

Task Order 5004

Issued By:	Independent Programme Director	Issued To:	Joint Transport Team, West of England Partnership – Evaluation Manager
Product Title:	Monitoring & Evaluation		
Start Date:	October 2007	Completion Date:	On-going
Product Aim:	To objectively monitor and assess the outcomes of the GBBN and to assess the management processes followed during programme implementation.		
Product Description:	<p>To manage and deliver the GBBN Evaluation Plan, as outlined in Appendix 4N of the MSBC. This includes the following tasks:</p> <ul style="list-style-type: none"> - Finalise and define the full scope of the GBBN Evaluation Plan - Obtain baseline data for the indicators identified in the Evaluation Plan - On-going monitoring of the 'counterfactual', as outlined in section 4N.4 of the Evaluation Plan - Ensure that appropriate monitoring and data collection is undertaken throughout GBBN implementation. This will involve liaising with the Joint Transport Team at the West of England Partnership. - Analyse data collected and compare to the targets / baseline / counterfactual - Manage the reporting on GBBN processes, outputs and outcomes - Prepare and cost post-project Evaluation Plan 		
Deliverables:	<ul style="list-style-type: none"> - Evaluation reports as required by the Programme Board - Post-project Evaluation Plan 		
Assumptions:			

Quality Checking Arrangements Work to be done in accordance with standards set out in GBBN Programme Handbook	Configuration Management Requirements Any change to this Task Order, associated budget and timescale, should be in accordance with the procedures outlined in the GBBN Programme Handbook.
Reporting Arrangements Regular reporting on progress required (including timetable, budget and forward work programme). Details set out in GBBN Programme Handbook.	
Implementation Programme: On-going from October 2007	
Resources (Estimate): As set out in Evaluation Plan, Appendix 4N	
Budget: Budgetary requirements will be met from the following resources: <ul style="list-style-type: none"> - West of England Partnership Office - Four Councils existing monitoring schedules - First (for data provision and survey work) 	Tolerances: These are set out in the GBBN Programme Handbook
Contact for further information: Independent Programme Director	
Above details agreed	<i>Independent Programme Director</i>
	Name:
	Signed:
	Date:
	<i>Evaluation Manager</i>
	Name:
	Signed:
	Date: