Brief for external evaluation of
Easton and Lawrence Hill Neighbourhood Management
March 2014

1. **Why do we want an external evaluation?**

   a. To assess the impact of Easton and Lawrence Hill Neighbourhood Management (ELH NM).
   b. To reflect and learn from our work to date.
   c. To inform the overall direction and business plan for the organisation over the next three to five years.

2. **What do we need a consultant to do?**

   a. Evaluate ‘distance travelled’ since 1 April 2010 when we officially became ‘the legacy’ of the New Deal for Communities programme.
   b. Evaluate to what extent the organisation fulfils its purpose.
   c. Evaluate the reputation of the organisation against its promise.
   d. To measure the impact of the organisation in particular:
      - I. Communications
      - II. Community development
      - III. As champion or advocate for the people and place of the project area.
   e. Identify opportunities for development or needs we should be responding to in our business plan.
   f. Propose an internal monitoring and evaluation framework including rigorous and appropriate qualitative data capture methods which enables us to measure and evidence impact going forward.

   We would like to discuss with the applicant the approach to data gathering for the purposes of this evaluation. We will be collecting data to inform funding bids. Ideally we will carry out one survey to collect data for the evaluation and for our funding purposes.

3. **Background**

   ELH NM is a resident led voluntary organisation working in much of the Easton and Lawrence Hill wards (Barton Hill, Easton, The Dings, Old Market, Redfield and St Judes) formed on 1st April 2010. We are the legacy of two regeneration programmes - New Deal for Communities in Barton Hill (Community at Heart) and Neighbourhood Renewal in Easton (Easton Community Partnership).

   We are about to enter the fifth year of the legacy and have a track record in our own right. This evaluation will inform how we move forward and the business plan for the next five years.

   Visit [www.eastonandlawrencehill.org.uk](http://www.eastonandlawrencehill.org.uk) for more information about our work, the staff team and the board.

4. **Our aim is to understand:**
a. What have we achieved since 1 April 2010 taking account of the changed political and policy context locally and nationally?
b. Have we established a positive relationship with local people and partners?
c. Are we regarded as a credible organisation that delivers what we say we will deliver?
d. What difference have we made in the project area?
e. What should our future priorities be?
f. How we should monitor and evaluate going forward so that we can reflect, learn and demonstrate impact to ourselves and to funders.

5. **Deadlines/timeline**

We would like the final report within six weeks of agreeing the schedule of work and ideally the project concluded by the end of April. We are keen to progress as soon as possible. However, our first priority is to secure the right person/organisation for the work so we would be prepared to negotiate on timescales. There will be two presentations to the board – one setting out the overall approach and timescale and the second will be the draft findings and recommendations. Our aim is to work within dates of board meetings that have already been scheduled.

6. **Stakeholders**

a. **External** Residents (active/engaged residents and residents of the area/those involved over time)
b. Community and voluntary organisations (partners and others/those involved over time)
c. Bristol City Council
d. Ward Councillors
e. Police
f. Ashley Easton and Lawrence Hill Neighbourhood Partnership
g. Businesses.

**Internal**
a. Board and staff.

7. **Resources and information**

We will be able to provide a significant amount of information about our work including: Annual work programmes, outreach work, surveys, case studies and project reports and interview time with staff and board members.

8. **Final report**

We envisage the report will include:

a. Conclusions, recommendations, key findings, methodology, evidence / data collected, data analysis.

b. Key messages for the public/community ‘what you told us’.

c. Executive summary.

d. Some templates for ongoing internal evaluation.
9. **Managing the tender**

The contract will be managed by the Neighbourhood Manager and overseen by the Evaluation Group (a sub group of the board).

You will be required to attend three meetings with the Evaluation Group. The first meeting will be to agree the work, the second will be to provide a progress report and for the group to give direction and a final meeting to receive the draft report. A draft report must be made available to the evaluation group five working days in advance of the meeting. Meetings of the evaluation group will be convened by E LH NM.

There will be two presentations to the full board – one at the beginning of the contract setting out the process and timescale and the second to present and seek feedback on the draft report, in particular the findings, recommendations and future priorities.

10. **Skills and Knowledge of the consultant**

We are looking for the following experience and skills:

a. An experienced evaluator/s with a demonstrable track record.

b. Experience of working with residents/communities as well as agencies.

c. An appreciation of the kinds of approaches that are most likely to be successful in ethnically diverse, marginalised and deprived communities.

d. The applicant must be able to provide at least two testimonials from organisations who have commissioned an evaluation report. ELH NM must be free to contact these organisations and be able to view the reports.

We are keen to hear from people/organisations who believe they can do a good job for us. We think it might be an advantage to understand the general principals of neighbourhood management and have some insight to the changing policy and political context of this area of work but we are open to be being challenged on this.

11. **Budget**

Approximately £5,000

12. **Application process**

Submit an outline proposal including budget and daily rate along with your CV of relevant experience and skills including two testimonials and two referees, one of which must be your most recent employer/client.

**PLEASE EMAIL SUBMISSIONS TO TRACY PARSONS BY 9am on Wednesday 26 March 2014 at officemanager@eastonandlawrencehill.org.uk**

If you are seeking clarification about the brief please speak to Penny Germon on 0117 903 9879.