



SELBY ABBEY: The Origin Stories

Evaluation Consultant

Scope of services

1.0 INTRODUCTION

Selby Abbey: The Origin Stories is a transformational £1.5 million initiative funded by The National Lottery Heritage Fund. Running from June 2025 to October 2027, the project will secure the future of our Grade I listed Abbey through vital restoration and a wide-reaching public engagement programme.

2.0 BRIEF TO CONSULTANT

Selby Abbey is seeking a skilled Evaluation Consultant or consultant team with experience of National Lottery Heritage Fund (Heritage Fund) projects to support us in evaluating the Delivery Phase of our project.

The Evaluation Consultant will be part of our specialist activities project team, working closely with the Project Manager to ensure that all aspects of this project are evaluated throughout its delivery, that lessons learned are embedded through the life of the project, and that outcomes are met for our audiences and stakeholders.

3.0 FEE

The maximum fee for this work is £12,500.00 ex VAT. to include all expenses incurred such as travel and subsistence.

4.0 SCOPE OF SERVICES

We are seeking an Evaluation Consultant to deliver the following:

- complete full evaluation of all aspects of the Selby Abbey: The Origin Stories project

- review and agree the project evaluation framework in collaboration with the Selby Abbey team and agree quantitative and qualitative approaches to be used to evaluate the impact of the project against our measures of success
- provide training for staff and volunteers to support them in capturing high quality data throughout the project
- develop evaluation materials (e.g. questionnaires etc.) in collaboration with staff and volunteers
- as part of the above, develop clear and standardised templates where required to support the collection of evaluation data and support the development of other data collection materials as required
- work closely with the Now Then! staff team, who are currently devising an evaluation toolkit for the Now Then! Project, a partnership of local community and cultural organisations
- collate and analyse all evaluation material
- produce clear and concise reporting, including interim/annual reports and a final report
- produce headline findings to be included in quarterly reports to the Heritage Fund
- produce a final evaluation report
- attend monthly project meetings during the contract period.

5.0 MANAGEMENT AND WORKING RELATIONSHIPS

The Project Delivery phase is being managed by our Project Manager. As project lead, they intersect with the Selby Abbey Origin Stories Project Steering Group made up of representatives from Selby Abbey PCC and Selby Abbey Trust.

The Project Manager will make relevant connections to other consultants working on the project where appropriate to ensure maximum sharing of knowledge. The Evaluation Consultant will also be expected to work closely with our Operations Manager and the Volunteer Co-ordinator.

The Evaluation Consultant will be expected to attend monthly project team meetings (remote) during their contract.

The consultant will need public liability insurance to the value of £5 million and public indemnity of £1 million. If these are not already in place, the consultant should undertake to obtain them ahead of the commencement of the contract.

This contract will begin 1st October 2025 and end 31st October 2027.

6.0 AWARD CRITERIA

To tender for this work, please send a proposal including:

Your approach to delivering the scope of services

A CV which details your relevant experience to date, and for each consultant if more than one

Two brief case studies of similar work delivered

The allocation of days between members of the team (if applicable)

The daily charging rate of each consultant

A timescale for example for carrying out the project

An overall budget.

Proposals submitted will be assessed against the following questions:

To what extent does the proposal demonstrate an understanding of the brief?

To what extent are the methodology and methods appropriate to the requirements set out in this brief?

What degree of experience does the bidder demonstrate to successfully complete the work?

How well has the bidder demonstrated the ability to deliver the work to the budget and timetable required?

A provisional project evaluation framework produced during the Development Phase is available on request from originspm@selbyabbey.org.uk

7.0 PROCUREMENT PROCESS

Proposals should be sent via email to originspm@selbyabbey.org.uk

Proposal return deadline: 17:00 Sunday 28th September 2025

Selby Abbey will notify bidders via email of our decision week commencing Monday 29th September 2025.

8.0 METHOD OF APPOINTMENT

A letter of appointment will be issued on the basis of the approved response to this brief and will include a final payment schedule, conditions of appointment (e.g. production of insurance documents etc.) and reporting timetable. The consultant will indicate acceptance by signing a copy and returning it to the client.