



North West Migrants Forum

INVITATION TO TENDER AND TERMS OF REFERENCE

7 OCTOBER 2026

Monitoring and evaluation: independent evaluator

LOT 1:

BLACK HERITAGE IN NORTHERN IRELAND: THE HIDDEN
HISTORY PROJECT (NL-21-00195)

LOT 2:

PEACEPLUS INTERCULTURAL CROSS-BORDER INCLUSION
PROGRAMME (ICIP / PP00710)

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North West Migrants Forum

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Incorporated Private Limited Company Number NI661353

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1. Invitation to Tender

North West Migrants Forum (NWMF) invites suitably qualified independent evaluators, consultants and research organisations to tender for independent evaluation services for two significant programmes.

Bidders may apply for Lot 1, Lot 2, or both Lots. NWMF reserves the right to appoint one provider across both Lots or separate providers where this offers the strongest combination of specialist expertise, quality and value for money.

2. About North West Migrants Forum

Established in 2012 in Derry/Londonderry, NWMF is a migrant-led racial equality and human rights organisation working with migrants, refugees, asylum seekers and racialised/minoritised communities. NWMF combines community support, anti-racism, education, cultural and heritage programming, civic participation, leadership development and policy influence. Its approach is rights-based, community-led and informed by lived experience.

3. Procurement Structure

- Lot 1: Independent Evaluation of Black Heritage in Northern Ireland: The Hidden History Project (National Lottery Heritage Fund project reference NL-21-00195).
- Lot 2:– Independent Evaluation of the PEACEPLUS Intercultural Cross-Border Inclusion Programme (ICIP / PP00710).

Bidders must state clearly which Lot(s) they are applying for. Where a bidder applies for both Lots, each programme must retain a distinct evaluation framework, evidence base, analysis and final report. Given the degree of synergy between the two programmes, we anticipate some prospective bidders may be interested in evaluating both, although for the avoidance of doubt each of the two Lots will be evaluated and awarded separately.

4. LOT 1: Black Heritage in Northern Ireland: The Hidden History Project

4.1 Project Background

Black Heritage in Northern Ireland: The Hidden History Project is a major National Lottery Heritage Fund-supported initiative led by NWMF. The delivery phase runs from 1 June 2024 to 22 October 2027. The project received a delivery grant award of **£497,189** towards total delivery costs of **£619,037**.

The current project builds on a previous development phase involving archival research and oral-history collection. This delivery phase is designed to uncover, preserve, interpret, celebrate and widely disseminate the often-overlooked histories and contributions of Black people, particularly people of African and Caribbean descent, to Northern Ireland.

The project uses tangible and intangible heritage, including archival material, oral histories, community memories, traditions, places, objects and contemporary voices, to broaden understanding of Northern Ireland's heritage and challenge the historic absence or marginalisation of Black heritage within public narratives, education and institutions.

4.2 Principal Project Activities and Outputs

- A moveable/travelling Black history exhibition, developed from archival research, oral histories and community co-creation, including approximately 50 exhibition panels and associated digital/interpretive content.
- Community and educational workshops, with particular engagement with schools, colleges and the wider education sector.
- Annual Black History Month Summits in Belfast and Derry/other agreed locations, providing platforms for learning, dialogue and public engagement.
- Development of age-appropriate educational and racial-literacy resources for schools and educators.
- Engagement with the Education Authority and other relevant organisations around curriculum reform and inclusion of minority heritage.
- Editing and interpretation of oral-history interviews gathered during the development phase.
- Creation of a Black history map and publication/book, with digital resources designed to provide a lasting public and educational legacy.
- Training and development of volunteers/facilitators to deliver workshops and increase heritage, facilitation, public-speaking and racial-literacy skills.
- Engagement with academics, researchers, heritage professionals, Black communities, public institutions and policymakers.
- A second exhibition/content phase incorporating contemporary Black voices and communities.
- A learning exchange involving educators and policymakers and a final project celebration/Black History Summit.

4.3 Approved Heritage Fund Purposes Relevant to Evaluation

- Evaluate the project in line with best practice guidance.
- Develop a moveable exhibition based on the project themes.
- Produce resources for proposed work with schools.
- Work with the Education Authority and other relevant organisations around reform of the school curriculum and inclusion of minority heritage.
- Consult relevant experts in development of project content.
- Edit oral-history interviews gathered during the development phase for use in the exhibition and other materials.
- Create a Black history map and produce a book.
- Deliver annual Black History Month Summits.
- Ensure appropriate acknowledgement of National Lottery Heritage Fund support.

4.4 Purpose of the Independent Evaluation

The independent evaluation will provide an objective assessment of the project's delivery, outcomes, impact, learning, value and legacy. It should go beyond activity counts to assess what changed, for whom, how and why, and the extent to which the project contributed to those changes.

- Assess whether previously hidden, overlooked or at-risk Black heritage has been identified, interpreted, preserved and made more accessible.

- Assess whether Black heritage is better explained, understood, valued and recognised as part of Northern Ireland's wider heritage.
- Assess changes in knowledge, attitudes, empathy, racial literacy and understanding among audiences and participants.
- Assess whether the project has challenged stereotypes, racism, anti-Blackness and narrow or binary understandings of Northern Irish history.
- Evaluate the reach, quality, accessibility and learning impact of the travelling exhibition.
- Evaluate school workshops, educational resources, educator engagement and progress towards greater inclusion of Black heritage in education.
- Evaluate the reach and contribution of Black History Month Summits and other public events.
- Assess the quality and authenticity of community participation and co-creation, particularly the role and ownership of Black communities.
- Assess skills gained by volunteers, interns, facilitators, staff and other participants.
- Explore effects on identity, pride, recognition, wellbeing and belonging, particularly among Black and mixed-heritage participants.
- Assess the quality, accessibility and likely legacy of tangible outputs including exhibition content, oral histories, digital resources, educational resources, the map and book.
- Assess evidence of influence on schools, universities, museums, councils, educational bodies, policymakers and other public institutions.
- Assess organisational learning and resilience generated through delivery.
- Identify intended and unintended outcomes and provide recommendations for future heritage, education and racial-equality work.
- Assess sustainability and how project heritage, resources, partnerships, learning and public engagement can continue beyond October 2027.

4.5 Heritage Fund Outcomes / Areas of Change to Examine

- A wider range of people will be involved in heritage.
- Heritage will be identified, better explained and placed in better condition through documentation, interpretation and preservation.
- People will have developed skills.
- People will have learned about heritage, with resulting changes in ideas and/or actions.
- People will have greater wellbeing, including through recognition, identity, belonging and participation.
- NWMF will be more resilient through strengthened skills, expertise, relationships and organisational capacity.
- Northern Ireland and participating localities will be better places to live, work or visit through greater inclusion, understanding and celebration of diversity.

4.6 Reach and Evidence Base

The approved project anticipated increasing heritage engagement from approximately 1,000 visitors in the previous financial year to approximately 10,000 visitors per year following the project. The evaluator should test reach and participation using verified project evidence and assess the depth and quality of engagement rather than relying on attendance figures alone. The evaluator will be expected to review and triangulate existing evidence including quarterly reports, participation records, pre- and post-activity surveys, satisfaction surveys, informal participant feedback, staff observations, Advisory Committee records, photographs, video, interviews, social-media/public-engagement evidence, workshop data, educational materials and relevant project/funder records.

4.7 Lot 1 evaluation budget and timing

Maximum available budget for Lot 1: **£12,000** inclusive of all professional fees, travel, expenses and other costs, with VAT clearly identified where applicable.

The approved project provides for an external/independent evaluation towards project completion. The final project period runs to **22 October 2027**. The appointed evaluator will agree an inception and fieldwork timetable with NWMF that allows sufficient evidence collection, interim learning and completion of the final evaluation in line with Heritage Fund requirements.

5. LOT 2: PEACEPLUS Intercultural Cross-Border Inclusion Programme (ICIP)

5.1 Programme Background

ICIP is a three-year cross-border programme under PEACEPLUS Measure 1.3: Building Positive Relations, with NWMF as Lead Partner. The programme seeks to foster positive relations by identifying and challenging institutional and structural racism, strengthening relationships across difference and increasing confidence, participation and inclusion among minority ethnic communities. It operates at grassroots/community, educational/institutional and policy decision-making levels through a human-rights-based, lived-experience and cross-border approach.

The partnership comprises NWMF, Rural Community Network (NI), Multi-Ethnic Sports and Cultures NI, Irish Network Against Racism and Donegal Intercultural Partnership, with the Committee on the Administration of Justice and Social Change Initiative as associated partners. The approved programme includes an overall result target of 4,479 people from different communities engaged jointly in regional-level projects.

5.2 ICIP Evaluation Areas

- Capacity building and development of anti-racism facilitators, including skills, confidence, mentoring, networking and sustainability.
- Building positive relations through schools and community activity, including changes in attitudes, understanding and relationships.
- Civic participation of minority ethnic communities, including confidence, knowledge, voice and engagement in public, political, social and cultural life.
- Cultural expression, Black heritage, arts and sport as mechanisms for interaction, recognition and positive relations.
- Policy and systems change, including use of lived experience, research/data, seminars and engagement with decision-makers.
- Cross-border and cross-community added value through this project, and the extent to which its emphasis on cooperation generated outcomes not achievable through isolated local delivery.
- Partnership effectiveness, project governance, coordination, complementarity and shared learning across the five-partner structure.
- Sustainability and post-project legacy (e.g. continuation of networks, tools, relationships, participation, institutional learning and policy influence).

5.3 Lot 2 evaluation budget and timing

Maximum available budget for Lot 2: €29,900 (approx. £26,000) inclusive of all professional fees, travel, expenses and other costs, with VAT clearly identified where applicable.

The approved project provides for an external/independent evaluation towards project completion. The final project period runs to **31 August 2028**. The appointed evaluator will agree an inception and fieldwork timetable with NWMF that allows sufficient evidence collection, interim learning and completion of the final evaluation in line with Heritage Fund requirements.

6. Cross-Cutting Evaluation Questions

These questions are applicable to both Lots, but in the case of Lot 2 must have due regard to avoiding duplication with SEUPB's Programme-Level Evaluation.

1. To what extent were project deliverables relevant and responsive to identified needs?
2. To what extent were agreed project outputs, targets and outcomes achieved, and what factors influenced performance?
3. Who participated and benefited from project activities, and which groups were underrepresented or harder to reach?
4. What changes can be evidenced from the project in terms of knowledge, attitudes, confidence, behaviour, relationships, participation and belonging?
5. Within the context of the project, how meaningful was engagement between people from different cultural, ethnic, community and geographical backgrounds?
6. To what extent did lived experience and minority ethnic leadership shape programme design, delivery and decision-making?
7. What evidence exists of the project contributing to institutional, educational, policy or systems change?
8. What additional value was created through project partnerships and cross-border/cross-community working?
9. What intended and unintended outcomes from the project, positive or negative, emerged?
10. What evidence exists within the project of value for money, additionality and efficient use of resources?
11. Within the project outputs and outcomes, what is likely to be sustained, replicated, scaled or used to influence future practice or policy?
12. In light of the project, what activities should NWMF and partners seek to continue, change, strengthen or stop?

7. Methodological Expectations

- Document review of approved applications, activity plans, work plans, monitoring frameworks, funder requirements, reports and partner records.
- Development/refinement of a theory of change and an evaluation framework, indicator matrix and evidence plan for each Lot.
- Quantitative analysis of participation, outputs, targets and monitoring data.
- Pre/post or retrospective outcome measurement and surveys where appropriate.
- Interviews and/or focus groups with participants, staff, volunteers, partners, educators, community organisations, public bodies, policymakers and other stakeholders.
- Observation of a proportionate sample of activities where useful.
- Case studies and participant/stakeholder journeys illustrating change.
- Triangulation of evidence, including testing self-reported outcomes against other available evidence.
- Appropriate disaggregation of evidence, subject to data protection and sample-size considerations.
- Clear distinction between outputs, outcomes and longer-term impact and between contribution and causation.
- Participatory, culturally competent, accessible, rights-based and trauma-informed methods.

8. Required Deliverables

- Inception meeting and detailed inception report.
- Separate evaluation framework/theory of change and evidence matrix for each awarded Lot.
- Data collection tools, sampling approach and fieldwork plan.
- Interim learning/progress report(s) at agreed points.
- Learning feedback session(s) with NWMF and relevant partners/stakeholders.
- High-quality case studies/impact stories with appropriate consent.
- Draft final report for each awarded Lot.
- Validation/presentation session on emerging findings.
- Final independent evaluation report incorporating agreed factual corrections.
- Executive summary and accessible summary of key findings, learning and recommendations.
- For Lot 2, clear assessment against relevant PEACEPLUS outputs/results and sustainability/exit considerations.

9. Evaluator / Team Specification

- Demonstrable experience of independent programme evaluation using qualitative and quantitative methods.
- Strong relevant expertise in racial equality, migration, racialised minority ethnic communities, human rights, inclusion, heritage, peacebuilding and community development.
- **For Lot 1:** demonstrable heritage/cultural/educational/community-heritage evaluation experience; familiarity with National Lottery Heritage Fund outcomes and best-practice evaluation is strongly desirable.
- **For Lot 2:** experience of complex multi-partner, cross-border, peacebuilding, equality, EU-funded/PEACEPLUS or comparable publicly funded programmes is strongly desirable.
- Ability to evaluate attitudinal, behavioural, relational, educational and policy/systems change, not simply delivery outputs.
- Experience of participatory and culturally competent engagement with racialized, diverse and marginalised communities.
- Excellent analytical, report-writing and presentation skills.
- Capacity to deliver within the agreed timetable and programme geography.
- Professional independence and robust conflict-of-interest arrangements.

10. Ethics, Safeguarding, Accessibility and Data Protection

The evaluator must demonstrate robust arrangements for informed consent, confidentiality, GDPR/data protection, secure data storage, safeguarding, accessibility and ethical engagement. Methods must minimise risk of re-traumatisation and avoid placing participants at additional risk because of immigration status, racialisation, community tensions or public visibility.

11. Tender Response Requirements

- Consultant/organisation profile and Lot(s) applied for.
- Understanding of the brief and key evaluation challenges.
- Detailed proposed methodology, including sampling, participation, analysis and measurement of change.
- Work plan and timetable.
- Names, roles and CVs of the personnel who will undertake the work.
- Two or three examples of comparable evaluation assignments.
- Two referees.
- Detailed fixed-price cost proposal, showing professional days/rates, travel, expenses, VAT/tax and all other costs.
- Availability and capacity statement.
- Conflict-of-interest declaration.
- GDPR, safeguarding, ethics, accessibility and data-security arrangements.
- Any assumptions or requirements from NWMF.

12. Tender Assessment Criteria

Criterion	Weight	Assessment focus
Understanding of brief and methodology	25%	Robust, proportionate methodology; outcome/impact focus; feasibility; quality of evaluation design.
Relevant evaluation experience	25%	Comparable assignments. Lot 1: heritage/NLHF experience. Lot 2: cross-border, peacebuilding, equality, EU/PEACEPLUS or comparable programmes.
Subject expertise and participatory approach	15%	Racial equality, migration, lived experience, heritage/peacebuilding, cultural competence and meaningful participation.
Ethics, safeguarding, accessibility and data protection	15%	Consent, GDPR, confidentiality, safeguarding, trauma awareness and inclusive engagement.
Team quality, capacity and delivery plan	10%	Named personnel, skills, availability, timetable and quality assurance.
Quality and value for money	10%	Transparent and proportionate pricing and overall value, not lowest cost alone.

13. Indicative Procurement Timetable

Stage	Date
Tender issued	7 October 2026
Deadline for clarification questions	15 October 2026
Responses to clarifications	19 October 2026
Tender submission deadline	30 October 2026
Assessment / interviews if required	w/b 9 November 2026
Preferred bidder(s) notified	16 November 2026
Lot 1 Contract/inception	1 December 2026
Lot 1 Evaluation period	6 months
Lot 1 Final report	30 June 2027
Lot 2 Contract/inception	1 January 2027
Lot 2 Evaluation period	18 months
Lot2 Final report	30 June 2028

14. Budget and Pricing

Lot 1 – Maximum available budget: £12,000 inclusive of all costs, with VAT clearly identified where applicable.

Lot 2 – Maximum available budget: €29,900 inclusive of all costs, with VAT clearly identified where applicable.

Bidders must provide a complete fixed-price proposal for each Lot. Where bidding for both, costs must be shown separately together with any efficiencies arising from a combined appointment.

15. Independence, Conflicts, Confidentiality and Ownership

The evaluator must remain independent of programme delivery and disclose any actual, potential or perceived conflict of interest involving NWMF, project partners, associated partners, funders, staff or programme activities. Information accessed through the commission must be treated confidentially. Ownership and permitted use of evaluation outputs and data will be specified in the contract. NWMF may correct factual inaccuracies but will not require alteration of independent findings or conclusions.

16. Submission Instructions

Completed tenders should be submitted electronically by **17:00** on **Friday 30 October 2026** to info@nwmf.org.uk with the subject line: ‘Tender – Independent Evaluation Services – [Lot 1 / Lot 2 / Both]’..

Any clarification questions should be submitted to info@nwmf.org.uk by **15 October 2026**.

Responses of general relevance may be shared with all prospective bidders to ensure a fair and transparent process.

Appendix A – Bidder Pricing Schedule

Work element	Personnel / days	Day rate	Other costs	Total

Total excluding VAT/tax: _____

VAT/tax (if applicable): _____

Total tender price: _____

Appendix B – Reporting Principles

Evaluation reports should distinguish clearly between outputs, outcomes and longer-term impact; separate evidence from interpretation; acknowledge limitations; identify material variation between groups or locations; and provide practical evidence-based recommendations. Claims should distinguish contribution from causation.