

Key Service Objective

On behalf of the East Dartmoor Landscape Recovery Area Project Steering Group, Devon Wildlife Trust is seeking a Monitoring and Evaluation consultancy to support the partnership in creating the project's monitoring and evaluation plan.

Required Outputs and Activities

The Monitoring and Evaluation Consultant will lead on:

Phase 1: Evaluation questions based on established Theory of Change

Phase 2: Data management plan

Phase 3: Baseline report for core, recommended and bespoke indicators

Phase 4: Impact forecast

Phase 5: Evaluation methods for each indicator

For detailed specifications, please see 2. Requirements of the invitation to tender

The data collection will be coordinated and completed by partner organisations.

Service Quality Expectations

DWT expects clearly defined timelines to be drawn up in the tender stage, followed by effective and punctual delivery as standard.

The consultant should foster effective collaboration and communication within the team and proactive engagement with project officer and other deliverable project managers.

DWT expects the chosen consultant to demonstrate excellence in nature monitoring and evaluation project management, including good knowledge of:

- Data collection, storage, analysis, and visualisation techniques
- Data statistics and modelling
- Data governance principles
- Evaluation methodologies
- Social and environmental issues relevant to the project
- Project management methodologies and tools to effectively plan, execute, and monitor project activities, including theory of change

The consultancy will have demonstrable track record of monitoring and evaluation project delivery, including:

- Experience in coordinating multi-stakeholder projects, managing timelines, and ensuring deliverables are met on schedule

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- Proficiency in data analysis and drawing meaningful insights
 - Experience in preparing comprehensive reports, including baseline assessments and impact forecasts
 - Demonstrated ability to effectively engage with diverse stakeholders

The consultancy will demonstrate:

- Strong attention to detail to ensure accuracy in data collection, analysis, and reporting.
- Excellent interpersonal skills to build rapport with stakeholders and facilitate collaboration.
- Ability to adapt to changing project requirements and priorities.
- A commitment to sustainable and ethical business practices

Due to the innovative nature of this project, the services required are broadly based, and the consultant will need to be proactive, adaptable, and committed throughout the project.

References may be sought. Failure to deliver on the expected and agreed standards, competence and time frame may be seen as a breach of contract.

Equipment and Materials

We expect that the successful consultant will work from their own premises. We envisage regular catch-up meetings, either in Exeter or through teleconferencing, in which drafts for various parts of the deliverable can be discussed and honed. DWT expects the consultant to provide all their own equipment.

Schedule for monitoring and evaluation

The overall timeline is:

- Monitoring and Evaluation Plan first draft (including all elements contained in the invitation to Tender 2. Requirements) completed by **1st March 2025**
- Final draft completed by **1st April 2025**

The consultant will draw up a delivery timetable as part of the project's planning. This timetable should detail the key delivery milestones, with an indication of duration and completion date for each.

Some of the detailed requirements by Defra are listed below:

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Activity	Progress at Gateway 4 Feb - Apr 24	Progress at Gateway 5 May - Jul 24	Progress at Gateway 6 Aug - Oct 24	Progress at Gateway 7 Nov - Jan 25	Progress at Gateway 8 Feb - Apr 25	Consultant responsibilities
Monitoring and Evaluation Working Group established to provide strategic support. 6 meetings held over course of Development Phase.	1 Working Group meeting held (4 in total)	n/a	1 Working Group meeting held (5 in total)	1 Working Group meeting held (6 in total)	n/a All Working group meetings complete. (6 held in total).	Lead
Landcover modelling - maps produced to establish baseline and future projections and inform conservation and land management interventions	Landcover modelling work ongoing	Landcover modelling work ongoing	Landcover modelling work ongoing	Landcover modelling work ongoing	Landcover modelling complete. GIS maps complete and published on public mapping portal.	Contribute
Comprehensive species and habitat assessment - extent and condition. Priority habitat and species maps / databases produced.	Species population status and habitat condition data compiled. Databases and metadata uploaded on GIS platform. Extant habitat condition assessment survey data incorporated.	Targeted habitat condition assessment commences	Targeted habitat condition assessment survey ongoing. Survey data compiled.	Assessments ongoing	Assessments complete. Maps / databases produced.	Coordinate
Flagship species identified - local conservation status and trends described	Flagship species assessment ongoing	Flagship species assessment ongoing	Flagship species assessment complete. Local conservation status and trends described. Associated monitoring plan agreed.	n/a	n/a	Coordinate
Nature Recovery Network (NRN) maps augmented with high resolution LRA data. NRN map for the LRA created.	Work initiated	Ongoing	Ongoing	Complete - NRN map for the LRA created	n/a	Coordinate
LRA monitoring and evaluation mechanisms agreed, published and implemented. LRA outcomes framework agreed and outcomes have shared ownership.	n/a	n/a	n/a	Creation of outcomes framework initiated	Complete. LRA outcomes framework agreed	Lead
KPIs / Indicators of success identified, agreed and communicated.	n/a	n/a	n/a	KPIs work initiated	Completed. Success indicators agreed and communicated.	Lead
Farmer / landowner led evaluation programme trialled.	Draft evaluation methodology agreed by partners - with landowner engagement	6 landowners take part in pilot and feedback	Complete. Trial complete and proposed evaluation framework drafted.	Landowner led evaluation framework published.	n/a	Coordinate
Co-create citizen science programme.	Trial flagship species monitoring (citizen science)	Continuation of flagship species monitoring trial (citizen science)	Continuation of flagship species monitoring trial (citizen science)	Results and feedback secured from trial flagship species monitoring. Draft citizen science monitoring plan underway.	Complete. Citizen science monitoring programme published. Support pledged for Delivery Phase.	Contribute

Insurance and Legal Cover

Devon Wildlife Trust requires all suppliers to hold a minimum level of £5m Public Liability Insurance and £2m Professional Indemnity Insurance. This will likely include employers, public liability insurance, and professional indemnity insurance. Copies of insurance policy certificates may be requested before formal engagement.

Key Policies and Guidance to be Adhered to

DWT expects the consultant to design and deliver this project to a standard that upholds and supports the following policies:

- DWT Equality, Diversity and Inclusion Policy
- DWT Environmental Policy
- DWT Health & Safety Policy
- DWT Data Protection (and associated) Policy
- DWT Safeguarding Policy

The consultant is also expected to conduct themselves at all times in a manner that upholds these policies.

Full copies of these policies will be made available on award of contract.

Health and Safety Expectations

Whilst this project is deemed as a low Health & Safety risk, the consultant is expected to adhere to DWT's Health & Safety expectations at all times. These are set out in the Health & Safety Policy. Where any safety concerns arise, the consultant must communicate these immediately to DWT's Facilities Manager. The consultant is not expected to work with children or vulnerable adults at any time.

Confidentiality, Intellectual Property Data Protection Measures

The LRA partnership requires the successful consultant to provide written reports and information that can be freely shared to enable other organisations to learn from, adapt and adopt our approaches.

The project partners will own the intellectual property arising from the Contract. This will include commercial data that will enable the project to secure future investments—the client will control this.

In the design and implementation of this project, the consultant is expected to encounter data and information that could be deemed as private or commercially sensitive. The consultant will be expected to sign and adhere to a confidentiality agreement throughout the course of this project and beyond. The partnership also recognises that certain personal information the consultant holds regarding potential investors, their identity, and interests will remain confidential and controlled by the consultant. If required, a data-sharing agreement will be signed between the project lead (DWT) and contractor, which will ensure all data is managed in an exemplary manner, adhering to Data Protection law and best practice.

“Confidential Information” means information relating to either party's business, finances, commercial activities, products, clients, or affairs confidential to it (or them) or treated by it (or them) as such, and trade secrets relating to either party's business or any of its clients, students, suppliers, members, customers, donors, sponsors, volunteers, Trustees or Directors. Confidential

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information includes (by way of example only and without limitation) technical data, know-how financial information, financial forecasts, marketing strategies, passwords, and security information.

Both parties shall keep in confidence and not disclose any Confidential Information whatsoever: not in the public domain; obtained under this Contract, relating to this Contract or in participation of this Contract, and shall not use or divulge such information to any other person (other than in confidential disclosure for the purposes of this Contract), without the written consent of the other party, unless it is required to be disclosed by a Court or other competent authority.

The Consultant shall comply with all relevant provisions of the General Data Protection Regulations (GDPR) and do nothing which causes or may cause, the Client to be in breach of its obligations under the GDPR. If personal information is required to be processed or shared, separate contracts will be formally agreed in advance.

Through the delivery of this project, the contractor will have access to private and confidential information. A data-sharing agreement will be signed between the project lead (DWT) and contractor, which will ensure all data is managed in an exemplary manner adhering to Data Protection law.

Key Contacts

All communications should be addressed to the East Dartmoor Landscape Recovery Area Project Officer - nrobinson@devonwildlifetrust.org.