



EVALUATION OF DUDLEY CANAL TRUST'S PORTAL PROJECT

Dudley Canal Trust Trips Ltd require an Evaluation Consultant to develop and implement an appropriate evaluation methodology to measure the impact of their 2013 - 2017 Portal Project, which is funded by a range of funders including Heritage Lottery Fund, Biffa Award and European Regional Development Fund.

Summary

Dudley Canal Trust Trips Ltd (DCTT) have embarked on a £3 million project to construct a new 'Portal' building on their Todd's End site. The Portal will provide new facilities for visitors and facilitate learning and engagement through a new exhibition and learning space. A three year programme of activities will accompany the capital construction work, supported by three new members of staff. An evaluation of the project is required, to be implemented throughout the project with a report delivered before the end of the project in August 2017.

DCTT require an evaluation expert to design, develop and implement an appropriate evaluation methodology to measure the impact of the capital work and the activity programme. It is desired that this should be primarily an outcome-based evaluation, assessing the impact that the new building and engagement programme has on the local and wider communities who use DCTT's building and services. It is hoped that the evaluation will demonstrate the wide-ranging benefits that the Portal provides for the communities which it serves.

By starting evaluation now at the early stages of the project, it is hoped to gain a full and rounded picture of the project's impact.



The Brief

The evaluation should demonstrate the value of the work which will be undertaken at the Portal and by DCTT staff off site. As well as providing an outcome-based evaluation, it will also need to assess the success of the project against the benchmarks which were established in the grant application stage, which are quantitative values for attendance and access. A copy of the activity plan which contains these targets is available on request, though it should be noted that the activity plan has been designed to be a reactive document which anticipates changes to strategy and outcomes throughout the project.

Specific Aims of the Evaluation

- To measure the success of the project against the quantitative and qualitative benchmarks in the grant application documents
- To measure the impact of the project on the local and wider communities which DCTT serves
- To produce an evaluation report which can be submitted to grant funders as part of the final project reports
- To provide evidence which can be used in future funding applications
- To highlight possible areas of future growth and improvement for the engagement programme at DCTT

Deliverables

The successful tender will be required to

- Develop an appropriate methodology for creating the evaluation
- Research and compile the necessary evidence for the evaluation
- Produce a written evaluation report for ERDF and Biffa Award purposes in September 2015, an interim report for DCTT in August 2016 and a final report in August 2017 for HLF purposes.

Budget

The budget for the evaluation is £15,000 excluding VAT and includes any fees, travel expenses and materials.

Timescale

Proposals submitted by noon on 29th May.

Selection will take place for two weeks from the 1st June, with the work to start immediately after a two-week standstill period.

The project is due to be completed in August 2017.

Tender Process

Interested applicants should provide a hardcopy proposal to arrive by noon on 29th May, marked "Evaluation Tender" to Dudley Canal Trust Trips Ltd, 501 Birmingham New Road, Dudley, DY1 4SB. The tender should include the following information. Applications will be assessed against these headings, and failure to submit any of the required information may result in your tender being rejected.

Project Approach

- An explanation of how you will approach the project, please include proposed evaluation methodologies
- A breakdown of phases of work, with deadlines, including points at which you will need input from us

Project Management

- How you will communicate with Dudley Canal Trust during the work
- A schedule of the work, including time allocated to each phase and in total
- Confirmation that you can deliver the project within timescale and budget

Company Background

- Brief background information to your company
- List of other clients and/or past projects delivered on a similar brief

Budget

- Your proposed fee, detailing what is included and excluded in the sum
- A budget breakdown for the project

Further Information and Contact

Information about the project and Dudley Canal Trust can be found online at our various websites;

www.dudleycanaltrust.org.uk

www.facebook.com/dudleycanaltrust

For any further information, or for clarification of any of the points in this brief, please visit <http://dcttenders.proboards.com>

Enquiries will only be answered via this website. Any email or phone contact regarding this tender will not be answered.

The Portal project is part-funded by The National Lottery through the Heritage Lottery Fund and the European Regional Development Fund 2007-13.