

B R I E F/Task Specification

Project Evaluator



Status:	Task specific contract Author
Location:	Various
Closing date:	Friday 27th November 2009
Duration:	December 2009 – December 2011
Fee:	£250 per day for 30 days (paid in instalments)

Project background

The Healing Through Remembering Project (HTR) requires an evaluator to carry out yearly evaluations of the '*Whatever you say, say something*' project. The Evaluator will report to the HTR board. Line management will be through the HTR Director.

Specification

The successful applicant will have demonstrable skills in evaluating projects. He/she must have previous experience of external project evaluation; experience of working to funders requirements especially EU programmes; knowledge of the Aid for Peace approach, knowledge of the conflict in and about Northern Ireland; experience of working with a range of groups and individuals; demonstrable skills in research, analysis and writing up research; experience of working on difficult issues relating to the conflict; communication skills; ability to work as a part of a team; an understanding of the work of HTR and to be flexible in their available working hours.

Project activity

The successful consultant will research and write three evaluations of the WYSSS project. These will cover the following elements of the project:

- Examine the profile of the organisation
- Assess the coverage of the organisation including social, geographical considerations etc.
- Assess the success of the project in terms of meeting HTR objectives.
- Collate, analyse and synthesise quantitative and qualitative data collected through the monitoring and evaluation process.
- Adherence to SEUPB requirements including Terms of Reference and report structure
- Working with project staff, HTR Director and HTR Board to plan and carry out the evaluations
- Working within a set budget and within agreed timeframes
- Liaising effectively with relevant individuals and groups
- Maintaining effective admin record of work undertaken and feedback of all relevant information to HTR
- Two interim and one final evaluation reports
 1. Covering the period from project commencement(2nd October 2008) to 31st December 2009
 2. Covering the period 1st January 2010 to 30th November 2010
 3. Covering the period 1st of January 2011 to 30th November 2011

The successful individual must adhere to the following EU Requirements

- To use the Aid for Peace approach;
- To assess the extent to which agreed indicators have been achieved;



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A project supported by the PEACE III Programme managed for the Special EU Programmes Body by the Community Relations Council/Pobal Consortium.

- To examine the extent to which the project has achieved its aims and objectives;
- To examine the effectiveness of the project in meeting the objectives of the Peace III Programme;
- To assess how economically the various inputs have been converted into outputs and results;
- To determine the extent to which the project objectives have been relevant to the Peace III cross-cutting themes (Cross-Border Co-operation, Equality of Opportunity, Sustainable Development, Impact on Poverty and Partnership working);
- To assess how the project impacts compare with the needs of the target population;
- Determine the extent to which positive changes can be expected to last after the project has ended;
- To document the history and development of the project;
- To assess the appropriateness and effectiveness of the approach adopted in order to meet the aims and objectives of the project and the funder;
- To examine the effectiveness and appropriateness of project structures, including staffing, management, monitoring and evaluation systems;
- To make recommendations for the future development of the project;
- To highlight any learning points or models of good practice.

Application Process for Consultant

[The application process will only be available to those registered as consultants with the HTR project. See below for registration details.*]

Send the following to HTR Office (mark e-mail subject heading or envelope 'WYSSS Evaluation'):

A brief document detailing:

- a. a brief outline of your approach to this piece of work
- b. your interest in this area, and
- c. your availability

Closing date: 5pm **Friday 27th November 2009**

This will be read in conjunction with your originally submitted Consultant Database Form and CV. Applicants may be interviewed depending on the quality/quantity of applications.

All correspondence for this application to Alexander House, 17a Ormeau Avenue, Belfast, BT2 8HD or by e-mail to consultantsdb@healingthroughremembering.org

6/11/09

***Registration on Consultants Database**

If you are not already registered on the HTR Consultants' Database then contact the HTR office to request a consultants' form or send an email to consultantsdb@healingthroughremembering.org (Subject: Consultants' Form). Return the completed form with an up-to-date copy of your cv for automatic inclusion in the consultants database.