

# Invitation to Tender

# Evaluating The School for Everyday Democracy

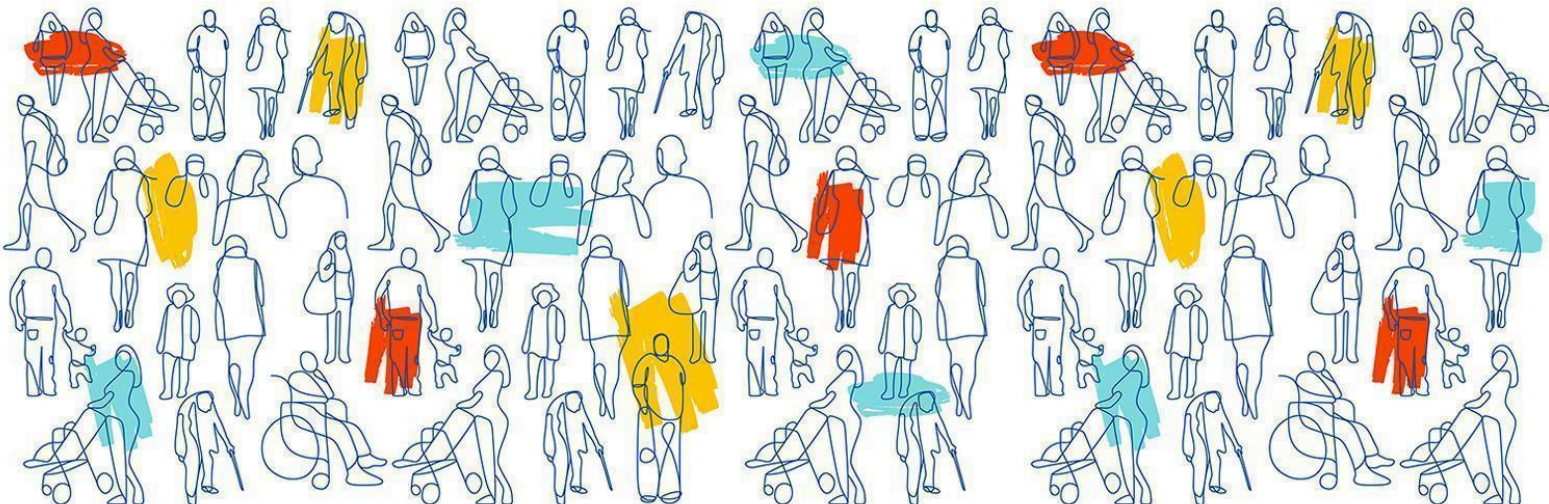
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This document provides contractors with the context, scope, and deliverables for the independent evaluation of the School for Everyday Democracy project. The following document outlines the approach expected.

**Closing date: 18.11.2024**  
**Enquiries to: [tenders@involve.org.uk](mailto:tenders@involve.org.uk)**

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The School for Everyday Democracy project is led by  
[Involve](#) and [Act Build Change](#)



# The School for Everyday Democracy

## Independent Evaluation Tender

### Key Info

Organisation: **Involve and Act Build Change**

Tender issue date: w/c 9.12.2024

Deadline for submission: 18.11.2024

Return submissions to: [tenders@involve.org.uk](mailto:tenders@involve.org.uk)

Tender award: up to £45,000 including VAT.

Enquiries regarding this invitation should be addressed to: **Calum Green**

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## 1. The Partners

Involve works to create a more vibrant democracy, where everyone can shape a society that works for us all. Each year, we work with around 2,000 members of the public to engage in over 70,000 hours of work to tackle the big challenges communities face. In recent years, we led [Climate Assembly UK](#), the [Citizens Jury on Assisted Dying in Jersey](#), [Scotland's Climate Assembly](#), the [Sciencewise UKRI Programme](#), and set up the [UK Democracy Network](#), amongst other landmark public engagement and democratic renewal projects. As part of this work, Involve has trained and supported thousands of people in how to build a more participatory society. Involve would be the lead Partner in managing this contract.

**Act Build Change is a community organising collective, whose mission is to make the methods of organising and collective care accessible to everyone who wants to build better worlds for all of us.** All our work centres lived experience - with accessibility, intersectionality and care as pillars of our work. Since 2018 we have worked with over 200 organisations and collectives across the UK and Ireland. Many of those we work with are new to organising and campaigning. We have supported people to build their power and win local and national campaigns ranging from housing to disability rights, changing immigration policy and providing political education. Those we work with range from local collectives to organisations such as the NHS, Open University, Grapevine Coventry and Warwickshire, Civic Power Fund and Trussell.

## 2. The Need

Half (47%) of people in the UK believe they have no influence over decision making. Most believe the current political system does not understand them, or deliver what they need. And, people's lack of power and trust is not uniform – those furthest from power understandably have the least trust in the current system.

And yet, we see on a daily basis people's desire and ability to work with others to make things better. During our processes, there is a moment for many of those involved, when they realise they have the right, ability and opportunity to make a difference. Similarly, there is always a moment when two people from very different backgrounds find that they are able to work together. We want to take this moment and build on it.

The good news is, we increasingly have the tools to help make this possible. From a greater understanding and use of processes like participatory budgeting and citizens' assemblies, to a national rise in community organising approaches, we are better equipped to support people to make a difference on the issues that matter to them.

We have a unique opportunity to build the power of people from all walks of life to come together to deliver common good in communities across the country. This is what our democracy needs; people having the power, confidence, connections, skills, and opportunities required to affect the things that matter most to them. We call this everyday democracy.

### **3. The Programme - The School for Everyday Democracy**

Involve and Act Build Change are partnering to deliver a programme that will support 100 people to become Everyday Democracy Champions. The work is funded by The National Lottery Community Fund (TNLCF), whose funding priorities are strengthening relationships between people with different experiences of life and helping people from all backgrounds to shape the future of their communities across the UK. The School for Everyday Democracy works to build the power of people to deliver common good in their communities and more widely. Our democracy thrives when people have the skills, connections, and opportunities to influence what matters most to them. We aim to shift the balance of power throughout the UK, creating opportunities for more individuals to drive social change in their communities. We call this 'everyday democracy.'

Our long term vision is to shift the balance of power within our democratic system and across all four nations of the UK, to strengthen society so it is more:

- Equitable – needs, experience and ideas of all people centred in how we determine our collective future
- Participatory – people have the freedom, support and opportunity to shape their communities and influence the decisions that affect their lives
- Empathetic – people seek to understand, empathise with and care for others, including those different to themselves.

The programme has three main workstreams, exploring:

#### **1. A training academy**

The academy will train Everyday Democracy Champions in four foundations; participation, deliberation, community organising and collective care. It will support Champions to develop and deliver action plans in their communities. This includes:

- Launch weekend (in-person) where they will:
  - Build connections with fellow champions
  - Be introduced to the programme
  - Explore the ideas that underpin the four foundations of the programme
- Residential training and learning courses (in-person), where they will:
  - Be introduced to tools and knowledge to help them develop your thinking and practical skills in the four foundations of the programme
  - Create action plans that outline the skills and knowledge they aim to build, and identify the steps and resources they will use to achieve their learning goals.
  - Public engagement and community organising simulation
- Practising what they have learnt in the community or with their groups
- Graduation weekend, where they will:

- Celebrate with other champions
- Share what they have learnt and achieved

## 2. **A peer-to-peer support network**

A Peer-to-peer support network is how we will build collective power and share knowledge and learning. We will support Champions to implement their plans and we will provide a reflective space. This includes:

- Support teams around key issues, approaches or geographies
- An online forum to stay connected in between residential
- Regular peer-to-peer support sets including coaching

## 3. **Support to act**

Support to act is how we will help champions to action their plans on the issues they care most about. This could look like:

- Action masterclasses on topics like;
  - Campaigning
  - Governance
  - Organising
  - Advocacy
  - Participatory processes
- Campaigns, communications and design support
- Opportunity to join up work across Champions' projects, for example to establish a national campaign on a specific issue.

The first cohort will begin their programme in January 2025 with recruitment opening from 1 October 2024. The programme runs until March 2027.

## 4. **Scope of services**

We are seeking an experienced individual or organisation who can create and deliver independent monitoring and evaluation of the overall project.

Working with the project team and partners, they will be responsible for creating the Monitoring and Evaluation Strategy; bringing together the information collected as part of the Monitoring and Evaluation Strategy; carrying out deep dive evaluation in between programme cohorts, providing lessons learnt from the deep dives to be applied to future cohorts.

The consultant's role is to provide expert analytical skills, knowledge, advice and the listed outputs to ensure that the evaluation of the project is completed successfully, meets key funder and stakeholders' requirements and outcomes, and leaves a sustainable legacy.

As one of the key purposes of the programme is to reach people who do not traditionally have a route into decision making structures, it is very important that the monitoring and evaluation aspect of the programme is delivered through a power and privilege lens.

By January 2025 a programme advisory board will be in place, made up of people who bring sector specific knowledge. One person per cohort will also be recruited onto the board. The MEL consultant will work with the advisory board and core Everyday Democracy team to identify and implement key learnings from the programme's deep dives and data capture.

**The total budget for this piece of work is up to £45,000 including VAT.**

## **4.1 Expected outputs and responsibilities**

### **A. Development phase**

- **Create a monitoring and evaluation framework (16 December 2024 - 20 January 2025)**
  - A document which will set out how outputs and outcomes of both the development and delivery phase of the project will be monitored, with explicit reference to a power lens
  - Procedures agreed for data collection and reporting that apply a person centred approach and are mindful of removing barriers to engagement. For instance, ensuring methods of data collection aren't overly time consuming.
  - Measures identified for different types of evidence including stories and qualitative data
  - A reliable framework for measuring impact of the whole project and discreet projects within the wider project
  - Co-create with the Everyday Democracy team a Theory of Change for the programme that links to key indicators and measurements
  - Co-create with the Everyday Democracy team appropriate success factors for the project
  - Develop an evaluation toolkit, including a:
    - Set of documents and templates developed that the delivery team are able to use confidently to gather data for evaluation from a range of activities
    - Variety of data collection techniques that are suitable for the activities and approach of the project.
- **Engage with The National Lottery Community Fund's Evidence Partner to co-design research questions that are of interest to the cohort of grant holders and to contribute to this work by gathering agreed evidence through the project. (Each year - starting from early 2025)**

### **B. Iterative Delivery for each cohort**

- Cohort one (January 2025 - October 2025)

- Cohort two (June 2025 - March 2026)
- Cohort three (September 2025 - July 2026)
- Cohort four (March 2026 - December 2026)

For each cohort, produce the following:

- A short review of the progress so far on the project impact
- Ensuring that monitoring tools are fit for purpose and are being used appropriately
- Ensure that there are no gaps due to recent developments in the project which are not captured by evaluation
- Confirm what has been achieved to date
- Distil the key lessons learnt
- Lead an MEL workshop to engage project partners with discussing potential changes required, taking into account iterative improvements
- Write-up and share changes required. The format of the write up will be agreed in advance - its aim is to be practically useful and accessible, so we will explore formats such as slide decks, dashboards, storyboards and diagrammatic presentations rather than long written reports
- A deep dive into project impacts on cohort participants following each cohort's graduation.

### **C. End of year TNLCF report**

- [Complete TNLCF's end of year project report template](#)

### **D. Final project evaluation (January - May 2027)**

- Summary of what has been achieved
- Assess to what extent the project has achieved its aims and objectives – where targets have been met, exceeded, or where they have not been realised
- What has been learnt and how could things be done differently
- Attend up to two events sharing, alongside the core team, what we learnt from the project.
- Co-design a learning event with the Everyday Democracy team which will be for an external audience.

### **E. One year on impact report (March 2028)**

- Follow-up with participants one year on to track their progress
- Write an impact report on what has been achieved by the programme

## 4.2 Summary of key deliverables

A summary of the key deliverables is provided in the table below.

Output/ Responsibility	Project phase	Timeline for delivery
Create monitoring and evaluation framework and develop evaluation toolkit	Development	Final draft 20.01.2025
Cohort 1 review	Delivery	October 2025
Cohort 2 review	Delivery	March 2026
Cohort 3 review	Delivery	June 2026
Cohort 4	Delivery	December 2026
Programme evaluation	Final Delivery	TBC March 2027
Learning event	Post programme	May 2027
One year on impact report	Post programme	March 2028

The evaluation reports must be honest and accurate assessments of the project, ensuring that it captures the successes, the areas for growth and/or improvement, and the failures. Collaboration with the project team, partners, participants, communities, and others will be needed in the preparation of these reports.

## 5. Tender timeline

The timeline for tender submission and the first output of the Monitoring and Evaluation role is outlined below. The specific timelines for the further outputs detailed in the scope above are to be refined at a future date.

Invite to tender	Submission deadline	Interview (3 shortlisted candidates)	Award tender	Agreed monitoring and evaluation framework
28.10.2024	18.11.2024	from 28.11.2024	w/c 09.12.2024	20.01.2025

## 6. Response Structure

When writing your response, please follow these formatting guidelines:

- Page limit: 10 pages (biographies can be appended)
- Font size and spacing: Font size 10 or above, line spacing 1.15 minimum



## **A. Expertise and experience**

- Experience supporting programmes strategically to design and refine programmes for evidence through a power and privilege lens
- Experience of identifying and measuring indicators of power and influence
- Your track record of delivering similar impact evaluation methodologies
- The proposed team and the extent of their involvement in the work
- Experience of evaluating through a power and privilege lens
- Experience in co-designing a Theory of Change and success factors that link to impact measurements with participants, funders and partners

## **B. Methodology and approach**

- Your evaluation design, approach and methods. You can provide your preferred approach, or different options within the overall budget provided
- Your approach to ensuring high quality, robust evaluation methods. E.g., how you will operationalise methods, triangulate between qualitative and quantitative methods.
- Approach to reporting on and presenting clear, robust findings for the programme.
- A high-level timeline/ Gantt chart for research phases, deliverables

## **C. Project Management, data security and risk mitigations**

- Your approach to project management and data security for this programme
- How you will work with Champions to securely collect and hold personal data from participants
- Brief details of any industry standards for this (e.g. ethical approval committees for research)
- Your appraisal of the risks likely to arise in this evaluation, and how you will mitigate against them

## **D. Costings**

- A full budget and costs over the evaluation including the daily rate for different staff, their projected days on different elements, travel costs and non-staff costs such as transcription and participant incentives. All budgets should be inclusive of VAT.

## 7. Assessment criteria

The tender will be assessed for suitability via the following criteria.

	<i>Item / description</i>	<i>Marking</i>
<b>Consultant</b>	At least 5 years' experience in design and delivery of monitoring and evaluation for projects implemented by non-profit organisations in the UK.	Yes / No
<b>Consultant</b>	Understanding of practical delivery issues in multi-partner projects.	Yes / No
<b>Consultant</b>	Knowledge and experience working with projects that aim to empower individuals furthest from traditional or institutional forms of power.	Yes / No
<b>Consultant</b>	Knowledge and experience of working with projects that have taken an iterate and continual improvement approach to learnings from monitoring and evaluation	Yes/No
Quality (80% total)*		
<b>Proposal</b>	Extent to which proposals meet the project brief's requirements and proposed timescales	20%
<b>Proposal</b>	Clarity of the proposal submitted	20%
<b>Proposal</b>	Previous relevant experience	20%
<b>Proposal</b>	Proposed methodology	20%
Cost (20% total)		
<b>Proposal</b>	Value for money	20%

- \* across all areas of Quality we expect consultants to be clear about and include their experience of using power and privilege lens within their practice.

## 8. Contract management

### 8.1 Fees

Tender submissions should contain a financial quote and payment schedule. This must be a fixed price (unless otherwise stated) and include all charges including VAT which should be shown as a separate element.

Charges for any agreed additional work beyond the original scope of the brief and which could not reasonably have been foreseen at the outset of the project are to be negotiated with the appointed consultant.

## **8.2 Client liaison**

The independent evaluator's point of contact will be Steff Riches. They will also liaise with project partners, staff, and the audiences the project connects with. Data, information, and analysis collected by the project partners will be passed to the evaluator by Steff Riches. The evaluator will make recommendations to Steff Riches who will work with the project partners to implement them.

## **9. Further Information**

### **9.1 Short-term evaluation support (for information)**

The programme launched for recruitment on the 1st of October 2024. In the lead-up to recruitment, we contracted a short-term evaluator who advised us on the following:

- Demographic data capture, both during and after recruitment
- Baseline data capture for successful Champions
- A light touch Theory of Change for the programme to help build impact understanding

This was important to ensure this early stage of work was informed by an understanding of evaluation. We will share this work with the long-term MEL consultant.

### **9.2 Collaborating with TNLCF's Evidence Partner (for information)**

Engage with TNLCF's Evidence Partner to co-design research questions that are of interest to the cohort of grant holders and contribute to this work by gathering agreed evidence through the programme.

This will mean that the consultant will be collecting some data that is in addition to the [TNCF's end of year template](#), but TNLCF's Evidence Partner will work with you to ensure that this is appropriate and proportionate. The Evidence Partner will be in place early 2025.