



CONSULTANCY BRIEF

Role:	Consultant
Reporting to:	Director of Operations, KCSC
Contracted days:	Maximum – 10 days
Contracted payment:	£5,000 (inclusive of VAT)

Background and Context

Kensington & Chelsea Social Council (KCSC) is the lead umbrella body for the VCS in RBKC with a remit to both support and champion the sector. There has been a lack of progress on KCSC's external evaluation of achieving outcomes and impact linked to our theory of change framework. The main reason has been challenges with staff capacity to focus on this work. Staff do carry out their own individual assessment of outcomes achieved linked to the projects they deliver and carry out surveys to gain some external validation to report to funders but as a whole organisation this work has not been done for several years. Internally, using the Civi database we report our actions against our medium-term outcomes linked to our Theory of Change framework, but we have no external validation of whether we have achieved these outcomes.

At the same time, KCSC is developing a new 3-year strategic plan and a review of how we continue to achieve our outcomes and impact based on the current theory of change framework or a need to develop new outcomes will be an essential part of our strategic planning process.

Main purpose of this role

The proposal is to utilise KCSC's current Theory of Change framework, funder outputs and outcomes and staff input to shape the content of the survey and to conduct an external evaluation between February and the end of March 2024, using surveys and focus groups with a range of stakeholders. This work will be imperative as we develop our new 3-year strategy to ensure what we have delivered and achieved in the past and what we plan to deliver in the future has met and will continue to meet stakeholder expectations. This work will require consultancy support to conduct telephone surveys

as well as oversee the deployment of the online survey and to run stakeholder focus group and individual meetings. The benefit of using an external consultant is the likelihood of more frank and open conversations without KCSC staff involvement.

Outputs

- Shape the content of the survey
- Conduct telephone/online surveys with stakeholders
- Ongoing engagement to promote the survey and encourage response
- Facilitate between 4-6 online and face to face stakeholder group meetings to gather feedback
- Produce report of findings and recommendations for KCSC

What you will bring to the role

- Stakeholder engagement skills
- Strategic networking skills
- Local knowledge
- Report writing skills

Essential requirements for the role

- Previous stakeholder engagement experience
- Conducting evaluations and assessments experience
- Evidence of previous evaluation reports produced

Application Process

Please send your proposal on not more than 4 sides of A4 detailing:

- Your approach and methodology for the work within the required timescale.
- Your relevant experience, skills, knowledge, and relevant assignments
- The costings for the work

To Vicki Harrison-Carr, Director of Operations at vicki@kcsc.org.uk

Deadline for applications: 2 February 2024

Interviews: 9 February 2024