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**Evaluator Brief**

**How Ya Doing? Artist Well-being Programme**

WAHWN is seeking to appoint an evaluator for its new How Ya Doing? Artist Well-being programme, funded by the Arts Council of Wales. How Ya Doing? October 2021 – May 2022.

**WAHWN is managed by Engage who are committed to equality and diversity in employment, and all aspects of its programmes and operations. Please contact** **info@wahwn.cymru** **if you would like this information in a different format.**

Through **How Ya Doing?** WAHWN seeks to:-

* support the well-being and resilience of Wales-based freelance artists/practitioners to recover from the COVID-19 pandemic
* tackle the challenges and needs of freelance artists/practitioners through an iterative co-produced programme of workshops and activities in response to sector consultation around need, which may include creative reflective practice sessions, peer activity, supervision, workshops and creative activity
* evaluate the well-being benefits with our intended beneficiaries/collaborators with a view to securing longer term funding

The anticipated outcomes of How Ya Doing?are:

* Up to 600 freelance creative practitioners feel their needs have been acknowledged and addressed
* C. 40 co-produced wellbeing sessions will be delivered by May 2022
* Freelance creative practitioners feel equipped and empowered to employ creative techniques and activities to support their wellbeing
* WAHWN develops a number of digital resources to provide ongoing wellbeing support as a legacy to this programme
* The programme secures longer term funding

The evaluator will be fully briefed about the programme by the WAHWN How Ya Doing? Programme Manager (Tracy Breathnach).

**Purpose of evaluation**

The evaluation aims to:-

* Capture the impact of How Ya Doing? on participants’ well-being
* Capture the impact of artists/practitioners delivering the wellbeing sessions
* Provide evidence to support WAHWN’s future fundraising for similar programmes

This evaluation will also support the reporting of the programme to our funders, Arts Council of Wales.

**Freelance Evaluator brief:**

* Working closely with the Programme Manager to identify appropriate evaluation approach and methodology.
* Evaluate the processes associated with the programme
* Evaluate the extent to which How Ya Doing? delivers its aims and anticipated outcomes
* Record the views of stakeholders and participants
* Consider areas that went well and other areas that could be improved
* To analyse data and produce an evaluation report
* To produce an executive summary from the final report, including recommendations which will inform future iterations of How Ya Doing?

**Methodology**

It is anticipated that the emphasis of the evaluation will be on collection and analysis of both qualitative and quantitative data. An important element of How Ya Doing? is the involvement and engagement of creative freelance practitioners.

The Freelance Evaluator will be expected to refine a set of research questions and develop appropriate research methods for collection and analysis of data, including (for example):

- Observation of meetings and workshops as appropriate

- Semi-structured interviews

- Focus groups

- Surveys/questionnaires

- Other creative methods including photography and film

The Programme Manager will make available relevant materials and documentation as required and will provide guidance and support through all aspects of the programme ensuring that programme participants, and other stakeholders are aware of their roles in contributing to the evaluation process.

**Evaluator - Skills, knowledge and experience**

The successful freelance applicant must be able to demonstrate the following:

* Excellent written and verbal communication skills
* Experience of conducting evaluations in the arts or education sectors
* Awareness of the challenges facing the freelance arts sector as we emerge from Covid-19
* Competence in handling both quantitative and qualitative research
* Proven ability to produce external evaluation reports for a range of audiences
* Commitment to ensure that issues of diversity and equality are identified and addressed in the course of the evaluation process

**Timescales and outputs**

Programme activity will take place between November 2021 and May 2022.

A draft evaluation report must be delivered by 15th May 2022 and a final report by 30th May 2022.

**The Evaluation Report will comprise:**

* An executive summary of the report’s key findings and recommendations
* A description of the evaluation methodology
* Clarification of the aims of the evaluation
* A brief description of How Ya Doing?
* An analysis of the qualitative and quantitative data the evaluator has collected against the aims for the programme
* Key findings and recommendations
* A bibliography of relevant research documents
* Bibliography of external citations of project
* Conclusion
* Appendices

**Case Studies**

It is envisaged that there will be up to 3 participant case studies which will summarise the wellbeing benefits of participants. Case studies might include quotations from participants, documentation of any artworks made and of sessions taking place (photos, videos or sound clips). Each case study should be c.800-1,000 words long and/or may be presented in visual form, including film, digital stories etc.

**Fee**

£5000 is available for the Evaluator fee (inclusive of expenses and VAT). The evaluator is responsible for their own tax and National Insurance.

Payments will be made upon completion of deliverables as set out below:

| Payment 1: | Submission and approval of proposed evaluation methodology by 5th November 2021 | £1,500 |
| --- | --- | --- |
| Payment 2: | Delivery of draft evaluation report and case studies by 15th May 2022  | £2,000 |
| Payment 3: | Delivery of final draft, executive summary and case studies by 30th May 2022  | £1,500  |

**Tender submission requirements**

Please provide a CV and a tender that includes the following information, in not more than 2,000 words:

* Why you are interested in this contract and how your previous experience equips you to do this piece of work
* An outline of your approach to the evaluation
* An outline of timescales and key milestones in respect of the evaluation
* A summary of two similar evaluations which you have conducted
* Evidence of your skills, knowledge and experience in respect of an evaluation of this type
* Contact details for two individuals who can provide references for similar work.

Your completed tender and CV should be returned by email to Tracy Breathnach, How Ya Doing? Programme Manager programmes@wahwn.cymru by no later than **Sunday 31st October 2021.**

Please use **How Ya Doing?**  in the email subject line.

Interviews will take place via Zoom on the morning o**f Wednesday 3rd November.**

Please email Tracy Breathnach at programmes@wahwn.cymru if you would like further information about this work.

**Important dates**

| **How Ya Doing?**  | **Activity** |
| --- | --- |
| **By 31st October 2021** | Deadline for Expressions of Interest |
| **By 5th November 2021** | Successful applicant notified |
| **By 8th November 2021**  | Evaluation and approach and methodology agreed with Programme Manager |
| **By 15th May 2022** | Draft evaluation report and case studies delivered |
| **By 30th May 2022**  | Evaluation report and case studies delivered  |

**About WAHWN**

The Wales Arts Health and Well-being Network (WAHWN) is a rapidly expanding network of colleagues delivering arts and health work in Wales. The Network represents members from the arts, health and HE sectors and includes practitioners working across the full range of art form practice in health, arts and other community settings.

**Aim: To support, develop and research arts and health practice in Wales**

**Objectives:**

* To act as a hub for networking, collaboration, dissemination and research on arts and health in practice throughout Wales - via regular meetings, emails and the website
* To support the resilience and capacity of the sector in Wales by providing and signposting to quality professional development
* To support and encourage ethical research and evaluation practices that raise the profile of the arts to health and wellbeing to a national and international sector.- via events, training, collaboration, dissemination and discussion and the Cross Party Group on Arts and Health
* To provide a national voice for arts and health practitioners in Wales at a strategic level, demonstrating best practice of existing policy implementation (such as the Wellbeing of Future Generations Act) and influencing new policies through all available platforms

 