



## Freelance Evaluator Brief

### Introduction:

Festival Bridge is a programme of the Norfolk & Norwich Festival Trust. We are one of ten national Bridge organisations who have secured investment from Arts Council England and the Department for Education to connect children and young people with great arts and culture. We work across Cambridgeshire, Norfolk, Peterborough and Suffolk, supporting and developing strong cultural education networks and partnerships, ensuring children and young people's creative and cultural experiences are the most valuable they can be and acting as a leading hub of useful information to inspire cultural education practitioners.

Culture & Arts Leaders in Schools & Academies (CALSA) is a key regional programme developed by Festival Bridge in 2015 to ensure that the benefits of cultural education are accessible to children and young people across our region.

In the 2021/22 academic year Festival Bridge is working in collaboration with [Unity Research School](#) and CALSAs across the region to deliver a series of inquiry projects which explore how to grow and develop the capabilities of 'Arts Broker Teachers' as defined in the [TALE research project](#). We are looking to recruit a freelancer to evaluate and create recommendations based on this activity.

### Duration of the contract

The contract period is from November 2021 to July 2022. The aim of this brief is to evaluate findings from the CALSA Arts Broker Teacher Inquiry Project and produce recommendations for future practice.

### Procurement and project timeline

The timeline for the project is detailed below. The dates are subject to change.

Activity	Date
Issue tender	8 <sup>th</sup> October 2021
Deadline for submitting proposals	25 <sup>th</sup> October 2021
Contract commencement	3 <sup>rd</sup> November 2021
Kick-off meeting	3 <sup>rd</sup> November 2021
Presentation of findings	4 <sup>th</sup> July 2022
Final report	18 <sup>th</sup> July 2022
Sharing event	tbc

## **Specification**

### **Project aims and objectives**

**Aim:** To develop understanding of how peer-to-peer support can use the framework of the 'Arts Broker Teacher' to develop the capabilities of the teachers.

### **Objectives:**

1. Through at least 6 inquiry projects develop and test approaches to using the Arts Broker Teacher as a framework for enhancing peer-to-peer support amongst teachers of the creative arts and teachers who are primary arts leads.
2. Upskill and support at least 6 CALSAs in inquiry-based techniques.
3. Deliver summative evaluation of the project.
4. Share findings of project at at-least one regional event and through Festival Bridge digital networks.
5. Create and disseminate recommendations for future delivery of peer-to-peer support for Arts Broker Teachers.

### **Requirements**

Norfolk and Norwich Festival Trust wishes to commission an evaluation consultant to deliver:

- a. Narrative review of 6 inquiry project findings.
- b. Recommendations for future practice based on the project findings.

Overall, the evaluation should focus on understanding what has been effective across the 6 inquiry projects towards our aims of enabling peer-to-peer support amongst creative arts teachers and leads.

The role requires an individual or company with a range of skills, knowledge and experience in research, analysis and reporting. You will be working with the Festival Bridge Team, our Partners at the Unity Research School and exceptional teachers across the East of England.

The successful applicant will be responsible for:

1. Devising and implementing the evaluation process for the project.
2. Ensuring the evaluator role is understood by the teachers involved in the project and that requests for information are made clearly and with ample lead-in time.
3. Gather other data to support improvements in the programme and recommendations.
4. Analyse, interpret and present data, reporting the outcome and impact of the programme, producing final report.
5. Share research findings in an accessible report and at an event in 2022 (date tbc).

### **Approach**

We would like bidders to propose an evaluation approach and provide the skills and experience necessary to complete the project described above and outputs outlined below. We expect there to be consultation with the Norfolk & Norwich Festival Trust and the Unity Research School throughout the delivery of the contract.

### **Outputs**

- Project management and quality assurance
- Evaluation of programme
- Draft report
- A final publishable report and presentation of findings at a conference.

### **Pricing/Budget/Management**

The budget available for this project is **£4,000** exclusive of VAT, and inclusive of travel and other expenses.

Norfolk and Norwich Festival Trust will pay on receipt of invoices in-line with a schedule to be agreed in the contract.

Please specify in your proposal the named individual who will be responsible for managing this contract.

Data will be managed centrally by the Norfolk & Norwich Festival Trust.

### **Evaluation and pricing criteria**

Your proposal should respond to all the criteria below (maximum 2 sides A4 plus supporting information and budget). Quality and price criteria will be used to evaluate the quality of the tender proposals, as set out below:

1. Set out your proposed approach, explaining how you will meet the requirements outlined above and your understanding of brief
2. Demonstrate your experience and skills in successfully delivering similar evaluation planning activity
3. Provide copies of CVs for the delivery individual/team and two references for relevant previous projects
4. Include a detailed budget, complete with a schedule of charges (estimated number of days). The total fixed price will be inclusive of VAT, travel expenses and all costs to be incurred.

The successful candidate will need to provide evidence of insurance cover and will be responsible for their own tax.

### **Return of tender**

You must complete and submit your tender response/proposal electronically to [bridge@nnfestival.org.uk](mailto:bridge@nnfestival.org.uk) by **25<sup>th</sup> October 2021**. If you would like to discuss this tender please contact Michael Corley at [michael@nnfestival.org.uk](mailto:michael@nnfestival.org.uk) or on 07969 843 566.

