



Communities Prepared: evaluation brief – June 2022

Project background

Communities Prepared is a national community resilience programme led by community and environmental regeneration charity Groundwork South, in partnership with the Environment Agency, Cornwall Community Flood Forum and Cornwall College Business, and with support from a wide variety of local, regional and national organisations.

The programme works with community volunteers and a range of partner organisations to help communities be better able to prepare for, respond to and recover from, a range of emergency events from flooding and snow to utilities failure and public health pandemics. This is done through the provision of training (online and in-person) and bespoke follow up support, tailored to communities' needs and interests. For more information, see the programme's website, www.communitiesprepared.org.uk.

The Communities Prepared core team and programme activities are mainly funded by The National Lottery Reaching Communities England fund. However, the programme has now broadened its work with other funding partners which include:

- West Midlands Communities Prepared: this project is funded by the William A. Cadbury Foundation, delivered by Groundwork West Midlands. The core team supports this project through 'Train the trainer' and other bespoke support for staff.
- Hampshire Communities Prepared: this project is situated in Groundwork South and funded by the SSEN Resilient Communities fund; the core team supports the local senior project officer with 'Train the trainer' and other bespoke support.
- Wales Communities Prepared: Communities Prepared core team from Groundwork South is partnering with Groundwork Wales and Groundwork North Wales to fund and initiate project that will enable us to expand the programme into Wales. This is currently in the development phase.
- Building Resilience Together: this is a sub-project in partnership with Aviva and British Red Cross, looking to develop regional and local community resilience hubs. This is funded by Aviva in line with their sustainability ambition.

Following a regional pilot phase in South West England from 2016-2018, over the past three years Communities Prepared has been rolled out nationally across England. During this time, and despite the challenges presented by the pandemic, over 600 people have attended our training sessions and

our website now has over 800 members. The website has been central to the national roll-out programme, making all resources freely available to members and also providing a community forum.

The Lottery has recently agreed to fund the core Communities Prepared team for two more years, until May 2024. This has given the team an opportunity to reflect on what has worked well and what can be improved as we move into a period that has been deeply affected by the COVID pandemic and will be continually affected by the growing climate emergency. This next phase of the programme will be looking to develop a hybrid delivery approach of standardised online and bespoke in-person training; refining the website to help facilitate a national and active network for community volunteers and partners. Alongside this, we will be designing and implementing a sustainability plan that ensures the longevity of Communities Prepared as a national community emergency volunteer support network beyond May 2024.

To achieve this is going to require continual evidence-based reflection and adaptation to respond to the changing and urgent context of emergency preparedness, response and recovery.

Project monitoring, evaluation and learning

Groundwork South is looking to appoint an independent evaluation partner to work in partnership with the Communities Prepared team (led by Hannah Baker, Programme Manager) to evaluate this project.

The evaluation partner will design, implement and facilitate the following:

1. Collaboratively finalise an evaluation framework for Communities Prepared, which should include:
 -  Approach and implementation strategy
 -  Communities Prepared core team theory of change (ToC) with clear linkages between this and other partner projects'/local initiatives' ToC
 -  Agreed upon core outcomes and specific project outcomes
 -  Development or adaptation of appropriate monitoring tools across all Communities Prepared projects.
2. Lead quarterly reflection meetings with the core team supported by an analysis and synthesis of real time monitoring (day to day monitoring will be done by the core team using the tools designed during step 1)
3. Design, facilitate and implement a participatory mid-term evaluation that focuses on reviewing the programme's Theory of Change and implementation strategy, including progress pathways towards core outcomes.
4. Co-facilitate a workshop to adapt the programme (if necessary) based on the mid-term evaluation learnings.

5. Design, facilitate and implement a participatory end-of-project (Lottery funded project) evaluation process and report that focuses on progress pathways towards core outcomes, impact, learning and future recommendations.
6. Facilitate a workshop to plan for the next phase of the programme based on the end-of-project learnings.
7. Be willing to work with media and communications and adapt findings for sharing with a wider audience.

The evaluation partner will need to directly engage with those involved in the project, including the programme team, partners and wider stakeholders (communities and resilience professionals). It is expected that both the mid-term and end of project evaluation will result in explanations and recommendations on what has worked, how and for whom as well as what has not worked and why.

The evaluator is expected to keep in regular contact with the Programme Manager throughout the course of the project.

Key dates

Project timeframe: May 2022 – May 2024

Evaluation timeframe: August 2022 – May 2024 (with some analysis of data collected by the core team between May – August 2022)

Contract start date: August 2022

Final evaluation framework: end of September 2022

Mid-term review: May 2022

Final evaluation report: May 2024

End of contract: May 2024

To apply

We are now inviting interested parties to submit their proposals for this work. If you are interested in working with us to evaluate the next phase of this exciting project, please send:

- A proposal for the work you would carry out including an explanation of the evaluation approach, evaluation methods and tools you would use.
- Broad proposed timescales for key evaluation activities and milestones that align with the 2-year project timeframe.
- A quote for the work to be completed; please note the maximum budget available for this contract is £20,000 (inc. VAT)

To Hannah Baker, Programme Manager, at hannah.baker@groundwork.org.uk.

Alternatively, hard copies can be sent to:

Hannah Baker

Programme Manager – Communities Prepared

Groundwork South
Lockleaze Youth and Play Space
Romney Avenue
Bristol
BS7 9TB

If you have any questions in advance of submission, please email Hannah Baker or call 07702532710. Please note the deadline for clarifications is Friday 8th July.

The deadline for submissions is: **Friday 29th July 2022, at 5pm**

For more information

www.communitiesprepared.org.uk

<https://twitter.com/communitiesprep>

www.facebook.com/CommunitiesPrepared

Please note:

- The deadline for submissions is Friday 29th July. We can only accept proposals received by email or post by the deadline above; late submissions will not be accepted.
- We will send email confirmation of receipt to all who submit a proposal and will then follow up with a shortlist of selected organisations.
- Proposals may be rejected if information asked for in this evaluation brief is not provided at the time of submission.
- You will not be entitled to claim from Groundwork South any costs or expenses which you may incur in preparing your proposal, whether or not it is successful.
- Following the award of contract, brief feedback will be included in the communication sent to unsuccessful applicants.
- The contents of this evaluation brief will form the basis of the contract between the successful organisation and Groundwork South, alongside Groundwork South's standard terms and conditions and any special requirements. This contract will be sent once the successful organisation has informally accepted the appointment and must be signed before work can commence. A payment and reporting schedule will be agreed as part of this process.
- While every endeavour has been made to give interested parties an accurate description of the project's requirements, you should make your own assessment about the methods and resources needed to meet those requirements.
- By issuing this evaluation brief, Groundwork South is not bound in any way and does not have to accept the lowest proposal or any proposal at all, and reserves the right to accept a portion of any proposal, unless the interested party has expressly stipulated otherwise in the proposal itself.

In submitting your proposal, you are confirming that you accept the above points.