



## **Backstage Innovation Hub Project XPLOR**

### **Invitation to quote**

#### **Summative Assessment Evaluation of Project**

**Invitation to quote. Interested parties please email for the full information pack**

**[backstageinnovationhub@wakefield.gov.uk](mailto:backstageinnovationhub@wakefield.gov.uk)**



### **Scope of Evaluation Activities**

There are a number of key areas that the team would like to focus on via the evaluation and summative assessment process. The approach to the evaluation activities will be considered and agreed with the organisation appointed to undertake the evaluation. The key areas to be evaluated are:

- The physical and activity design of the project and whether these maximised the project outcomes and impact.
- Project performance against targets
- The impact of the project outcomes and how they represent value for money
- Lessons learned through the delivery of the project
- Key messages and dissemination strategy
- What has worked well – successes and definitions of success
- What has not worked well, and why
- What might have been done differently, and why
- What, if any, fundamental changes might have led to better outcomes
- What will the legacy of the programme be? Is there a continuing role for the Project Board including strategic involvement for WMDC
- Would longitudinal evaluation of the ongoing use of the R&D space offer value.
- How well the project engaged with females who are typically under- represented in this sector particularly on engineering and STEM activities.
- How activities have contributed to strategic objectives
- How the project has offered additionality over and above the intended project outcomes.
- The effectiveness of relationships between WMDC, Backstage Academy and other stakeholders
- The ongoing strength and development of these partnerships and other future shared benefits.
- The strategic impact of the project and how this aligns with corporate priorities for WMDC
- The strategic impact of the project and how it has shaped future developments for the creative sector industries and particularly on Production park

- The impact that the project has had on SME's in this sector in Wakefield District and beyond.
- Cross-cutting themes – delivery to support sustainability and equality.

### **Costs and Funding**

The budget available for all elements of the project (Mid-Term Evaluation, Final Evaluation and Summative Assessment Reporting) is up to £10,000 (inclusive of expenses and VAT).

All bids over £10,000 will be immediately eliminated.

The external evaluators will contract directly with Backstage Academy (Training) Ltd.

### **Methods**

The methods for conducting the evaluation phases are not prescribed. Bidders are invited to make proposals in this area with the expectation that these would be finalised in inception following consultation with the XPLOR Project Team.

### **Delivery Timeline**

- Mid-Term Evaluation Report (including lessons learned) – March 2022
- Final Evaluation Report – September 2022
- Summative Assessment Summary Template – September 2022
- Summative Assessment Data Monitoring Template – September 2022
- Project Completion – December 2022

The Summative Assessment reports provided by the procured service provider will include the following:

- Details of the aims and objectives of the evaluation;
- Methodologies undertaken to gather evidence for the reports;
- Impact and achievement of the programme against the XPLOR vision and objectives;
- Case studies of successful project delivery to SME's SMEs;
- Key findings and recommendations/ Exit Strategy; and
- An Executive Summary highlighting key findings and recommendations, which can be issued as a 'stand-alone document'.

The final report will be published on the XPLOR website and shared with key stakeholders including MHCLG.

### **Invitation for Proposals**

Submissions should be delivered in the following order:

1. Researcher/consortium profile and experience
2. Methodology and approach (including consideration for project risks)

3. Project timeline
4. Two references for conducting similar work within the last three (3) years
5. A sample of one similar evaluation report or more
6. Details of your Professional Indemnity Insurance.

Proposals from partnerships/consortia or group will be accepted; however, this should be through one lead partner with which the Backstage Academy will contract. If you will be delivering through a sub-contractor details of this should be provided in proposal.

Deadline for Submission of Proposals	31st October 2021
Short-listing and Decision ( including telephone interviews if required )	W/C 22nd November 2021
Initial Contracting Meeting	December 2021
Delivery of Evaluations	Spring 2021-Summer 2022
Anticipated End Date	October/November 2022

Evaluators must have a current GDPR policy in place and provide evidence of how you will use and store any personal identifiable information.

You are instructed to return your documents by email to: [backstageinnovationhub@wakefield.gov.uk](mailto:backstageinnovationhub@wakefield.gov.uk)

Emails must be clearly marked: "Confidential – XPLOR Project Evaluation and Summative Assessment"

You MUST respond by 31st October 2021 to be considered.

All clarification requests relating to the content and submission of proposals should be sent to the Backstage Innovation Hub/XPLOR inbox [backstageinnovationhub@wakefield.gov.uk](mailto:backstageinnovationhub@wakefield.gov.uk)

Wakefield Council reserves the right to request additional information and/or to interview providers about their proposal. If suitable evaluators or combination of evaluators cannot be identified, Wakefield Council reserve the right not to appoint an evaluator to the work package.