



Friends of the North Pennines Dukesfield Smelters and Carriers Project

Brief for contractors to provide **Evaluation** services

Tender Closes: 23.59h Monday 6th April 2015

Introduction

The Friends of the North Pennines wishes to appoint a suitably qualified and experienced professional to deliver evaluation for their Dukesfield Smelters and Carriers project.

The Dukesfield Smelters and Carriers Project

The Friends of the North Pennines, a registered charity (FOTNP), has been awarded a Heritage Grant from the Heritage Lottery Fund (HLF) and supporting grants from other trusts for a project centred on Dukesfield in rural Hexhamshire, Northumberland (grid reference NY 942580, postcode NE46 1SG). The project will make a positive and enduring difference to our industrial heritage and the people who visit and care about it by:

- Revealing, consolidating and conserving the remains of the 18th century lead smelting mill on the banks of the Devil's Water river in Hexhamshire, Northumberland;
- Tapping into voluntary enthusiasm to participate in a range of conservation and heritage activities centred on the site remains, and to research the lives of those who worked there and along the lead corridor between the North Pennines and Blaydon;
- Stimulating the exploration and understanding of the lead routes running from the North Pennines orefield (Allenheads and Rookhope) to Blaydon on Tyneside via Dukesfield, through a variety of interpretation, educational resources and events, connecting with other lead mining heritage sites, and by increasing awareness of a free public amenity accessible to all.

The project started in September 2010 and is due to end in July 2015. The Friends of the North Pennines Board and the Dukesfield Steering Group (DSG) through a partnership approach deliver governance.

Scope of the work

The evaluation requirements are to:

- Identify key enabling factors and lessons learnt for the delivery of future Friends of the North Pennines projects
- Evaluate the learning of the Dukesfield Steering Group (DSG) and Contractors
- Evaluate the learning of a whole range of volunteers involved in the project

The DSG has nine members. The contractors cover Project Management; Marketing and Communications; Graphic Design; Website Design; Archaeology; and an Architect. The volunteer activities include archaeology; transcription; art; education, and interpretation.

Responsibilities:

- To undertake an in depth evaluation, preferably face to face, with the DSG and Contractors, to drive out the benefits, learning, the key enablers and lessons learnt. Main areas to cover are:
 - Involvement in the project stages
 - Engagement/disengagement
 - Skills brought, developed, transferred, continued use of
 - Relationships and behaviours
 - Roles and responsibilities
 - Decision making and governance processes
- To undertake, using an appropriate method, evaluation with the volunteer groups. The range of questions for this group is not as broad and needs to focus more on skills developed, used, transferred and continued learning. There is an end of project celebration planned for Sunday 7th June; this would be an ideal opportunity to gather evaluation evidence, as there will be many volunteers attending.
- To produce an evaluation report that also includes information provided by the Project Manager to meet the requirements of the funder. Six bound copies and one digital version of the report are required.

Timetable & Budget

The evaluation activity is to take place from mid April 2015 to early June 2015 with the evaluation report produced by mid June 2015. The budget is in the region of £4,000.

Contractor selection

Qualified contractors are asked to provide the following as part of their tender submission

- Full Curriculum Vitae of named individuals including qualifications and relevant experience
- The contractor's approach to delivering evaluation
- Number of days estimated to be needed for this project, cost per day and availability
- Proposed payment terms
- Evidence of professional indemnity insurance cover
- Contact details of two clients willing to provide references regarding the provision of similar services. References will only be taken up for shortlisted bidders
- Normal working location(s)

The Friends of the North Pennines working in partnership with the Dukesfield Steering group will select a contractor on the basis of:

- Relevant experience
- Proposed approach to the work
- Value for money

The Friends may wish to interview shortlisted contractors on Wednesday 15th April 2015.

The Heritage Lottery Fund's document Evaluation Good Practice Guide is available at www.hlf.org.uk

For more information please contact Ian Forbes, Dukesfield Steering Group Chair at FOTNP@hotmail.co.uk or visit www.dukesfield.wordpress.com

Tenders should be submitted in pdf or MS Word compatible format to FOTNP@hotmail.co.uk with the subject heading **TENDER: Evaluation** by 23.59h on Monday 6th April 2015.