

## **Accentuate History of Place Brief for Consultant Evaluator**

### **Purpose of the Role**

Screen South wishes to appoint an external evaluator in order to adopt an ongoing evaluation process, so we can reflect on changes, challenges, what is working well throughout the lifetime of the Accentuate, History of Place project and implement this learning. Therefore we are seeking to recruit an external evaluator early on in the project delivery. They will follow the progress of the project throughout its lifetime, meeting with the History of Place delivery team and the Head of Accentuate Programme at least three times over the course of delivery.

### **Background to the Project**

Screen South is a not for profit Creative Development company operating in the wider creative and cultural community. They deliver and lead innovative projects across screen based media and the wider heritage, cultural and creative industries.

The Accentuate Programme is part of Screen South's portfolio of work. Accentuate is a specialist programme which challenges perceptions of disability by providing life changing opportunities for Deaf and disabled people to participate and lead within the cultural sector. The History of Place project is part of a series of projects delivered through the Accentuate Programme.

We have recently been awarded £878,500 from Heritage Lottery Fund, for a three year, ground-breaking national disability heritage programme called **History of Place**.

History of Place will be a nationally significant social history programme charting deaf and disabled peoples' lives from the middle ages until the late 20<sup>th</sup> Century in relation to built heritage. History of Place will highlight eight sites of historic importance, across England, chosen to reflect early provision for disabled people through to the first purpose built architecture. The richly diverse, experiential stories generated by those who inhabited or designed these buildings, will provide new insights into their own lives and the prevailing social attitudes and institutional processes which controlled them.

There will be a range of local hands on participatory activities, a national touring exhibition and a strand engaging young deaf and disabled people using digital game making workshops and filmmaking. The project will link to the English Heritage disability online resource, Disability In Time and Place. <http://www.english-heritage.org.uk/discover/people-and-places/disability-history/>

History of Place is the first project of its kind, and is designed to bring this relatively hidden heritage to national notice. We are working with some key national museums including, The Museum of Liverpool, M Shed Bristol and we are hoping, The V&A London.

### **Role Description**

The Evaluator will provide an independent perspective and expertise in assessing the overall impact of the Accentuate History of Place project, reflecting on the evidence provided at key points in the project delivery. In particular they will:

- Assess the project Evaluation Strategy, adhering to HLF guidelines and making suggestions in relation to methods for collecting and monitoring information.
- Work with the Head of Accentuate Programme and History of Place Project Manager, to devise a series of monitoring forms and questions, based on suggestions outlined in the Evaluation Strategy.
- Devise and agree content of on line surveys
- Devise and agree content of telephone surveys
- Devise a strategy for focus group evaluation
- Meet with the Accentuate delivery team at least three times over the course of the project
- Attend at least eight events or activities over the course of the project
- Undertake a clearly defined core number of telephone interviews
- Produce a full and final report using information we have collated.

The Consultant Evaluator will be experienced in evaluating large scale multi partner projects which operate across a number of locations, working with deaf and disabled people, working with a range of stakeholders across the voluntary sector, and to understand the nature of a heritage project with significant input from volunteers. They

will be a professional evaluator, a skilled communicator with a flexible and self-motivated approach to undertaking the role.

The Evaluation Report produced as part of the Development Phase can be downloaded from [http://www.accentuateuk.org/?location\\_id=5003](http://www.accentuateuk.org/?location_id=5003). Please ensure you have read through this before applying.

### **Fee and Timescale**

The total fee for the role is £12,000 + VAT to cover all costs, including travel to key sites in Bristol, Liverpool, Kent and London. It should be assumed that you will travel to each of the locations to attend a range of the events which take place during the project delivery.

The role will run from February 2016 through to June 2018. There will be ongoing contact with the Accentuate History of Place team, but the final report will be due June 2018. It is anticipated that the fee will be broken down into four payments, based upon agreed milestones being reached and the following annual allocations:

2016: £3,000 + VAT

2017: £3,000 + VAT

2018: £5,000 + VAT

On completion of final report £1,000 + VAT

A full timetable of work will be developed with the successful applicant and final agreement of a payment schedule will be based upon this. Please note that payment can only be made on submission of an invoice, quoting the Purchase Order Number, by no later than 25<sup>th</sup> of the relevant month for payment by the 30<sup>th</sup> of the subsequent month (as long as the related funding has been received from the Heritage Lottery Fund).

Payment will be made by BACS and bank details to enable this should be provided to Screen South.

## **Application Process**

Applicants are required to send a CV with covering letter in which they outline how they would address the brief. Please provide evidence of experience in evaluating projects of a similar scale and scope, methodology and a full costing of your time.

Applications should be made both as a hard copy and electronically, and sent to:

Accentuate  
Screen South  
The Wedge  
75 - 81 Tontine Street  
Folkestone CT20 1JR

Email: [info@accentuateuk.org](mailto:info@accentuateuk.org)  
Tel: 01303 259777

Alternatively you can telephone or email to request application materials in other formats.

**Deadline for applications: Monday 1<sup>st</sup> February 2016**

**Interviews will be held at the Screen South offices in Folkestone on  
Monday 8<sup>th</sup> February 2016**