

Invitation to quote: Evaluation for Our Patch, part of the Bradford 2025 UK City of Culture Programme

1. Introduction:

Our Patch

Our Patch is a Bradford 2025 UK City of Culture project funded by The National Lottery Community Fund (TNLCF) and the Esmée Fairbairn Foundation.

The Our Patch team of freelance producers and creative practitioners, work in the heart of communities across the Bradford District, collaborating with local people to design and deliver creative projects that are relevant and accessible.

[Our Patch - Bradford 2025 in your community | Bradford 2025](#)

Our Patch aims:

- To reduce barriers to participation for the most underserved and overlooked communities and groups, increasing their engagement with creativity, arts, culture and heritage.
- To have a direct and lasting impact on local community spaces and places, enhancing pride in place and community cohesion.
- To have a positive impact on the health, wellbeing and confidence of participants.
- To improve the cultural sector's understanding of district-wide cultural heritage and what 'culture' means to different communities.
- To foster new ways of working through partnerships and networks that support ongoing access to creativity.

The Our Patch team (around 40 people) have been meeting quarterly all year for Peer to Peer Days. These are important days for the whole team to get together, discuss projects, for personal reflection, and creative problem solving. They are guided by Adrian Sinclair from Union Arts who helps to frame the team's discussions and solve problems they are all facing in their work, as well as asking 'what's next'. At September's Peer-to-Peer day, the team reflected on the future, what's next for Our Patch, and how their work can continue in Bradford without the structure of Bradford 2025.

Evaluation and Learning

A dedicated internal evaluation team is in place until March 2026. To enable a deeper dive analysis and evaluation of some aspects of Our Patch, Bradford 2025 is now recruiting a freelance evaluator/researcher to contribute to this work by:

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- gathering, capturing and creatively presenting a range of stories/case studies of individuals, organisations and communities taking part in Our Patch;
- capturing the experience of freelancers working in the Our Patch team;
- reviewing the Curious Communities, Artist as Researcher programme.

Key evaluation milestones include:

- Attend the Our Patch team Peer-to-Peer Day on 25 November – to meet the team and listen to their discussions;
- Review existing data and case studies gathered by Bradford 2025 (specific to Our Patch and for Bradford 2025 as a whole where relevant);
- Hold focus group sessions with: individuals/community representatives, community organisations/partners, and Our Patch freelancers;
- Provide initial headline findings for, and attend, the Our Patch sector sharing event in late February 2026;
- Final outcome report due March 2026.

This insight will enable Bradford 2025 to tell the story and impact of the Bradford 2025 Our Patch project from the perspective of those taking part, supporting future development of socially engaged artistic practice and delivery in Bradford and within other UK Cities of Culture.

2. Objectives of the Work

Bradford 2025 UK City of Culture wish to appoint a consultant to undertake the evaluation of the impact of Our Patch.

The key evaluation questions we are seeking to answer are:

- What is the impact of Our Patch on the individuals, communities and organisations involved?
- What impact has the delivery of Our Patch had on the freelance team delivering the work? and their ability/readiness to continue socially engaged arts practice in the Bradford District?
- What approaches have been most effective at engaging individuals, communities and organisations with creativity?

To include findings gathered in focus groups held with:

- Members of the communities taking part in Our Patch
- Representatives of the organisations working with the Our Patch Team

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- The Our Patch Producers and Creative Practitioners
- The Curious Communities Artists as Researcher cohort and coordinator

Potential outcome indicators include:

- **Key Mechanisms and Effective Approaches**
 - Explore the specific approaches that have proven effective in enabling successful socially engaged creative activity — both at a community level and for individual participants.
 - Identify the key mechanisms that have supported or limited the delivery of socially engaged creative activity across the district.
 - Review the process and effectiveness of the Curious Communities, Artist as Researchers programme
- **Participant-Level Outcomes**

The evaluation should qualitatively capture changes in a participants'

 - Engagement with creativity and with cultural activity
 - Perceptions that the local area is a better place to live, work & visit
 - Wellbeing.
 - Creative skills
 - Change in action / ideas in relation to creativity / the arts & culture
- **Community and System-Level Outcomes**

Evaluate whether the programme has contributed to the development of a stronger Creative /Community Arts Sector in Bradford, that is better placed to access future funding through TNLCF or elsewhere.

Opportunity for further development of the Curious Communities Artist as Researchers programme

3. Scope and Methodology

We welcome proposals that aim to gather a range of qualitative insight from individuals, organisations and freelancers involved in the Bradford 2025 UK City of Culture Our Patch project, using participatory and mixed-method approaches.

In addition to original research, evaluators will have access to project-level monitoring and evaluation data already being collected by the Bradford 2025 Evaluation and Our Patch teams. This includes standard indicators defined by the Bradford 2025 internal evaluation team. We expect the appointed consultant to make appropriate use of this data in shaping findings and identifying trends.

We are open to proposals that include creative or innovative methodologies, especially where they support co-production, accessibility, and engaging presentation of findings.

4. Outputs / Project requirements

The successful consultant is required to produce the following outputs:

- A key findings report which responds to the evaluation questions, highlighting successes and challenges in an engaging and meaningful format
- A series of FIVE Case Studies demonstrating:
 - participant impact
 - Community level or organisational impact
 - Project Impact
- A technical/ methodology summary of the methods and approaches used
- Raw data collected in an anonymised or pseudonymised format
- Given the importance of creativity in this tender we welcome outputs that include presentation of findings through creative and visual means

Please consider the inclusion of an access and participation allowance within the budget to compensate people with lived experience for their time and input.

5. Timescales

Our Patch is currently in delivery and due for completion by 31 March 2026. We would therefore like the commission to commence as soon as possible and run through to the end of March 2026.

Key dates:

- Progress report mid January 2026
- Final report by 15 March 2026

6.0 Selection Criteria

Your quotation will be assessed based on price and quality 35% of the overall evaluation will be based on price, the remaining 65% will be based on the quality of your submission as detailed below:

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Evaluation Criteria	Maximum Score
Price	35 points
Quality – broken down by	65 points
Understanding	10
Experience of delivering similar programme evaluations in the creative/cultural sector	20
Capacity to deliver to timescale and relevant track record	10
Chosen methodology to undertake the evaluation	25

We anticipate quotes of around £15,000 to £17,000 (inclusive of VAT if applicable).

Please outline how you would undertake the work by providing specific responses for all the points. Without a specific response, your quote will be harder to score. The table above show how these are scored:

- Understanding - Please outline any direct experience / knowledge you have in this area.
- Experience of delivering similar evaluation work - Tell us about relevant experience of delivering similar evaluations in the creative/ cultural sector.
- Capacity & timescale for delivery - Tell us how you will resource the project to ensure the best result delivered efficiently and to timescale - Ideally the successful candidate will attend the Our Patch Team Peer-to-Peer Day on 25 November 2025.
- Chosen methodology to undertake the evaluation - Tell us how you propose to undertake the work – what methods you would envisage in order to successfully gather the data.

In addition, your bid submission should include the following:

- Costings for all elements of the project
- A proposed timeline
- A profile with relevant experience for those directly undertaking the work
- Examples of relevant previous work undertaken
- Quality Assurance

Ethics, GDPR & Confidentiality

Organisations providing quotations should be aware that information relating to this Contract will be subject to the provisions of the Freedom of Information Act. Any information which is supplied which is commercially sensitive and would genuinely fit within the exemptions set out in the Act should be marked as confidential information of this type and will not be disclosed to third parties without the consent of the organisation which provided it.

We expect suppliers to comply with ethical and GDPR regulations and to Market Research Society (MRS) standards. See [Code of Conduct | Market Research Society \(mrs.org.uk\)](https://www.mrs.org.uk) for full details.

Quality assurance – in your quotation please outline the quality assurance mechanisms in place.

The contractor will be required to hold an enhanced DBS check.

How to complete the Quotation

The quotation must be calculated with careful reference to the contents of this Invitation to Quote and Contract Conditions.

Organisations/Individuals must submit with their quotation:

- (i) details of two referees relating to service provision. Bradford 2025 may contact all referees as part of the evaluation process.
- (ii) if an organisation is an agent, details of its principal.

To make a valid quotation, you must complete the whole of the Quotation Form at Appendix 1, including providing answers to all the questions under the heading “Quotation Response”.

Questions can be submitted and viewed via the following link, [Our Patch Evaluation Q&A](#)

These will be reviewed and responded to on Mondays & Thursdays

Any further queries should be addressed to procurement@bradford2025.co.uk

Quotations must be sent by email to evaluation@bradford2025.co.uk with the title box stating “Quotation Our Patch Evaluation”

The closing date for receipt of quotations is 10am Friday 7 November 2025

Quotation Notes

1. Persons quoting will not be allowed to alter their quotations after the date fixed for the receipt of quotations.
2. Bradford 2025 is not bound to accept the lowest or any quotation.
3. All persons quoting will be informed whether their quotation has been accepted or not within 15 days of the final date for receipt of quotations.
4. The successful contractor must provide evidence of Public Liability Insurance cover.
5. All Contractors must adhere to GDPR, Health & Safety regulations applicable to their particular method of operation. If risk assessments are required, they must be made available on request.
6. Once a quotation has been accepted, no allowance can be made for any errors, omissions, or misjudgements in providing quotations.
7. Bids are deemed to be inclusive of all overheads and are exclusive of VAT.
8. Before you complete the quotation, please ensure that you understand clearly what the requirements are.

NB: You should only complete the quotation after you have read and fully understood all the contract documents.

Bradford 2025 Quotation Form

To: evaluation@bradford2025.co.uk

1. We offer to undertake research and produce an evaluation report in accordance with the details set out in this quotation.
2. We agree that this quotation, together with the formal written acceptance, will constitute a contract.
3. We confirm that the prices set out in this quotation exclude VAT.
4. We certify that this is a bona fide quotation and that we have not fixed or adjusted the amount of the quotation in accordance with any arrangement with any third party.
5. We certify that we have not done, and we agree not to do at any time before the quotation closing date, any of the following:

(a) informing anyone of the amount or approximate amount of the quotation except where the confidential disclosure of the amount of the quotation is necessary to obtain insurance quotations required in connection with the preparation of the quotation;

(b) entering into any arrangement or agreement with any other person or firm that he/it should refrain from quoting or as to the amount of any quotation to be submitted; or

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(c) offering to pay any sum of money or gift to any person or firm for doing any of the acts in (a) or (b) above.

Signed:	
Position:	
On behalf of:	
Address:	
Post Code:	
Telephone:	
Email:	

Quotation Response

Please ensure that you include the following in your response:

1. Location - Please give the location of your Head Office and any Regional / Branch Office if relevant.
2. References - Please provide details of two referees relating to service provision.
3. Capability - Please outline your experience of providing survey projects similar to that required by Bradford 2025.
4. Quality Assurance - What quality assurance systems do you have in place and how would these benefit Bradford 2025.
5. Service - Please provide details of any warranties and/or guarantees that would apply, and relevant Public Liability Insurance cover.
6. Method statement - Please provide details of the methodologies to be used to complete the work and the timescale for doing so.
7. Fixed price proposal (including VAT where applicable)

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