



**BEAVER
TRUST**



Provision of Monitoring, Evaluation and Learning (MEL) consultancy for a Beaver Trust project

Background

Beaver Trust (BT) is a nature restoration charity restoring beavers to regenerate our landscapes. Beavers are a native, keystone species that was an influential part of our historic fauna until hunted to extinction from Britain around 400 years ago. A key part of Beaver Trust's work is around communications and education to inspire coexistence with the dynamic species as they return to our landscapes.

More information about beavers and our work can be found at beavertrust.org

The National Lottery Heritage Fund

The National Lottery Heritage Fund is the largest funder for the UK's heritage. Using money raised by National Lottery players we support projects that connect people and communities to heritage. Our vision is for heritage to be valued, cared for and sustained for everyone, now and in the future. From historic buildings, our industrial legacy and the natural environment, to collections, traditions, stories and more. Heritage can be anything from the past that people value and want to pass on to future generations. We believe in the power of heritage to ignite the imagination, offer joy and inspiration, and to build pride in place and connection to the past.

The programme

Beaver Trust's Education Programme is a multi-year project funded by the National Lottery Heritage Fund (HLF). Working with schools and community groups across Britain, the project will provide an exciting programme of high-quality teaching and learning opportunities, training for educators and partnership with beaver sites across Britain. The aims of the three-year programme are:

1. To increase knowledge and understanding of beaver ecology, habitat and their role in mitigating climate change in three key audiences;
 - a. School children
 - b. Teachers and environmental educators
 - c. The general public and stakeholder groups.

2. Upskill schoolteachers and environmental educators in delivering beaver-related sessions in schools and on wetland sites.

3. Develop an education hub offering a suite of relevant learning resources to support the delivery of high-quality education sessions about beavers and their place in Britain's natural heritage.

4. Increase wellbeing and emotional connection to our natural heritage and increase participation in pro-environmental behaviours in each of the key audiences.

As part of the education and outreach programme we are commissioning a consultant/consultancy to support our Monitoring, Evaluation and Learning (MEL) work. They will work closely with the Senior Education Officer and Communications team to develop an evaluation framework, toolkit and methodology as well as reporting process that delivers against HLF requirements. They will also be responsible for periodic reporting and compiling the final Evaluation report for HLF.

The evaluation work will involve four key areas:

Part 1: Development of a monitoring and evaluation framework

Part 2: Development of an evaluation toolkit for use by programme team

Part 3: Periodic data reviews including baseline

Part 4: Final project evaluation report

The full programme document is attached separately to accompany this brief.

Methodology

1. Create a monitoring and evaluation framework

- Create a project logic model for evaluation (HLF recommendation).
- Set out how outputs and KPIs will be measured throughout.
- Agree methodologies for data collection and reporting.
- Agree and record timescales and key points for evaluation.
- Finalise a reliable framework for measuring the impact of the whole project.

2. Develop Education Toolkit

- Work in collaboration with Beaver Trust to create documents and templates in order to gather data from a range of activities. The majority of the data collected will be from children of primary age and so specific experience in collecting data with younger stakeholders is essential.
- Agree appropriate quantitative and qualitative data collection methods most suited to the project and variety of stakeholder groups.
- Design a variety of data-gathering techniques for the wider range of activities within the programme outside of schools.

3. Periodic data reviews including baseline

This will need to be carried out annually by the consultant working closely with the programme team. The first stage of this will be a baseline report for completion by August 2024*.

- Provide periodic reports to Beaver Trust on the data collected.
- Ensure the evaluation toolkit is fit for purpose and being used correctly by the programme team. If there are any issues, we would require the consultant to support Beaver Trust to rectify these and if necessary alter the toolkit.
- Consider how the legacy of the project is developing as part of the review.
- Review the efficiency and effectiveness of the programme against its stated aims.
- Ensure delivery plans and evaluation for the next stage of the programme remain fit for purpose and make any recommendations if needed.

4. Final project outcomes evaluation report

This will be formally presented to the National Lottery Heritage Fund at the completion of the programme, via Beaver Trust. This will include:

- A summary of what has been achieved.
- An assessment of the extent to which the project has achieved its aims and objectives.
- A review of project delivery.
- An assessment of project legacy - the longer-term impacts beyond the life of the project life.

Outputs/deliverables

The following outputs will be required:

Monitoring and Evaluation Framework	End July '24
Baseline data collected	End August '24
Periodic data review report	May '25 May '26
Final outcomes report	May '27

* Subject to timely contract award by end of June 2024

Contract management

We anticipate the service commissioned to begin in June '24 and be completed by May '27

The anticipated budget is £12,000 to include VAT and all expenses.

The contract will be led by Beaver Trust.

The payment schedule will be subject to discussion and agreement, in line with the delivery or completion of each component.

Contract management will be led on a day-to-day basis by Beaver Trust's Senior Education Officer, Holly Usher

Award criteria

A proposal for undertaking the work should include:

- a detailed methodology for undertaking the study.
- details of staff allocated to the project, together with their experience in carrying out similar projects. The project manager/lead contact should be identified.
- the number of anticipated days per component.
- the daily charging rate of individual staff involved.
- a timescale from inception to completion.
- A breakdown of costs for each component

Proposals submitted will be assessed by Beaver Trust against the following questions:

- To what extent does the proposal demonstrate an understanding of the requirements of the project?
- To what extent are the methodology and methods appropriate to the requirements set out in this brief, particularly when collecting data with younger stakeholders?
- What degree of experience does the bidder demonstrate in order to successfully complete the work?
- To what extent is the cost reflective of our proposed budget limit?

Procurement process

Please submit proposals to holly@beavertrust.org by the deadline given below.

Proposal return deadline: Monday 24th June 2024

Beaver Trust will notify successful bidders of our procurement decision in the week commencing Monday the 1st of July 2024.