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iniva (Institute of International Visual Arts)

Living Legacies: collaboration, community & radicality

Brief for Consultancy Services

Copyright & Archive Consultant

Consultancy Brief

Consultant Role: Copyright & Archive Consultant to support the Development Phase period of a National Lottery Heritage Fund project, *Living Legacies: collaboration, community & radicality*.

Location: Remote working or at iniva's premises at 16 John Islip Street in Pimlico with the ability to travel to London for meetings and workshops.

Reporting to: Living Legacies Project Manager

Contract period: October 2024 – June 2025

1. Executive Summary

iniva (Institute of International Visual Arts) wishes to engage an experienced and professional freelance Copyright & Archive Consultant to prepare an Archive Plan by April 2025 in advance of a National Lottery Heritage Fund 2nd Round (Delivery Phase) funding application, which is scheduled for submission in August 2025.

The appointed consultant will be required to build on outline proposals to develop an Archive Plan for the project in liaison with iniva staff, the Living Legacies project team, and iniva's external project partners.

This brief provides the context, requirements and process for procurement of the consultancy services to carry out these tasks.

2. About iniva (Institute of International Visual Arts)

iniva is a visual arts organisation which grew out of the 1980s Black Arts Movement, an era that was marked by an explosion of creative expression. Since 1994 iniva's programme has supported artists, writers and cultural producers through a range of activity including research, exhibition making, publishing and commissioning of new works.

iniva is also home to the Stuart Hall Library, a public space acting as a critical and creative hub, holding a collection of over 10,000 publications, including artist books, monographs, exhibition catalogues, journals and zines. iniva's Archive collections are housed in the Stuart Hall Library. Its extensive mixed media collection captures the experimental foundation of iniva's pre-history, legacies of Black artist movements, individuals from diasporic backgrounds exploring identity through creative practice and iniva's 30-year history supporting its artistic communities.

The Library is an active site for research and programming for users including national and international students, academics, intergenerational and multidisciplinary artists, cultural practitioners, youth and the general public.

3. About the Living Legacies project

Living Legacies: collaboration, community and radicality will transform community engagement with the heritage of iniva's Archive. Over a four-year Delivery Phase (2026-2030), the project aims to open-up the rich visual legacies of diasporic artists who have shaped the British Black Artists Movement and welcome a broader national and local audiences to reveal the stories of radical artistic practice from Global Majority, African, Asian, & Caribbean diaspora perspectives.

With funding from The National Lottery Heritage Fund, we aim to create a 'living archive', a term coined by our founding Chair Professor Stuart Hall to reinterpret and open the archive to future new communities. The project aims to utilise inclusive archiving practices to capture the voices of esteemed practitioners who are part of the legacy such as Hans Ulrich Obrist, Sunil Gupta and Joy Gregory and enliven the content through a shared language and engagement activities. Engagement with the archive collections will focus on new audiences of young people aged 16-25 and older adults (65+) in our local boroughs of Westminster, Lambeth and Southwark, where wellbeing needs are greatest.

By the end of the project, we aspire to have transformed physical, digital and demographic access to our heritage with audiences of over 31,000 engaging with our rich heritage in 2030. Over 4 years we will engage 50,000 people with 3 key collections from our archive.

In March 2024, iniva has been awarded £149,500 by the National Lottery Heritage Fund for a one-year Development Phase (2024-2025). During the Development Phase consultants will be commissioned to help us critically test our assumptions around current and new audiences, engagement possibilities with our archive collections, best practice around archival processes and digital resource capabilities for the Delivery Phase.

The Delivery Phase of the project will be led by a specialist project team including a Project Manager, Project Archivist, Community Engagement Producer and an Archive Curator to achieve the following key outputs:

- An accessible archive catalogue including selected digitised material.
- An inclusive volunteering, training and placement programme.
- Recorded oral histories with practitioners in the archive made public through a podcast series.
- A public programme of exhibitions, screenings, reading groups and talks at the Stuart Hall Library and in partnership with national institutions including Institute of Contemporary Arts, Serpentine, Southbank Centre and Hayward Touring.
- A community programme including an annual Community Archive Group and local archive workshop programme specifically for 16-25 year olds and 65+ years old, delivered in the community.
- A teachers' programme for teachers in training on London PGCE courses using archival material to inform teaching practices.
- Digital resources including exhibition and research guides, teachers lesson plans, and archive building and accessing resources created by our communities.

We will also aspire to connect our archive catalogue to other national and international archives, to ensure our heritage enhances a wider picture of Black and International Art heritage. We will create a dedicated communications campaign to ensure national reach of the project resources and to evaluate the success of the project and to create legacy we will include independent evaluation. The total budget sort from the National Lottery Heritage Fund to create this legacy through this project is in the range of £1-1.5million.

4. Consultancy Brief

Overview

We seek to commission an experienced Copyright & Archive Consultant to work on the Development Phase of the project. The main task of the consultant will be to develop, create and deliver an Archive Plan to be utilised in the Delivery Phase of the Living Legacies project.

The Archive Plan must be in the appropriate format in line with the National Lottery Heritage Fund requirements for submission to a second-round Delivery Phase funding application to the National Lottery Heritage Fund.

The Archive Plan will create a framework for copyright clearance and creative commons licensing, which can subsequently be used in the Delivery period to enable a Copyright Clearance Officer to easily follow a protocol for seeking permission to publish, exhibit and digitise archival materials.

The appointed consultant will test the viability, create a work plan for the archive material we seek to catalogue in the period and advise on how the archive can be managed in and beyond the Delivery Period and what resources are needed.

The consultant should ensure the Archive Plan details protocols for digitisation, including advice on services and budget for resources and consider how archive volunteers and trainees can participate in the project in particular digitisation and copyright clearance.

Development Phase Team

The successfully appointed Copyright & Archive Consultant will work closely with the following to ensure a Draft Archive Plan is ready for iniva's Development Phase Review scheduled for May 2025 and with appropriate revisions conducted before supplying a final version:

- Living Legacies Project Team
 - Project Manager
 - Activity Planner
 - Interpretation Planner
 - Evaluation Planner
- iniva's staff team

Objectives of the Archive Plan

The Copyright & Archive Consultant must ensure that the Archive Plan meets the following objectives:

- Create a feasible framework criterion for copyright clearance and Creative Commons licensing.
- Propose digitisation approaches and options for discussion including storage, preservation, conservation and copyright.
- Advise on how the archive management system can be incorporated into the digitisation plan and copyright interpretation.

Scope of works

The Copyright & Archive Consultant will:

- a) Create a framework for copyright clearance and creative commons licensing, which can subsequently be used in the Delivery Period to enable a Copyright Clearance Officer to easily follow a protocol for seeking permission to publish, exhibit and digitise archival materials.
- b) Create a work plan for the archive material we seek to catalogue in the period and test the viability.

- c) Create a work plan and protocols for digitisation, including advice on services and budget for resources.
- d) Consider how archive volunteers and trainees can participate in the project, digitisation and copyright clearance activities.
- e) Advise on how the archive can be managed in and beyond the Delivery Period and what resources are needed.
- f) Create a Draft Archive Plan and conduct revisions before supplying a final version by April 2024 to be ready for iniva's Development Phase Review in May 2025
- g) Liaise with the Project Manager to ensure the Archive Plan is integrated within other project plans and budget.
- h) Attend National Lottery Heritage Project meetings as required and interact with the other external consultants engaged in the Development Period.
- i) Aid iniva in thinking about legacy, long term planning and the potential of cataloguing our audio visual collections during this period.

Outputs

iniva will require the Consultant to include the following outputs:

- a) A fully costed Archive Plan with contingencies for submission as part of the Delivery phase application.
- b) Full researched plans for the archive, digitisation, copyright, archive volunteering and archive traineeships.
- c) A job description for the proposed post of Copyright Clearance Officer to be funded through the Delivery Phase.
- d) An electronic copy of the final documents in PDF and Word formats, with appendices detailing the full scope of research and work.
- e) Electronic copies of source material.
- f) Electronic copies of any presentations relating to the Archive Plan.

5. Copyright and Confidentiality

The Consultant will assign the copyright of all plans, reports and outputs to iniva for use in connection with its operations. The Consultant must clear the copyright for any third-party images, illustrations or other material used.

The Archive Plan will be a confidential document and may therefore not be distributed without prior consent from iniva.

6. Tender Process and Next Steps

Tender Process Timeline

10 July 2024	Tender documentation issued
10 July – 5 August 2024	Tenderers' Questions
19 August 2024, 5pm	Tender Bid Deadline
Week beginning 9 September 2024	Tender Evaluation and Presentations
Week beginning 16 September 2024	Tender Announcement

Tender Requirements

The tender should include the following:

- a) Proposed methodology, programme and timescales
- b) A CV detailing relevant experience of creating an archive plan for copyright and digitisation, especially for National Lottery Heritage Fund funded projects.
- c) Specific challenges and learning from previous National Lottery Heritage Fund planning work and how you would apply that to iniva's programme.

- d) A fixed-price quote proving a cost breakdown together with confirmation of any expenses including daily rates and VAT registration (if applicable),
- e) Confirmation that the consultant has the capacity to complete the work within the timescale indicated below.
- f) Insurance details. Consultants who do not hold the required level of insurance cover may indicate the cost of obtaining this additional cover and this will be added to the total cost of the quoted price for comparison purposes.
- g) The contact details of two references.

How to Submit

The tender documentation should be marked '**Living Legacies Copyright & Archive Consultant tender**' in PDF format and sent to Tavian Hunter, Project Manager at thunter@iniva.org no later than **19 August 2024, 5pm**.

Any documentation arriving after this time will not be accepted.

Short-listed candidates will be invited to interview and will be asked to make a presentation of their proposal.

Enquiries

Any enquires about the tender process and general questions should be submitted to info@iniva.org no later than **5 August 2024, 5pm**. Questions submitted after this time will not be answered.

7. Tender evaluation/ weighting

The chosen consultancy will be selected based on:

- a) Proven experience of similar work (20%)
- b) Methodology assessment of key issues to be addressed, how objectives will be met (40%)
- c) Interview (20%)
- d) Tender price (20%)

8. Budget

There is an indicative budget for this work of £25,000 (ex.VAT) inclusive of all expenses. A fixed fee proposal is required as stated in the tender requirement (section 6 above). Consultants must make iniva aware from the outset if they are VAT registered.

9. Supplementary Information

The following documents are included in the tender pack to assist with the application:

- Summary of iniva's National Lottery Heritage Fund Development Phase from application