

Procurement Brief: External Evaluator

July 2025

Issued by: Generator North East Ltd

Project Title: Skills for Music and Performing Arts Professionals and Technicians

Fee for Services: up to £4,000 inclusive of VAT and all expenses

Deadline for Applications: 12pm, 27 July 2025

Applicants Informed: by 31 July 2025

Contract Start Date: August 2025

Contract End Date: February 2026

Final Reporting Deadline: February 2026

Background

Generator North East is in the final year of delivery for the Skills for Music and Performing Arts Professionals and Technicians project, funded by the North East Combined Authority (previously North of Tyne Combined Authority). This project supports skills development for music professionals and technical roles in the performing arts across the North East.

We are seeking to procure an experienced and independent External Evaluator to assess the impact and effectiveness of the project. The evaluation will help us understand the outcomes achieved, lessons learned, and recommendations for future delivery.

Scope of Work

The appointed evaluator will be responsible for:

- Designing and delivering a light-touch but meaningful evaluation framework.
- Reviewing project documentation, data, and reports.
- Conducting interviews or surveys with a sample of participants, partners, and delivery staff.
- Producing an interim summary (by November 2025) and a final evaluation report (by February 2026).
- Providing any key findings or data required for funder reporting by March 2026.

Outputs

- Evaluation plan (August 2025)
- Midpoint reflection summary (November 2025)
- Final report (February 2026)
- Support for final project reporting (March 2026)

Fee

The total fee for this work is up to £4,000 inclusive of VAT and expenses. Payments will be phased in line with agreed milestones.

Experience and Skills Required

We are looking for someone with:

- Experience in evaluating publicly funded skills, cultural or creative industry programmes.
- Ability to gather and analyse qualitative and quantitative data.
- Strong written communication skills and ability to deliver to deadlines.
- Knowledge of music, performing arts or wider creative industries (desirable).

GENERATOR

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How to Apply

To apply, please send a short proposal (max 3 pages) by 12pm on 20 May to ceo@generator.org.uk, including:

1. Your approach to the evaluation
2. Relevant experience
3. Example(s) of previous evaluations
4. A timeline and outline of tasks
5. Fee breakdown

Applications will be assessed against:

- Relevance and clarity of approach (40%)
- Relevant skills and experience (40%)
- Value for money (20%)

We welcome applications from freelancers, sole traders, and organisations, particularly those based in the North East.

If you would like to have an informal conversation about the project before applying, please contact ceo@generator.org.uk to arrange a phone call with the Deputy CEO.



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