



Walpole Old Chapel: Brief for Evaluation Consultant(s)



Background

Walpole Old Chapel is a Grade II* listed Independent chapel dating from c1690. It is on the Heritage at Risk register and is urgently in need of major repairs, which will include removing all the failing lath and external render, repairing or strengthening the timber frame, and re-covering the whole in traditional materials.

The Friends of Walpole Old Chapel (CIO) took over ownership and management of the Chapel from the Historic Chapels Trust in March 2026. Under the previous arrangement, FWOOC managed the Chapel on a day-to-day basis for HCT, including organising public access; hosting weddings and funerals; managing utilities; and putting on public events.



FWOC has recently been awarded a Development Phase grant from The National Lottery Heritage Fund towards a major conservation and community project as it takes ownership of the chapel. FWOC seeks an experienced Evaluation consultant to assess the project throughout the development and delivery phases.

Purpose

The Evaluation Consultant will support FWOC across both the Development and Delivery Phases. They will:

- Set up an evaluation framework for the project, aligned with the updated Business Plan;
- Ensure alignment with Heritage Fund principles and FWOC priorities;
- Help embed evaluative thinking across the organisation;
- Use the framework to evaluate the project during the Delivery Phase;
- Set plans for post-project evaluation.

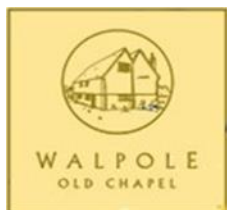
Duration

The contract will be from July 2026 to September 2027 (Development Phase) and from January 2028 to December 2029 (Delivery Phase). FWOC will work with the consultant(s) to determine coverage in the several month period between the funded project phases.

Tasks

Development Phase July 2026 to September 2027

- **Establish Evaluation Framework:** Set up an evaluation framework for the project in line with the updated Business Plan. The framework should identify suitable methods, key indicators, and data collection tools across project strands,



including capital, activities, volunteer involvement, and governance.

- **Baseline Data Collection:** Propose a light-touch plan for collecting initial data to inform project baselining, such as existing engagement levels, perceptions of the site, organisational capacity, and reach.
- **Support Planning for Future Evaluation:** Ensure that the framework can be carried into the Delivery Phase and used post-project. Include recommendations for how evaluation can be continued and resourced.
- **Collaborate with FWOC Trustees:** Work closely with FWOC Trustees to ensure ownership and applicability of the framework. Act as a critical friend, supporting capacity building around evaluation without creating excessive burden.
- **Audience-Centred Approach:** Ensure that the framework considers FWOC priorities and includes all Chapel audiences, particularly in relation to inclusion, skills, and community connection.
- **Submit Development Phase Report:** Provide a short summary report outlining the evaluation approach, initial insights, and planned next steps to inform the delivery phase submission to The National Lottery Heritage Fund.

Delivery Phase (dates January 2028 to December 2029)

- **Evaluate Using Framework:** Use the framework developed during the Development Phase to evaluate the project against our project aims and objectives and Heritage Fund principles and FWOC priorities, including measuring outcomes related to engagement, learning, wellbeing, resilience, and sustainability.
- **Monitor Change:** Track outputs and outcomes against key performance indicators. Use mixed methods (quantitative and qualitative) to demonstrate depth and breadth of impact and build in regular reviews of progress.
- **Support Post-Project Planning:** Support FWOC in setting plans for post-project evaluation, to ensure longer-term learning and legacy tracking. This may include a



light-touch post-project follow-up framework or checklist.

- **Reporting:** Deliver a clear and engaging summative evaluation report, and contribute any interim updates required by the Heritage Fund
- . The final report should be accessible to a range of audiences and include visual elements where appropriate.

Fee

- **Development Phase:** £5,000 plus VAT
- **Delivery Phase:** £15,000 plus VAT

These fees should include all time, travel, materials, and reporting.

Programme Management

The consultant will be accountable to the FWOOC Board of Trustees. A named Trustee will act as Evaluation Lead. The consultant is expected to attend key project meetings (online or in person), and to maintain a simple time log and output record. Delivery will be flexible and proportionate.

Application Process

Interested consultants should submit:

- CV and relevant project portfolio
- Proposed methodology
- Examples of two case studies of previous evaluations of projects funded by The Heritage Fund
- Work plan with milestones
- Fee proposal
- Two references

To apply for this position, please email us at hfinfo@walpoleoldchapel.org if you would like further information or clarification about the role. Full applications should be emailed to hfinfo@walpoleoldchapel.org by 5 pm, Friday 19th June.