



Dub Encyclopaedia ©Pupat Chenaksara

Project Evaluator

Commissioned Work Brief

Budget: £20,400 (excluding VAT)

Contract period: May 2026 – March 2030

Reporting to: Living Legacies Project Manager

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

Closing Date: Sunday 19 April 2026

Tender Meeting Date: Tuesday 1 May 2026



INTRODUCTION TO INIVA

The Institute of International Visual Arts (iniva) is a charity based in Pimlico, London. Founded to challenge inequalities in the visual arts, since 1994 we have created spaces for Black and Global Majority artists and communities, nurturing creative practices and expanding the ways we understand art, culture and society. Through commissions, residencies, workshops, exhibitions, and publishing, iniva supports artistic practices that critically engage with lived experiences of racism, anticolonial struggles, identity politics, and social change.

At the heart of iniva is the Stuart Hall Library (SHL), named after the influential cultural theorist, our founding Chair. The SHL houses a world-class collection of over 10,000 volumes, artist books, catalogues, journals, zines, and mixed media archival materials from over three decades of iniva's history. Providing a unique research centre dedicated to sharing knowledge, addressing inequality of representation and ensuring the visibility and legacy of diverse artistic practices, the library is a vital gathering space for artists audiences, researchers and communities.

iniva's core programmes engage artists locally and internationally through our Research Network, Library Residency, Digital Pavilion, CoLab school programme, Exhibitions Programme and public events at the Library and partner venues. Each year, our work reaches over 70,000 people digitally and 6,000 in person, including 1,900 visits to the Stuart Hall Library. Global Majority audiences represent 63% of our engagement, with young people aged 20–25 making up 20%.

iniva continues to create equitable, anti-racist spaces where artists and audiences can explore global and diasporic perspectives together.

Read more at www.iniva.org





Creative Mapping: Designers Lab ©Jemima Yong

OUR VISION

Make art from a global perspective accessible to everyone.

OUR MISSION

We nurture, develop and support anti-racist and equitable spaces that centre Black and Global Majority artists and their communities for creativity, wellbeing, and joy.

OUR VALUES

Care, Community, Collaboration, Access, Education, Justice and Joy.

ABOUT OUR FUNDING

iniva is an Arts Council England National Portfolio Organisation (NPO), receiving regular public investment in recognition of our commitment to artistic excellence, innovation, and meaningful public engagement. Read more at www.artscouncil.org.uk.

We are also supported by the National Lottery Heritage Fund, which funds our major *Living Legacies* programme. Together, this public investment reflects our role as a trusted cultural leader, producing ambitious, critically engaged work that connects artists, ideas, and communities.

Read more at www.heritagefund.org.uk



The Gathering ©Francis Augusto

INTRODUCTION TO THE PROJECT

Living Legacies: Collaboration, Community and Radicality is a transformative four-year project rooted in the heritage of Global Majority artists and their work in the UK. It activates iniva's unique visual arts archive and reconnects it with local and national communities. Through an exciting programme of exhibitions, events, podcasts, oral histories and digital resources, the project will surface existing histories and expand access to multicultural creativity and knowledge, therefore changing how iniva works in the future.

Grounded in Westminster (iniva's home) and shaped by the diverse communities of Lambeth and Southwark, Living Legacies centres intergenerational community collaboration with young people (16-25) and older adults (65+). Public programming is enriched by local residents, artists, educators and partnerships, ensuring the archive speaks to lived experiences while resonating nationally.

The project will:

- Improve access using new newly designed website and physical accessibility to iniva's Stuart Hall Library and Archive
- Increase engagement with archival material through co-creating content and new storytelling
- Grow knowledge and skills by supporting underrepresented people into the heritage and archiving sectors, strengthening iniva's resilience

Living Legacies will offer a space for everyone to explore their place in the world, reflecting on identity, culture and belonging, ensuring this vital legacy lives on.

The role of **Project Evaluator** has been made possible through The National Lottery Heritage Fund.

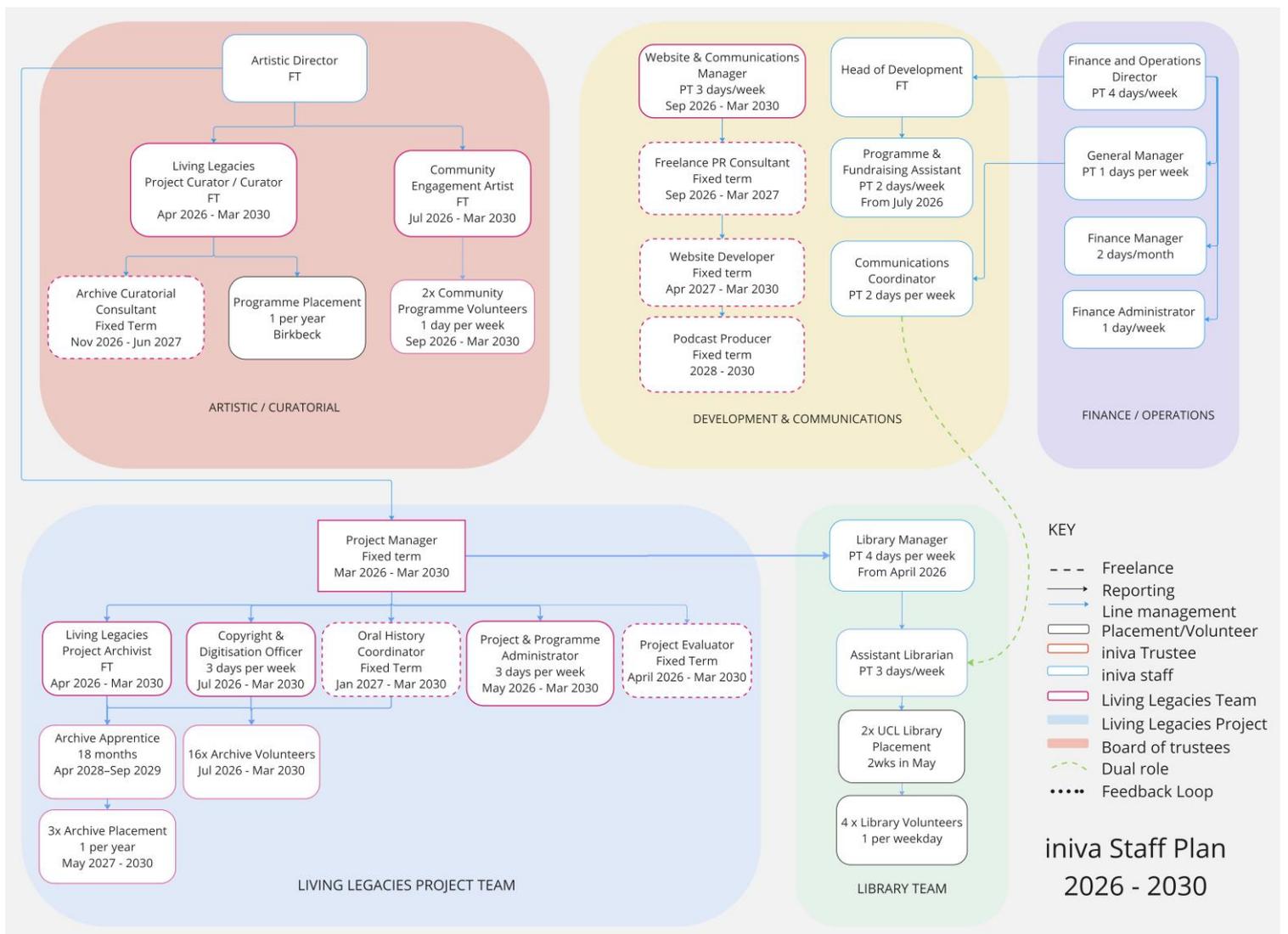
Read more about the project: <https://iniva.org/programme/projects/living-legacies-collaboration-community-and-radicality/>

STAFF STRUCTURE

iniva is led by Co-Directors **Sepake Angiama (Artistic Director)** and **Susannah Gorgeous (Finance & Operations Director)**, supported by a culturally diverse Board of ten Trustees chaired by **Anita Bhalla**. The Board meets quarterly, with four sub-committees—**Fundraising & Ethics, Finance, People & Practice**, and **Environmental Responsibility**—providing additional oversight and guidance.

iniva’s core team includes the Co-Directors, Project Curator, Communications Coordinator, Programme & Fundraising Assistant, and a Library and Archive team consisting of a Library Manager, Project Archivist and Assistant Librarian. The organisation is also supported by a General Manager and freelancers, including a Finance Manager and Bookkeeper.

As iniva embarks on its flagship National Lottery Heritage Fund project, *Living Legacies: Collaboration, Community and Radicality*, a dedicated project team will lead delivery between 2026–2030. The Project Evaluator will be **line managed by the Living Legacies Project Manager** and will work closely with the Project & Community Programme Administrator and wider iniva staff to coordinate project activity.



ROLE SUMMARY

iniva (Institute of International Visual Arts) is seeking a Project Evaluator to deliver the evaluation framework for *Living Legacies: Collaboration, Community and Radicality*, a four year initiative supported by The National Lottery Heritage Fund. The Evaluator will be responsible for implementing the Evaluation Plan developed during the project's development phase and for measuring outcomes across all key areas: heritage engagement, skills development, archive access, public programming, and institutional change.

Working closely with the Project Manager, Project & Community Programme Administrator and wider delivery team, the Evaluator will gather and analyse qualitative and quantitative data, support reflective practice, and ensure that feedback from target audiences, including young people (16–25), older adults (65+), educators, volunteers, and community partners, is embedded into the project lifecycle. The role will also involve contributing to legacy planning by combining learning into a final summative report that highlights impact, supports strategic decision-making, and informs iniva's future archive engagement and programming.

The Project Evaluator will play a key role in ensuring that *Living Legacies* remains adaptive, inclusive, and accountable, with evaluation activities integrated into public events, volunteer experiences, and institutional development.

SCOPE OF WORKS

The Evaluator will:

- a) Implement and review the *Living Legacies* Evaluation Plan developed during the development phase, using the evaluation framework and Theory of Change to guide consistent data collection across all programme strands and milestones.
- b) Coordinate and carry out evaluation activities using mixed methods such as surveys, interviews, reflective sessions, and ensure creative feedback tools (e.g. visual, audio, co-designed) are tailored to priority audiences.
- c) Work collaboratively with the Project Manager and delivery team to embed evaluation into the design and delivery of public programmes, community events, training activities, and how the organisation is changing.
- d) Engage with the Community Champions Panel, Youth Panel and staff to co-reflect on outcomes, ensuring community voices are actively informing evaluation findings.
- e) Facilitate reflective practice among the project team at key intervals to support adaptive learning and internal review to understand the organisational change achieved and the changes needed for the delivery of the project.
- f) Analyse quantitative and qualitative data to assess performance against agreed outcomes, including TNLHF outcome areas, iniva's internal objectives, and community-defined success indicators.
- g) Produce interim reporting to support funder updates, steering group reviews, and internal decision-making.
- h) Prepare a final summative evaluation report that synthesises key findings, articulates the project's impact, and offers recommendations for legacy planning, institutional development, and future programming.
- i) Support the public sharing of learning where relevant. This may include contributing to communications content, visual summaries, presentations, or articles.

OUTPUTS

The Evaluator will be expected to deliver:

- a) Attend an inception meeting with the Project Manager to confirm methodology, refine the Evaluation Plan, and agree delivery milestones.
- b) Produce a revised Evaluation Schedule with agreed data collection touchpoints and delivery intervals.
- c) Produce interim reports of key findings and recommendations for ongoing evaluation activities embedded across project strands (e.g. training, public events, volunteer programmes, youth engagement).
- d) Summary outputs for use in funder reporting and steering group updates (e.g. interim evaluation snapshots or short internal briefs at agreed milestones).
- e) A final summative evaluation report (c. 20–25 pages) that documents project outcomes, includes evidence of impact, and provides forward-looking recommendations for iniva's archive engagement and organisational practice.
- f) Contribution to public-facing evaluation outputs (e.g. short written reflection, slide deck, or podcast-style interview), in collaboration with iniva's Website & Communications Manager.

COPYRIGHT AND CONFIDENTIALITY

All materials, reports, datasets, and other outputs produced by the Project Evaluator in the course of this commission, including interim findings, final reports, visual summaries, and evaluation tools, will be considered works for hire. Copyright and all associated intellectual property rights in these materials will be assigned to iniva for use in connection with its operations, including reporting, strategic planning, publication, and future programming.

The Project Evaluator is responsible for ensuring that any third-party materials used (such as data visualisations, infographics, or excerpts from published works) are appropriately licensed and credited, and that all necessary permissions have been secured in advance.

The Evaluation Plan, data collected, and interim findings will be treated as confidential and must not be shared, published, or distributed without prior written permission from iniva. The Project Evaluator agrees to handle all sensitive, personal, or unpublished information in accordance with data protection legislation and iniva's ethical standards. This duty of confidentiality extends beyond the duration of the contract.

BUDGET

An indicative budget of **£20,400 (excluding VAT)** is available for the full delivery of this work over the contract period. This is based on a day rate of £400, covering approximately **51 consultancy days** across the four years of the *Living Legacies* project.

This fee is inclusive of all expenses, including preparation, delivery of staff training in Year 1, attendance at quarterly evaluation meetings across the period, ongoing data analysis, interim reporting, and the production of a final summative evaluation report in Year 4.

A fixed-fee proposal is required, as outlined in Tender Process (section below). Consultants must confirm whether they are VAT registered at the point of submission, and any VAT charges must be clearly indicated within the proposed fee. No additional payments will be made beyond the agreed contract total unless separately negotiated and confirmed in writing. This includes any subcontracting costs, licensing, or expenses not specified in the original proposal.

TENDER PROCESS AND NEXT STEPS

Tender Process Timeline

6 March 2026: Commission Work Brief issued
9 March – 10 April: Tenderers' Questions
19 April 2026, 5pm: Tender Bid Submission Deadline
1 May 2026: Tender Meeting and Presentations
Week commencing 18 May 2026: Tender staff date

Tender Requirements

Please submit a concise proposal (**maximum 8 pages**) that demonstrates your relevant experience. Your submission should include:

- a) **Cover letter or supporting statement (max. 2 pages):** Outline your relevant experience, understanding of the *Living Legacies* project aims, and your approach to designing and delivering inclusive, responsive evaluation for multi-strand heritage projects.
- b) **CV or biography (max. 2 pages):** Provide details of relevant evaluation work, with emphasis on projects involving community engagement, institutional change, or archive interpretation, especially those supported by TNLHF or equivalent funders.
- c) **Selected examples of previous evaluation work (max. 2 pages):** Summarise one or two relevant projects (with links or visuals if appropriate), outlining the evaluation challenges faced, methodologies used, and how the findings were applied to support learning, reporting, or legacy planning.
- d) **Fee proposal and confirmation of capacity (max. 1 page):** Provide a fixed-price quote including a cost breakdown, indication of any additional expenses, and whether you are VAT-registered. Confirm your availability to undertake the work within the timeline: May 2026 – March 2030.
- e) **Referees (1 page):** Include the names and contact details of two referees familiar with your evaluation work. These may be contacted prior to contract award.

TENDER SUBMISSION

The tender documentation should be marked '**Project Evaluator Tender Proposal**' in PDF format and sent to recruitment@iniva.org no later than **19 April 2026 at 11.59pm**. Any documentation arriving after this time will not be accepted.

TENDER MEETING

Shortlisted candidates will be invited to an interview on **1 May 2026** and will be asked to present their evaluation approach.

ENQUIRIES

Any enquires about the tender process and general questions should be submitted to Living Legacies Project Manager at thunter@iniva.org no later than **10 April 2026**. Questions submitted after this time will not be answered.

TENDER EVALUATION / WEIGHTING

Proposals will be assessed against the following criteria:

- Proven experience of similar work (20%)
- Clarity and appropriateness of methodology, including how the approach will address key evaluation questions and support project learning (40%)
- Value for money (20%)
- Presentation and communication (20%)

DIVERSITY & ACCESS

We warmly welcome applications from people of all backgrounds and life experiences. We particularly encourage candidates who identify as **Black, Asian or from other Global Majority communities, disabled people, LGBTQ+ people**, and **people from lower socioeconomic backgrounds**, who are often underrepresented in the arts and heritage sectors, **economic** backgrounds represented in the arts and heritage sectors.

We are committed to **equity, accessibility and antiracist practice**. If you would like to share any access needs or request reasonable adjustments to the tender process application (for example, alternative formats or additional time for a written task), please tell us when you apply — we'll be happy to **help**.