

Monitoring and Evaluation of Community Resilience Funding Programme

1. Introduction

The Duchy Health Charity (DHC) is launching its new 'Community Resilience' Funding Programme and wishes to appoint an experienced provider to design and deliver monitoring, evaluation and learning services for the portfolio of small charitable projects it is anticipated will be funded over a period of three to five years.

It is expected that the focus of future annual calls will be influenced by the findings of this programme of work. However, the first call entitled 'Building Community' will be launched in October 2026 with a focus on building more resilient communities by addressing inclusivity, social isolation and loneliness.

The monitoring and evaluation framework will generate credible evidence of delivery, outcomes and learning while keeping requirements proportionate to project scale and the capacity of small organisations. The approach must be compliant with relevant legislation and ethical best practice and should focus on learning lessons that can inform the DHC's future funding decisions and inform and support other providers and funders through the provision of evidence-based reports on wider lessons learnt.

The approach must also ensure that project staff, volunteers and beneficiaries have meaningful opportunities to shape questions and interpret findings while avoiding unnecessary reporting burdens.

The findings and outputs from this activity will be used in information and influencing activities of Duchy Health Charity to support increasing resilience in communities across Cornwall, the Isles of Scilly and more widely as appropriate.

2. Scope of services

We are looking for the successful bidder to:

- Design and deliver a monitoring and evaluation programme for all projects funded under our new Community Resilience programme.
- To provide an outline for the DHC Board of their methodological approach
- Support the projects funded by DHC to understand this approach and provide the necessary support to enable their full participation.
- To collect, synthesise and report on the findings through an annual and final programme reports.
- Prepare case studies to highlight learning from the programme.



You will:

- Be mindful of the demands you place on small, at times informal community groups, ensuring the approach adopted is appropriate to the size and scale of their operations.
- Utilise qualitative and quantitative approaches to ensure impacts are identified and recognised. Where appropriate supporting projects to collect data through the provision of templates, discussions outlines etc.
- Be experienced in delivering workshops with diverse participants.
- Be compliant with latest best practice and ethical standards e.g. UK GDPR and the Data Protection Act 2018, ICO guidance on anonymisation, Equality Act 2010, Charity Commission Safeguarding guidance, NIHR UK Standards for Public Involvement etc..

3. Indicative evaluation questions

- What constitutes a resilient community, and how can changes in community resilience, loneliness and social isolation be measured over time?
- How effectively are projects reaching their intended participants and delivering planned activities?
- What changes are participants, organisations and communities experiencing?
- How and why do outcomes differ between projects, places or participant groups?
- Which delivery features, partnerships and contextual factors enable or constrain success?
- What unintended positive or negative effects have occurred?
- How well do the funding, support and reporting arrangements work for small organisations?
- What evidence is there of sustainability, replication or wider influence?
- What should change in future, where are the funding gaps?

4. Deliverables and timetable

Deliverable	Indicative timing
Inception report, theory of change, evaluation framework, risk register and detailed workplan	Within 8–12 weeks of contract award
Project onboarding, baseline tools and capacity-building materials	At mobilisation and as new projects join
Portfolio dashboard or concise monitoring update	Quarterly or six-monthly, to be agreed
Annual learning report, presentation and facilitated learning session	Annually
Interim evaluation report	Around the programme midpoint
Final evaluation report, executive summary, case studies, accessible summary, final dataset and methods appendix	Final six months of the commission
Ad hoc short briefings on significant findings or risks	As required



5. Contract management and governance

- The contract is expected to run for an initial three years, with an option to extend to a maximum of five years, subject to performance, funding and agreement.
- The provider will liaise with the DHC Administrator and attend regular contract update meetings with representatives of the DHC Board and may also attend full Board meetings to present findings.
- The provider must ensure continuity of key personnel and obtain approval for material team changes
- Save research data to a secure DHC Sharepoint location.

6. Supplier requirements

- Demonstrable experience evaluating grant programmes, community initiatives or small charities and in building trusted relationships with participating organisations.
- Expertise in proportionate mixed-method evaluation, theory of change, qualitative research, outcome measurement and synthesis.
- Ability to communicate clearly with non-specialists and build evaluation capability.
- Experience of participatory, inclusive and trauma-informed approaches where relevant.
- Robust arrangements for ethics, safeguarding, information security, UK GDPR compliance and quality assurance.
- Capacity to deliver reliably over a multi-year period and respond flexibly as the portfolio evolves.
- Independence, with actual or potential conflicts of interest declared and managed.

7. Proposal requirements

Bidders should submit a proposal of no more than 4 pages covering:

1. Understanding of the commission, portfolio and operating context.
2. Proposed methodology, including proportionality, participation, analysis and limitations.
3. Workplan, milestones, governance and risk management.
4. Details of delivery team including short biographies outlining relevant experience
5. Approach to ethics, safeguarding, inclusion, data protection and information security.
6. Examples of comparable work and two client referees.
7. A suggested budget showing staff days and rates, expenses etc., broken down as annual costs for three and five-year scenarios.



8. Budget and payment

The maximum available budget is £15,000 inclusive of VAT and all expenses. Payments will be linked to agreed milestones and satisfactory deliverables. Bidders are encouraged to distinguish essential activity from scalable or optional elements and to explain how their approach offers value for money without creating excessive demands on funded organisations.

9. Evaluation of tenders

Criterion	Indicative weighting
Understanding of requirements and context	20%
Quality, proportionality and feasibility of methodology	30%
Relevant team skills and experience	25%
Project management, ethics, risk and quality assurance	15%
Price and value for money	10%

10. Procurement timetable

Stage	Indicative timing
Invitation issued	19 October 2026
Proposal submission deadline	Midnight Friday 18 December 2026
Board review of all proposals	w/c 11 January 2027
Shortlisted candidate interviews/presentations	w/c 1 February 2027
Notification of outcome	w/c 8 February 2027
Contract start date	1 March 2027

11. Contact and further information

For an informal conversation about this programme please contact the DHC Administrator to arrange a Teams call with the Chair by emailing:

helen@duchyhealthcharity.org.

Supporting information:

[Community resilience strategy](#)
[Call 'Building Community'](#)

DHC Board
Oct 2026

