

Expressions of interest sought for Local to Global evaluation consultant

Overview

We are inviting expressions of interest for a consultant to evaluate the new Local to Global project. A consultant is needed to put in place and carry out an evaluation of the UK National Commission for UNESCO's (UKNC's) National Lottery Heritage Fund project: [Local to Global](#). They will ensure that the project is meeting its objectives, outputs, and outcomes for the UKNC, UNESCO Designated Site Co-ordinators, as well as for the Heritage Fund.

The consultant is expected to:

- Set up the evaluation framework at the start of the project. This includes liaising with other appointed consultants
- Establish relevant data management processes and evaluation tools for use by the UKNC team
- Analyse project data at the end of each year of the project (September 2023, September 2024).
- Develop clear conclusions and recommendations to help UKNC, Site Co-ordinators and other stakeholders identify and apply lessons learned and present them in good time.
- Be fully conversant and up-to-date with National Lottery Heritage Fund requirements for evaluation of grants of up to £250,000.

Outputs

- **Data Management process:** Create a clear logic model for the project that aligns with the Heritage Fund and UKNC's overall objectives, data inputs, and identify, set up and support the delivery of the correct research and data collection methods (web survey, stakeholder interviews, community workshops with Site Co-ordinators)
- **Interim reports:** Oversee the preparation by the project team of two interim evaluation progress reports at agreed milestones
- **Final Evaluation report:** Produce a final evaluation report drawing on data and analysis provided by the project team, and depth interviews undertaken by the consultant with the three Pilot sites, containing clear conclusions and recommendations

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Table on project consultant responsibilities

It is expected that feed-in loops will be developed and sustained to ensure that UKNC staff benefit from the knowledge and expertise of both consultants and project staff. This will contribute to their personal professional development as well as strengthening the resilience of the UK National Commission for UNESCO.

Evaluation	Activities <ul style="list-style-type: none"> • Set up the evaluation framework at the start of the project. This includes liaising with other appointed consultants. • Establish relevant data management processes and evaluation tools for use by the UKNC team (January 2023). • Analyse project data at the end of each year of the project (reports to be delivered in time for October project board meetings in 2023 and 2024). • Develop clear conclusions and recommendations to help UKNC, Site Co-ordinators and other stakeholders identify and apply lessons learned.
	Outputs <ul style="list-style-type: none"> • Data Management process: Create a clear logic model for the project, data inputs, and identifying the correct research and data collection methods (web survey, stakeholder interviews, community workshops with Site Co-ordinators). • Interim reports: Produce two interim evaluation reports for the UKNC management board. One of these serving as an annual review of progress on project impact will be required for internal stakeholders. Content of the reports will be used to improve delivery and report to funders. • Final Evaluation report: Produce a final evaluation report containing clear conclusions and recommendations.

Contract management

We expect the commissioned evaluation consultant to begin mid-March 2023 and complete final reporting by October 2024. Key dates will be confirmed with UKNC once in post.

The anticipated budget is £9,000 (including all expenses and VAT). The payment schedule will be structured in the following instalments:

50% March 2023 on recruitment and signing of contract

25% November 2023 upon successful completion of interim report

25% November 2024 upon successful completion of the final report

The evaluation consultant will be managed by UKNC's Project Implementation Manager.

Award criteria

Expressions of interest should include:

- Your methodology for undertaking this work
- Understanding of National Lottery Heritage Fund's outcomes and frameworks
- An outline of internal responsibilities and liaisons
- Details of staff allocated to the project and your collective experience in carrying out similar projects
- Allocation of days across members of your team and your daily charging rates
- A timescale for carrying out this work
- Overall cost

Proposals will be assessed by UKNC against the following questions:

- To what extent does the proposal demonstrate understanding of the issues and social values related to the project brief?
- To what extent is the methodology appropriate to the requirements set out in the brief?
- What level of relevant experience does the bidder demonstrate in order to successfully complete the work?

Submitting an expression of interest

Expressions of interest should be submitted to the UKNC Project Implementation Manager, Liam Smyth: lsmyth@unesco.org.uk

No later than: Friday 10th March 2023

The successful applicant will be expected to commence work on Monday 20th March 2023