



**INVITATION TO TENDER**  
for  
**National Lottery Heritage Fund**  
**Project Evaluation Tender**

17<sup>th</sup> March 2025

**1. Introduction**

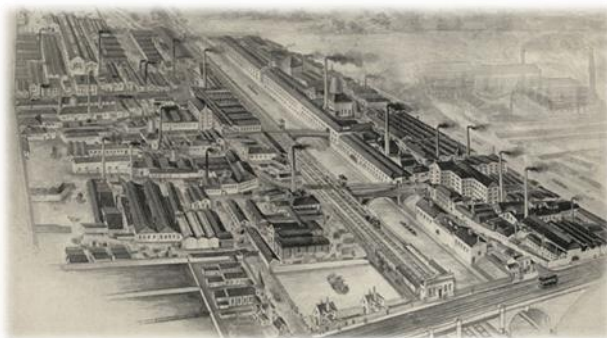
1.1 On behalf of Chance Heritage Trust (CHT) you are invited to tender for the Evaluation of the delivery of a National Lottery Heritage Fund (NLHF) funded project. This project will develop proposals for the redevelopment of the former Chance Brothers Glassworks and Soho Foundry and Mint sites in Sandwell, and run a community engagement programme.



1.2 The Chance Brothers Glassworks and Soho Foundry and Mint sites, anchoring the ends of the Galton Valley Conservation Area, part of the Black Country UNESCO Geo Park, represent two important phases in Sandwell's story. CHT plans to restore them to new working life. Because CHT is a community-owned and led organisation leading on large-scale urban regeneration, the community is at the heart of our work. The projects we work on address the issues arising from multiple deprivation, including the impact of the pandemic.

The impact of developing the capacity of the trust to drive and deliver the regeneration of these two sites will have enormous positive impact on the whole area.

**2. Chance Heritage Trust**



2.1 CHT is a charitable Community Benefit Society registered under the Co-operative and Community Benefit Societies Act 2014 having initially been incorporated as a charity and company limited by guarantee 2015.

2.2 The aim of the Trust is to enrich the community with the restoration and protection of buildings and assets of cultural and heritage importance.



### 3. Background

Chance Heritage Trust (CHT) is a charitable Community Benefit Society established with the purpose of restoring and repurposing important industrial heritage sites in Sandwell. Our charitable objects are:

1. A vehicle for regenerating heritage assets in Sandwell
2. Advancement of education about the heritage of the buildings and the area through cultural activities
3. Economic regeneration: - Creating training and upskilling opportunities & new jobs - Providing Enterprise space with business support; - Creating Residential Space; - Educational facilities - Creating community and cultural space

#### 3.1 Our Projects

##### Chance Glassworks

The former Chance Brothers Glassworks was the world's leading glass manufacturer and a pioneer of British glass-making technology, operating for over 150 years from 1824 to 1976. The factory closed in 1981. Chance Bros. manufactured the glass for the Crystal Palace constructed for the Great Exhibition in 1851 and engineered the lighthouses which were built around the British Isles and throughout the Empire. Today these lighthouses remain a famous part of seascapes all over the world. The site is a Scheduled Monument by virtue of the significant areas of archaeological survival that are known to exist within the site including the bases of up to six furnaces and associated major tunnels and flues. The site also contains eight Grade II listed buildings, the most notable being the highly visible 'seven storey' building. The buildings are in varying degrees of deterioration and disrepair.

##### Soho Foundry and Mint

The second site is Soho Foundry and Mint. The Foundry was constructed in 1795 for the manufacture of steam engines, the first dedicated factory of this kind in the world. It was of pivotal importance to the Industrial Revolution and the development and evolution of mass production techniques. Closely associated with the pioneering endeavours of Boulton, Watt and Murdoch, the site became home to a new mint building in 1860. The Foundry is Grade II\* Listed and a Scheduled Monument. The site was acquired by W&T Avery Ltd in 1895 and they continue to operate from a significant area of the site manufacturing weighing equipment. The Foundry and Mint buildings are now unused with a temporary roof protecting the Foundry structures.

#### 3.2 Our funded project

CHT submitted an application to the National Lottery Heritage Fund (NLHF) for funding to build the capacity of the trust to enable it to drive forward the regeneration of two of the most important industrial heritage sites in the Midlands. NLHF confirmed that we had been successful and a grant agreement for a three year project has been entered into. Under the terms of the grant agreement, the project must be completed by 17<sup>th</sup> July 2027.

The funding will facilitate the deployment of a small team, and cover operating costs and wider resources to continue our work on the regeneration of the sites and the continued engagement of the community through a range of activities.

Further details are in Appendix 2 – Project Plan.

#### 4. Delivery Requirement

CHT will follow best practice in monitoring and evaluation and appoint a consultant to develop an external evaluation framework at the start and appropriate intervals of the project.

It is expected the successful tenderer will conduct:

- a) An initial benchmark of the project
- b) Produce an interim report at a halfway point
- c) A final evaluation report at the conclusion of the project.

CHT intend to use several measures for gauging the progress and effectiveness of the project. Examples are listed below:-

- a) Financial Reporting
- b) Progress reports
- c) Number of (community) participants (by age, gender, cultural background, location)
- d) Number and range of activities
- e) Number of events organised and supported
- f) Audience engaged (face-to-face and virtual)
- g) Key milestones achieved

Tenderers are at liberty to include their preferred evaluation framework in their proposal.

#### 5. Delivery and Timetable

- a) Issue invitation to tender – Monday 17<sup>th</sup> March 2025
- b) Tender return date – Monday 7<sup>th</sup> April 2025 (12.00 Noon)
- c) Target appointment by – Monday 21<sup>st</sup> April 2025
- d) Briefing on the project - background reading and initial meeting with Executive Team – w/c 21<sup>st</sup> April 2025
- e) Preparing for the evaluation - planning the approach and identifying any baseline information that will be needed and data to be collected including formats – within one month of appointment
- f) Interim check point(s) - contributing as appropriate to regular milestone reporting to funders – quarterly
- g) Preparing the evaluation Interim Report – at least three months before the project end date
- h) Final Report by no later than the project end date.

#### 6. Branding

Branding - all materials and activities will feature CHT branding and all materials must meet our funders branding and logo requirements.

## 7. Intellectual Property Rights & Data

CHT retain the rights to:

- a) Intellectual property and materials funded through this project.
- b) Email addresses and contact details of individuals and organisations relating to this project activity subject to GDPR compliance.

## 8. Costs

The proposals must include all expenditure required to deliver the project. The budget available for the Evaluation commission and Report is £10,000 excluding VAT

## 9. Selection criteria

9.1 The criteria below will be used in order to select a consultant. An overall 75:25 quality: price weighting will be applied to the assessment of tenders with the quality weighting of 75% being further broken down as shown below (see percentages in brackets). 'Quality' in this instance includes other non-price criteria listed below including approach and experience.

### 75% Quality:

- a) Demonstration of the experience of your organisation in delivering evaluation reports that have a heritage context and are similar to those required under the project brief/scope of work (5%).
- b) Demonstration of the experience of the individual evaluator(s) that you propose for this commission in delivering the output required (20%).
- c) Provision of a methodology illustrating the approach to evaluating the project (45%).
- d) Demonstration of your capability and capacity to deliver the outputs and meet the final deadline. (5%)

### 25% Price

## 10. Terms of Appointment

10.1 For the avoidance of doubt, CHT retains the right not to award any contract in relation to this Tender. CHT does not bind itself to accept the lowest or any tender.

10.2 You are asked to propose suitable terms and conditions of appointment for our consideration.

Should CHT wish to award a contract, it will be awarded on the basis of the most economically advantageous tender based on the criteria above.

## 11. Fee submission

11.1. The maximum budget available for this commission is £10,000

11.2. The fee will be payable in three instalments (quantum and timing of instalments to be agreed)



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- 11.3. Fees should be tendered as a lump sum inclusive of all costs and expenses for the project but excluding VAT.

## 12. Submission details

- 12.1 Please **submit your tender in PDF format by 12 Noon on Monday 7<sup>th</sup> April 2025 to the following e mail address:**

[info@chanceht.org](mailto:info@chanceht.org)

Any questions during the tender period should be addressed to Oonagh Pennington-Wilson at the mail address below:

[oonagh.p.w@chanceht.org](mailto:oonagh.p.w@chanceht.org)

Contact number: 07539 980529

Questions and responses during the tender period may be shared with other tenderers.

CHT does not bind itself to accept the lowest or any tender and reserves the right to cancel the tender process and reject all bids at any time prior to award of contract without incurring any liability to the affected bidders.

Under no circumstances will CHT be held liable for costs incurred in connection with this tender process.

## APPENDICES

Appendix 1 - Evaluation Guidance  
Appendix 2 - Project Plan



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## Appendix 1: Evaluation Guidance

Please refer to the National Lottery Heritage Fund website for [Evaluation Good Practice Guidance](#). If you cannot access this link, please contact us for a PDF.



## Appendix 2: Project Plan

When?	What?	Who is the task for?	Where?	Who will carry out the task?	What will change and how will you know?
Give us the dates you expect to start and end each task. Please list tasks in chronological order.	List the individual tasks you will do to help you achieve your project outcomes. Use target numbers (e.g. audience numbers for events or number of leaflets).	For activities, tell us who the activity is aimed at (e.g. people in supported housing, young people, an inter-generational group).	Tell us where the task will happen and why here (this might relate directly to the people you want to reach).	Tell us who will be responsible for managing the task (For example, paid project officer, Volunteer Manager, young people, or a named partner organisation).	How will you evaluate how successful this task or activity is and the change that happens as a result of National Lottery Players' investment?
Jul 2024 – Aug 2024	Set up Project accounting requirements & set up IT System	CHT/NLHF/FCA	On-line	Executive Team	Administrative structure in place and performance reports available. IT system up and running, files depository in place
Jul 2024 – Sep 2024	Subject to NLHF contract, Recruit 3 members of staff: Projects Director, Community Activity Officer and Administrator	Appropriate qualified people to deliver objectives	Advertising through CHT media and other appropriate channels	CHT Executive Team	Appropriately qualified personal are employed to deliver the project
Jul 2024 – Sep 2024	Set up permanent base in Smethwick	Trust members, employed staff and access by the community	Smethwick Town	Recruited Director & CHT Executive Team	A place of work to develop utilise for project activities
Sep-24	Procure services of consultant to gather supporting gevidence of need and demand for cultural and enterprise space	Evidential support for business plan and opportunities for meanwhile uses	Desk based and appropriate locations	Projects Director	Consultant Procured & report complete
Oct-24	Procure services of a consultant to refine the business plan for proposed uses of 7 Storey Building, yard and workshop	A sustainable plan for CHT	Desk based and appropriate locations	Projects Director	Consultant Procured & report complete
Oct-24	Procure Evaluation consultant	CHT & NLHF	CHT location & on-line	Recruited Director & CHT Executive Team	Better understanding of the performance of the success & failures of the project
Sep 2024 – Jul 2025	Assemble ownership of the Glassworks	To enable full access and control of the site by stakeholders and the community	Chance Glassworks	Projects Director	The ability to go on with the project with ownership transferred to the Trust
Feb 2025 - Jul 2025	Set up on-site facilities	CHT consultants, employees and agents to use facilities	Chance Glassworks	Projects Director	Access to facilities on-site
Sep 2024 - end of Programme	Projects Director drives Chance Glassworks project, engaging appropriate stakeholders, potential developers & consultants and applying for capital funding	All stakeholders in the project	Appropriate locations	Projects Director	Advancing project evidenced by progress reports, and contracts agreed
Aug 24 - Nov 24	Produce Community Engagement Plan	Activities for the local community	Locations around Sandwell to be determined by the nature and audience and by virtual delivery where appropriate	Heritage & Culture Coordinator with team support & Input from Directors	Community engagement plan prepared for delivery
Sep 2024 - end of Programme	Projects Director drives Soho Foundry project, engaging appropriate stakeholders, potential developers & consultants and applying for capital funding	All stakeholders in the project	Appropriate locations	Projects Director	Advancing project evidenced by progress reports, and contracts agreed
Sep 2024 – Jul 2025	Commence community engagement activities - on social media	Engage our community of interest	Social media platforms	Heritage & Culture Coordinator	Increased engagement of the community evidenced through social media statistics
Jan 25 - end of Programme	Delivery of face to face community engagement activities	The local and international community	On-line and planned locations determined by the nature and audience	Heritage & Culture Coordinator with team support	Increased awareness of CHT and the projects it is working on. Increased knowledge and greater understanding of heritage measured by surveys, interviews and feedback from events
Aug-26	Produce evaluation interim report	CHT & NLHF	Appropriate location(s)	Projects Director/Appointed evaluation consultant	Interim evaluation will highlight progress and any areas for concern
Jul 25 - Aug 25	Produce 'Meanwhile Uses' Plan	CHT income generation	Office function	Projects Director supported by Executive Team	Income generation plan produced for long-term sustainability of CHT
Aug 26 & Mar 27	Revise Community Engagement Plan	The local and international community	On-line and planned locations determined by the nature and audience	Heritage & Culture Coordinator in consultation with Projects Director	Increase effectiveness of the delivery plan based on lessons learned to Increase engagement of the community using suitable engagement activities evidenced through social media statistics
Aug-26	Produce evaluation interim report	CHT & NLHF	Appropriate location(s)	Projects Director/Appointed evaluation consultant	Interim evaluation will highlight progress and any areas for concern
Jul 25 - end of Programme	Increased delivery of face-to-face community engagement activities	The local and international community	On-line and planned locations	Heritage & Culture Coordinator with team support and volunteers	Increased awareness of CHT and the projects it is working on. Increased knowledge and greater understanding of heritage measured by surveys, interviews and feedback from events
Feb 2027 - Jul 2027	Implement & ramp up Meanwhile Uses Plan	CHT income generation	On-site CGW	Projects Director supported by Executive Team	Income generation plan produced for long-term sustainability of CHT
Apr 2027 - May 2027	Final Evaluation Report	CHT & NLHF	Appropriate location(s)	Projects Director/Appointed evaluation consultant	A summary capturing the key points of the process, including lessons learnt and recommendations for future planning
Jun 2027 - Jul 2027	Compile and complete final submissions to NLHF	NLHF	Office function	Projects Director supported by Executive Team	Successful completion of funded project