



iniva (Institute of International Visual Arts)

Living Legacies: collaboration, community & radicality

Brief for Consultancy Services

Interpretation Planner (Consultancy Role)

Consultancy Brief

Consultant Role: Interpretation Planner 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 ability to travel to London for meetings and workshops.

Reporting to: Living Legacies Project Manager

Contract: October 2024 - June 2025

1. Executive Summary

iniva (Institute of International Visual Arts) wishes to engage an experienced and professional freelance Interpretation Planner to prepare an Interpretation Plan by May 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 proposal to develop a fully costed Interpretation Plan for the project, liaising 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 Interpretation Planner to work on the Development Phase of the project. The main task of the consultant will be to develop, create and deliver an Interpretation Plan to be utilised in the Delivery Phase of the Living Legacies project. It will be used alongside our Activity Plan during the project planning and delivery phase and for benchmarking during the project evaluation.

The Interpretation Plan will help us develop the public programme of exhibitions at the Stuart Hall Library and in partnership with national institutions including Institute of Contemporary Arts, Serpentine, Southbank Centre and Hayward Touring. We are keen for our project to include many digital outputs to enhance the audience reach such as archive research guides, exhibition guides, blog posts, podcasts, recorded presentations and teacher lesson plans. The Interpretation Plan must help us think through educational digital resources within the Delivery Phase of the project.

The Interpretation Plan should define the project mission and vision, key stories and set out what we want to interpret, and what tools we will use to communicate with our audiences. It must give structure to our project with clear aims, objectives and methods, considering which formats and/or media we can best share these.

The Interpretation Plan must also 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.

Development Phase Team

The Interpretation Planner will work closely with the following:

- Living Legacies Project Team
 - Project Manager
 - Activity Planner
 - Copyright & Archive Consultant
 - Evaluation Planner
- iniva's Development & Communications Director
- Target audiences for this project

By working with iniva's Development & Communications Director, the successfully appointed consultant will think about how we create a style/branding for 'Living Legacies' specifically using the vision and the stories within our archive collections, so that we can share these digital resources on our website and across our social media platforms.

Objectives of the Interpretation Plan

The Interpretation Planner must ensure that the Interpretation Plan meets the following objectives:

- To define the stories that are significant to iniva's heritage.
- To involve a wider number of people (specifically the target audiences) in iniva's heritage.
- To support the project's wider outcomes.
- To ensure authenticity, consistency in branding and message through the design and content development of interpretative activities that is sustainable beyond the life of the project.

Scope of works

The Interpretation Planner will:

- a) Advise on existing Project Vision and create key storylines for the Delivery Phase programme.
- b) Help iniva think about how we achieve a shared language in the interpretation of archive materials and creation of digital resources.
- c) Help iniva think about accessibility needs of the programme and advise on budget and resources for this.
- d) Create a budget for adequate interpretation throughout the period.
- e) Create a Draft Interpretation Plan ready for iniva's Development Phase Review in May 2025 and conduct revisions ready for the final version to be submitted in June 2025.
- f) Attend The National Lottery Heritage Project meetings with and interacting with the other external consultants engaged in the Development Phase.
- g) Explore different ways of evaluation during the planning processes.

Outputs

iniva will require the Consultant to include the following outputs:

- a) A fully-costed Interpretation Plan for submission as part of the Delivery Phase application.
- b) An electronic copy of the final documents in PDF and Word formats, with appendices detailing the full scope of research and work.
- c) Electronic copies of source material.
- d) Electronic copies of any presentations relating to the Interpretation 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 Interpretation 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 – 30 August 2024	Tenderers' Questions
5 September 2024, 5pm	Tender Bid Deadline
Week beginning 16 September 2024	Tender Evaluation and Presentations
Week beginning 23 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 interpretation planning and development, especially for National Lottery Heritage Fund funded projects.
- c) Specific challenges and learning from previous National Lottery Heritage Fund evaluation 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 above.
- 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 Interpretation Planner tender**' in PDF format and send to Tavian Hunter, Project Manager at thunter@iniva.org no later than **5 September 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 **30 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 £15,000 (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 and Delivery Phase application