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Tender

## **Liwyd Mansion - Evaluation Consultant Brief**

Oswestry Town Council

F02: Contract notice

Notice identifier: 2025/S 000-033068

Procurement identifier (OCID): ocds-h6vhtk-054e8a

Published 17 June 2025, 4:14pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Oswestry Town Council

The Guildhall, Bailey Head

Oswestry

SY111PZ

#### **Contact**

Samantha Jones

#### **Email**

[samantha.jones@shropshire.gov.uk](mailto:samantha.jones@shropshire.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKG22 - Shropshire CC

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.oswestry-tc.gov.uk/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.oswestry-tc.gov.uk/the-council/projects/tendering-opportunities/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.oswestry-tc.gov.uk/the-council/projects/tendering-opportunities/>

**I.4) Type of the contracting authority**

Regional or local Agency/Office

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Llwyd Mansion - Evaluation Consultant Brief

#### **II.1.2) Main CPV code**

- 79419000 - Evaluation consultancy services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Oswestry Town Council is seeking to appoint an Evaluation Consultant to work alongside Oswestry Town Council and its partners to fully evaluate the project. The evaluation should also identify lessons learned, improving ways of working and ways of engaging the community during and beyond the project.

#### **II.1.5) Estimated total value**

Value excluding VAT: £15,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKG2 - Shropshire and Staffordshire

#### **II.2.4) Description of the procurement**

The Evaluation Consultant is to offer advice on the best methods to evaluate the project, provide tools for use by the Llwyd Mansion Project team and offer practical advice on the use of those tools.

We see this working in three phases:

At project inception, developing an evaluation framework, advising on data collection and providing tools for use in collecting and recording data.

During the project, providing practical advice to the Llwyd Mansion Project team in the use of the tools and general support with ongoing data collection. We anticipate analysis of the data periodically throughout the project with support from the Evaluation Consultant in summarising and interpreting data, so that we can apply learning on an almost 'live' basis as we progress the project, pilot events and trial activities. Provide intervention support should targets not be met.

Towards the end of each phase of the project (Development and Delivery), preparing an Evaluation Report in line with National Lottery Heritage Fund guidance.

#### 2.1.4 The formative evaluator will:

Reflect on, and identify, what is working well that we need to more of

Collaboratively assess what isn't working well that we need to change

Review partnership representation and identify potential partners with specific expertise to address any gaps

Assess implementation logistics and identify appropriate systems for partners to engage equitably with the project, and capacity building and training to effectively implement those systems

Become more aware of community development leadership practices and be supported and trained safely experiment with those approaches

Embed evaluation practice in the work of the partnership and embrace opportunities for evaluation capacity building and training, as well as disseminating evaluation practice with community stakeholders involved in the delivery of the projects activities.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

18 August 2025

End date

24 July 2026

This contract is subject to renewal

Yes

Description of renewals

The appointment will be subject to a break clause on completion of the Development Phase, such that, in the event our Delivery Phase application is unsuccessful, the commission will not be taken any further.

#### **II.2.10) Information about variants**

Variants will be accepted: Yes

#### **II.2.11) Information about options**

Options: Yes

Description of options

Details within procurement documents

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

7 July 2025

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

8 July 2025

Local time

9:00am

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Oswestry Town Council

Oswestry

Country

United Kingdom