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Tender

Llwyd Mansion - Evaluation Consultant Brief

Oswestry Town Council

F02: Contract notice

Notice identifier: 2025/S 000-033068

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

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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

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

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 asses 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

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

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