



25 SWAN STREET
THE NORTHERN QUARTER
MANCHESTER M4 5JZ

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Keep On Moving

Evaluation Brief

Inner City Music Ltd (ICM) wishes to appoint an experienced and skilled evaluation consultant or consultant team to undertake the evaluation of its ambitious Keep on Moving project funded by the National Lottery Heritage Fund. The evaluation will focus on its learning and participation programme.

Inner City Music

ICM is a registered charity that exists to promote, through presentation and participation, the best live music from around the world. There are three basic areas in which ICM operates: The Band on the Wall venue; touring and venue partnerships; and education.

In addition to events hosted at Band on the Wall, ICM programmes and produce shows and tours at other venues around the country.

The organisation's USP is to celebrate and highlight the music of many cultures around the world through performances and creative programmes, particularly focusing on traditional improvisatory forms including jazz, folk, black music traditions and other music derived of any and all indigenous traditions.

Band on the Wall

Band on the Wall is a not-for-profit, multi award-winning music venue. It has been home for world, jazz and folk music in Manchester for decades and has an international reputation for delivering a rich and diverse artistic programme.

Keeping on Moving

The project focuses on the musical and cultural heritage of the neighbourhoods of New Cross, Ancoats and the city centre area that is now known as the Northern Quarter, of which Band on the Wall and Coccozza are one of the few remaining buildings.

In particular it will look at the musical traditions rooted in some of the migrant communities who have previously called the area home, exploring the impact of music on the development of Manchester's diverse communities over the last two centuries.

The project aims to:

- explore and research the heritage of the Coccozza building and the rich musical heritage that developed as new communities migrated to the neighbourhood and brought their culture with them
- raise awareness of this heritage amongst young and old to inspire them in their own music-making and to enrich their lives
- provide opportunities for people to share experiences, skills and knowledge with others, to learn and to exchange – across generations, across communities, across backgrounds, across music genres
- develop existing partnerships and develop new ones, making connections with organisations and individuals across the city region

The main target audiences are:



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- Young people aged 11-25 years with an interest in music, particularly those who have few or no opportunities to get involved in music
- Older people who are retired and seeking creative opportunities to make connections, improve their wellbeing and learn new skills
- Secondary schools and colleges across Greater Manchester looking to provide learning in music, music heritage and related areas (events, production, media and marketing)
- Existing gig-goers and participants in Band on the Wall's current programmes who may be looking to expand their involvement with the venue

The Brief

To deliver a comprehensive project evaluation, which is to include baseline, interim and summative reporting with actions and recommendations throughout the life of the project. This will be in line with current Heritage Fund guidance on evaluation and we are keen to explore robust yet engaging methods of capturing feedback and impact which could include film, sound and music as well as clear and concise reports for internal and external dissemination.

It will include providing training to key staff/ volunteers.

To do this, the Evaluation Consultant will:

- Coordinate evaluation meetings with key staff
- Review and revise the project evaluation plan/framework in collaboration with key staff and agree the quantitative and qualitative methodologies
- Analyse existing data
- Review all existing evaluation tools and suggest any improvements or changes to fit into the wider framework being proposed for the project. We are interested in exploring opportunities for creative evaluation tools such as film, sound and audio.
- Baseline and interim Assessment - Develop a monitoring and evaluation framework and review existing data to establish a baseline to which the scheme can be assessed against in future evaluations
- Deliver training to key staff and volunteers
- Lead on the delivery of an agreed number of consultations, focus groups and other research methods
- Provide guidelines and support for collecting and storing information
- Collate and analyse all of the evaluation material from the Activity Plan

Band on the Wall will provide:

- An introduction to existing data collection processes
- The appointment of volunteers to assist with evaluation collecting activities such as data collection, data entry, questionnaire writing and interviews (if required by the consultant)
- Meeting rooms and desk space as required

The KOM Project Manager will be the main point of contact. Key team members (staff, intern and volunteers) will attend meetings with the evaluation consultant and prepare any requested material ahead of each meeting.

Person specification

We are seeking a consultant with:



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- Extensive experience in developing and implementing monitoring, evaluation systems and frameworks for Heritage Fund learning and community engagement projects
- Experience of analysing evaluation to provide robust impact assessments in order to draw meaningful conclusions and recommendations
- Excellent IT skills and a working knowledge of systems which would be readily, easily and integrated into the evaluation plan to support effective and insightful data collection in a range of forms
- Experience of producing creative and engaging evaluation reports
- Experience in developing reflective practice which can be readily used to inform projects as they develop
- Experience of training and supporting others, including volunteers, in getting the best of out of evaluation
- Outstanding communication skills including presentation and presentation delivery skills

Confidentiality and Data Ownership

The appointed organisation(s) or individual(s) are required to maintain the confidentiality of all proprietary or privileged information to which they may be party to. The ownership of materials and reports produced will remain with Inner City Music.

Timetable

The work will be carried out in four phases, from start of project in June 2019 to the end of the project in March 2023. This to enable us to capture baseline information and to be able to act on feedback during the life of projects as well as gaining summative information to feed into the next phase of our learning and community programming.

Budget

A total of £16,000 is available for this work, which will take place over four financial years.

Application Information

Please provide the following information (in a maximum of six single sides of A4 portrait (excluding front cover and contents page) :

- Your approach and methodology
- A proposed timetable of your work, including appropriate milestones and dates, taking into account the work will be undertaken throughout this four-year project.
- Costings to carry out the evaluation, including a daily rate and work plan plus any other associated costs.
- Details of members of your team, if any, with an explanation of individual roles, responsibilities and relevant experience
- Experience of similar work, including examples where appropriate of experience of evaluative research for Heritage Fund learning and community programmes
- Experience of working with different culture and arts organisations, community and learning agencies and groups, and our target audiences
- Declaration and confirmation of Insurances held form