

## **Contract for Evaluator Route to Recovery Project**

**Purpose of role: to build, implement and report on a framework for evaluation of the four-year Route to Recovery (R2R) project, funded by the National Lottery Community Fund.**

***This post is restricted to women due to the nature of the role. The Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.***

### **Terms and conditions:**

- You will be contracted on a self-employed consultancy basis.
- You will report to the CEO and the project Steering Group
- Date of commencement: as soon as possible
- Base: home-based with some visits to Kyra's premises in York required
- Length of contract: 4 years
- Completion: contract to be completed by May 2025
- Fee: £7,500 for the whole contract (see below)

### **Overall responsibilities:**

- Establish a baseline for the project in collaboration with the Steering Group
- Quality assure Kyra's current monitoring framework to ensure it is adaptable for R2R
- Build a framework for evaluation of the project with reference to the project's outcomes framework which has established indicators, measures and targets
- Run sessions for staff and volunteers working on the project to ensure a shared understanding of the data collection required and the nature of the evaluation
- Be available to answer queries from staff on data collection and collation as required
- Eighteen months into project, support Kyra to review the monitoring detail and provide an overview of performance to date
- Identify and share any re-modelling of the programme required to better achieve the project outcomes

- In year four, deliver a full evaluation based on recorded data, including area specific data and local case studies
- Conduct independent interviews and focus groups to capture information on:
  - The individual impact on participants
  - The impact of staff and volunteers
  - The wider impact for participants' families/ relationships/community
  - Feedback from delivery partners
  - Views of the wider sector re the efficacy of R2R
  - The potential sustainability of the programme.
- Engage directly with all of the R2R staff, 50% of volunteers and 20% of participants on the programme, as well as key stakeholders to the project
- Make recommendations about the value of the project methodology and effectiveness of delivery, focusing on how the approach works with different groups of participants and different areas
- Provide quantitative and qualitative evidence including participants' stories, case studies and quotes/testimonials
- Capture participants' feedback in ways that can be shared publicly including 'talking heads' videos, Facebook posts, blogs, vlogs etc
- Provide reports as required to the project Steering Group throughout the project
- Provide a final written report on the whole evaluation process and findings at the end of the project.

**Fee:**

£7,500 for the whole contract. Indicative spend: £2,000 in year 1, £1000 per year in years 2 and 3, £3,500 in year 4.

Payment will be authorised on receipt of a signed invoice and verified work. Payment will be made into a bank account as an electronic payment. This fee is inclusive of travel time and expenses.

**Contract requirements:**

- Work hours and activities must be logged.
- Review of activity to be held with the CEO on a regular basis
- Kyra safeguarding and lone working procedures must be followed
- The service provider (worker) must provide evidence of experience/ qualifications relevant to the role
- The worker must hold a current DBS check.

**Tax and National Insurance:**

Kyra Women's Project has no responsibility for the service provider's personal tax obligations or NI contributions, which are the sole responsibility of the service provider.

**Notice Period:**

The agreement may be terminated with 4 weeks' notice by either party. In the event that the service provider fails to adhere to the service requirements and terms, Kyra may terminate the contract without notice.

**Applications:**

To apply for this role, please send your CV and a covering letter setting out your relevant experience and qualifications and how you will meet the requirements of this contract, to the Kyra Women's Project interim CEO, Rosemary Cook, at [rosemary@kyra.org.uk](mailto:rosemary@kyra.org.uk) by **17 March 2021**. If you have any questions about the role or the project, telephone 01904 632332.