



TORQUAY MUSEUM



Brief for Project Evaluator

Growing Museums – Arts Council England Museum Resilience Programme

Background to the Torbay Growing Museums Partnership

The Growing Museums Project funded by Arts Council England builds directly on previous ACE investment which has enabled significant changes and now provides a unique opportunity to implement next steps towards a resilient and sustainable museum sector in Torbay. This exciting project works across the three accredited museums of Torbay - Torre Abbey, Torquay Museum and Brixham Heritage Museum.

Torbay's recent Cultural Volunteering Research Study identified the reach, diversity and appetite for volunteering opportunities. Crucially this new investment will support the museums to develop and implement effective systems for the management and recruitment of volunteers. In addition the Museums will be seeking to improve fundraising opportunities and capacity and develop new programmes of events relevant to local audiences.

Project Evaluator

The **Project Evaluator** role will devise and deliver a programme of evaluation for Torbay's Growing Museums Programme, incorporating each strand of the project activity across the Museum Resilience project.

The Project Evaluator will become familiar with the context of the partnership and its development to date and ambitions for the partnership for the future.

The main purposes of this evaluation will be to:

- **Review the work of the partnership to date** exploring key outputs delivered by the partnership;
- **Measure the ways in which the partnership has made an impact** in relation to the aims and objectives as set out in the Torbay Growing Museums Partnership MRF Activity Plan, and the three museums own Forward Plans.

- **Provide quantitative and qualitative data** to assess the impact of the partnership to date which will act as a baseline for future evaluation evidence;
- **Assess the project data** in order to make recommendations for the partnership, for future work and key areas identified as priority.

The evaluation report will be used to identify the impact and measure the successes of the partnership to date.

The report will be shared with all stakeholders and used to report back to our funders.

As part of the evaluation process we will expect the consultant(s) to:

- Establish a baseline of evidence against which to map the development of skills and knowledge;
- Devise a formative evaluation programme to track the effectiveness of key areas of project activities;
- Arrange individual and group consultations with a range of individuals, museums, partners and stakeholders as well as the Project Team;
- To carry out a programme of evaluation activities which will produce representative qualitative and quantitative information about the effectiveness of the partnership to date;
- Provide input, advice and support to the project team based on the findings during the evaluation process;
- Attend at least 2 steering group meetings;
- To provide summary feedback to the Partnership highlighting issues or areas for development and making recommendations where appropriate;
- Provide a written report at agreed stages of the project detailing the evaluation findings and making recommendations for the Project Team;
- To provide a final written report (1 electronic copy, 3 hard copies), including methodology and conclusions which documents the evaluation completed and assesses the project's success in achieving its objectives.

Budget and Timescale

The maximum amount available for this role, including VAT, travel and expenses is up to £5,000. The Consultants should quote a fixed price quote, identifying separately fees, travel and other expenses. A full fee breakdown, including day rates of all personnel involved should be included in your proposal.

The work needs to be carried out between October 2017 and March 2018.

Applications

Applications should set out their proposed methodology in an evaluation plan.

The evaluation plan should include

- An understanding of the purpose of the evaluation for the partnership;
- Where you would source or capture the data and when the data will be captured (including sampling frequency and follow up);
- Identification of any documentary material to be reviewed and analysed;
- Identification of any museums, partners, stakeholders or specific individuals to be interviewed;
- Description of interview programmes, surveys, focus groups or other methodologies to be used;
- Timeline of evaluation activity and key milestones.

Any material limitations or exclusions in the scope of the evaluation should be clearly stated.

Torquay Museum, on behalf of the Growing Museums Partnership will have copyright over all information and reports produced during the evaluation.

The application should include details of the Project Evaluator(s) with a CV and summary of their skills and experience and an appropriate client reference for each member of the evaluation team.

All applications should include a full fee breakdown including day rates of all personnel involved.

Applicants should also include a payment schedule.

Submission

Deadline for submission is: **Monday 16 October by 5pm** applications by email: mischa.eligoloff@torbay.gov.uk

Assessment

Following initial assessment of the submissions, those shortlisted may be required to attend an interview or to provide further information prior to final selection of the successful submission.

Further Information

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Background Information

The project partners are the three accredited museums within Torbay - the English Riviera, all at least in part funded by Torbay Council.

Torre Abbey

Torre Abbey was founded in 1196 and is Torquay's most historic building. As well as its abbey ruins it houses a nationally important collection of paintings and antiques.

Torquay Museum

Torquay Museum is Devon's oldest museum, created in 1845 and is still an independent Museum and a registered charity.

The museum houses international important geological, archaeological and ethnographic collections. A variety of temporary exhibitions and a programme of events are delivered throughout the year. In 2016 its Quaternary Cave Collections and Archive were Designated.

Brixham Heritage Museum

Brixham Heritage Museum was founded by Brixham Museum & History Society in 1958. It tells the story of the Riviera's oldest town, from the Stone Age through to the present day, using a strong nautical flavour. Particular emphasis is given to Brixham's fishing and ship building industries, also to the Berry Head Napoleonic Fort and Brixham's prehistoric 'Bone' Caverns.