

**The Energy Academy
Consultancy Brief for Evaluation
Action for Sustainable Living**

The Energy Academy is an award winning programme that has been piloted with 5 Registered Social Landlords (RSLs) in the Greater Manchester area

This Evaluation is being funded via an Awards for All Grant.

Overall purpose of this consultancy:

To produce an evaluation of AfSL's Energy Academy projects by:

- 1) Reviewing what has been achieved and identify what works and what doesn't,
- 2) Interviewing Coordinators and Energy Officers who have been involved in the programme
- 3) Interviewing key RSL staff involved in the contracts delivered by the Energy Academy
- 4) Working with Energy Academy staff, prepare properly costed packages based on this evaluation,
- 5) Identify and work with a competent designer to produce the resource materials needed to support these packages,

Reporting to:

The consultant will report directly to a member of the Board.

Key tasks:

1.) Gathering quantitative information:

Systems

Set-up and maintain an appropriate system to hold all data. This system must be easy to use and allow ease of data manipulation.

Gathering Data

For each of the projects undertaken to date establish what data was collected. Summarise the results with particular attention to financial and carbon savings. Propose the most appropriate means of gathering information in the future (including whether in digital - using tablets, for example - or paper form.

Having gathered target quantitative info, produce statistical representations and draw findings.

2.) Gathering qualitative information:

Review final reports on projects to identify achievements and issues arising from the work.

Interview Coordinators and Energy Officers (approximately 10 people) who have worked on projects (this is likely to be conducted in both group and individual formats). Interview a selection of RSL and other external staff from the projects completed.

Assess trends from the information gathered.

Produce case studies that might form the basis of future advocacy materials.

Gather visual evidence throughout for use in the final report.

3.) Producing report:

Produce an evaluation report that draws out successes, challenges, learnings and follow-on recommendations from the Energy Academy.

Report should include both quantitative and qualitative information gathered and include case studies and photos.

5) Prepare Properly Costed Packages:

Once draft review report has been accepted by the Board, work with Energy Academy staff to produce properly costed packages based on the conclusions.

6) Produce Resource Materials to Support these Packages:

With AfSL's support, identify a competent designer and work with them to produce the resource materials needed to support these packages,

7) Communication and Reporting:

Report at least fortnightly on progress to the designated member of the Board.

Report at least once to the Board – suggested date for this before Xmas.

Alert the designated member of the Board immediately to any issue arising which is likely to impact on schedule and completion.

Maintain confidentiality for all participants in line with best practice guidelines.

Consultant's skills and experience:

We are seeking a consultant who:

Is an experienced evaluator in varied settings

Has experience of engaging and working with a wide range of stakeholders and users to gather data

Has a strong focus on outcomes and benefits for participants and end users

Has excellent organisational, analytical and presentation skills

Is positive and flexible.

Confidentiality

The consultant appointed will be expected to maintain client and participant confidentiality. All documentation, software and other materials made available to the appointed consultant, and gathered by them for this work, will remain the property of AfSL.

Timescale for appointment and completion:

By Monday 28th October 5.00 pm: your proposal submitted.

Friday 1st November: (provisional) interviews held.

Monday 4th November: consultant appointed.

By end December: presentation of key findings and draft recommendations to Board.

By Wednesday 15th January: draft report submitted and approved by Board.

By Monday 10th February: draft costed packages and resource materials produced.

By Monday 24th February: final report submitted.

Submitting your proposal:

Please submit your proposal in not more than 4 sides of A4 to include:

A summary of your relevant experience in relation to the skills and experience outlined above

A proposed approach to the work for the period to 24th February 2014, with timescales and days budgeted for each task

A breakdown of costs including travel expenses

The overall budget

A link to an example of your work online – alternatively, you may submit this as a separate attachment.

Please also confirm your availability for interview on Friday 1st November 2013.

Please submit your proposal by email to Chris Wright by 5.00 pm on Monday 28th October 2013:
chris.wright@afsl.org.uk

If you would like to discuss this further before submitting your application, please contact Chris by email to arrange an appropriate time to speak.