

## Terms of Reference

# Data collection and evaluation – COMMON SPACES project

### 1) Background info

#### Trans Europe Halles (TEH)

Trans Europe Halles is a pan-European network of 170+ grassroots arts and culture centres with strong DIY, independent, community driven and alternative values, across more than 40 countries. We support grassroots communities in their endeavours to reclaim abandoned spaces and transform them into vibrant hubs for arts and culture. Together, we regenerate communities, neighbourhoods and cities, and we promote social, environmental and spatial justice.

#### Common Spaces (CS) project Info

Common Spaces (CS) 2025-2028 is a four-year project funded by the Creative Europe program of the European Union and implemented by Trans Europe Halles with 170+ members benefiting from it. It builds upon insights gained from the 2021-2024 Creative Europe-funded initiative, The Network Project, which deepened our understanding of the needs of cultural professionals and organizations in fostering sustainable, creative, and resilient cultural spaces.

The evaluation results will support TEH in measuring the impact of the project activities, along with formulating advocacy and policy recommendations.

The project aims at addressing the following needs:

1. Need for more bespoke support from the network to navigate complex local, regional, national and international socio-political contexts.
2. Need for support and peer-learning opportunities to develop more sustainable buildings and social and spatial practices.
3. Need for support for capacity building, professional development and effective resource sharing in order to build more resilient, democratic and thriving development models for cultural spaces.

### 2) Objectives of the evaluation service

- Establish an evaluation framework to systematically collect, analyse, and interpret qualitative and quantitative data throughout the project lifecycle.
- Measure the effectiveness of the project's bespoke programmes and services in addressing the key challenges faced by TEH members.
- Facilitate participatory evaluation methods that encourage TEH members and partners to actively contribute their experiences and insights.
- Utilise data from creative and engaging methodologies, such as Urban Living Labs, co-designed workshops, focus groups, and experiential mapping, to ensure inclusive and meaningful participation in the evaluation.
- Align evaluation processes with the Creative Europe grant framework to ensure compliance with funding requirements and transparency in reporting.
- Provide timely evaluation report that support informed decision-making for project management and strategic planning.
- Identify key factors contributing to the long-term sustainability of the project and its initiatives.

- Enable continuous improvement by embedding evaluation findings into future project iterations and policy frameworks.

### Scope of services

The service provider shall render professional services including the following:

- **Development of an evaluation framework:**
  - Collaborate with TEH to design a comprehensive evaluation framework, aligning Work Package activity-level KPIs with overarching program objectives.
  - Apply dual-level monitoring approach: internally led evaluations (by TEH Coordination Office) at the project level and externally supported evaluations at the programme level.
- **Quantitative data collection and analysis:**
  - Refer to membership survey during the renewal process to capture both descriptive and perception data.
  - Use additional quantitative metrics (collected by TEH Coordination Office), such as web analytics, media reach and project outputs, with centralized storage managed by the coordination office.
  - Use TEH Annual Meetings (with the support of TEH staff), as opportunities to supplement data where member responses are limited.
- **Qualitative data collection and reflection:**
  - Facilitate participatory evaluation methods, including focus groups, interviews, or experiential mapping, to capture qualitative insights.
- **Engagement strategies to maximize participation:**
  - Utilise TEH Conferences and Camp Meetings as primary evaluation collection points, employing co-designed, embodied, and discursive methods (e.g., walking interviews, focus groups).
  - Utilise sessions of TEH Hubs to ensure regional representation and decentralized policy discussions.



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- Conduct follow-up interviews with members unable to attend in-person evaluation sessions.
- **Reporting and knowledge dissemination:**
  - Provide 2 evaluation reports synthesizing quantitative and qualitative findings (midterm and final).
  - Ensure accessibility of findings through effective documentation and communication tools.

### **3) Project duration/period of engagement**

The service provider shall be engaged for a period of 20 days from 30<sup>th</sup> of April 2025 to 15<sup>th</sup> of December 2028.

### **4) Project costs and financial provisions:**

The approved budget for the professional service is 6,400 EUR (VAT excluded).

For cross-border services between VAT-registered entities within the European Union, the place of supply of services is generally deemed to be the country of the customer (the Buyer's country) pursuant to Article 44 of Council Directive 2006/112/EC.

**Buyer's Responsibility:** the Buyer shall be responsible for reporting and accounting for VAT in its own country, at the applicable rate, and for complying with any local VAT reporting and payment obligations.

**Invoicing without VAT:** The service provider shall issue invoices to the Buyer without VAT, provided that the Buyer's VAT registration number is valid and provided to the service provider.

The payment will be done in 3 instalments (one upon the signing of the contract, midterm and the 3d on the completion of the work).



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**5) Submission of the project evaluation and payment schedule**

Billing for the professional fees shall be in accordance with the following delivery schedule of the product.

Deliverables	TIMELINE	Payment (% of contract cost)
Evaluation framework	30.06.2025	First installment 30% of the total amount
Midterm evaluation	24.12.2026	Second 50% of the total amount
Final project evaluation	30.11.2028	Third 20% of the total amount

**6) Expertise required**

The service provider is expected to have the following knowledge and expertise:

- Experience in engaging with diverse stakeholders, including community members, artists, culture producers, NGOs, government agencies, and other relevant partners.
- Familiarity with technology for data management and analysis, as well as the ability to assist organisations in adopting relevant tools.
- Expertise in programme evaluation methodologies and data analysis.
- Knowledge of Creative Europe grants frameworks.
- Excellent communication skills to convey evaluation findings clearly and effectively to various audiences, including non-specialists.
- Adherence to ethical standards and principles, ensuring the rights and confidentiality of individuals and organisations involved in the evaluation process.

**7) Method of and criteria for evaluation of proposal/s**

The proposal will be evaluated by the following criteria:



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- Demonstrated understanding of the COMMON SPACES project objectives and evaluation requirements.
- Alignment of the proposed methodology with the project's needs and expected outcomes.
- Proven track record in programme evaluation, particularly in the cultural and creative sectors.
- Experience engaging with diverse stakeholders, including cultural professionals, NGOs, and policymakers.
- Clarity, feasibility, and robustness of the proposed evaluation methodology.
- Use of participatory and innovative evaluation techniques, including qualitative and quantitative methods.
- Realistic and well-structured work plan.
- Capacity to deliver high-quality evaluations within the specified timeline.
- Transparent and reasonable budget aligned with project resources.
- Cost-effectiveness of the proposed approach without compromising quality.
- Ability to present evaluation findings clearly and effectively to various audiences.
- Adherence to ethical standards, ensuring confidentiality and integrity in data collection and reporting.

### **8) Liquidates damages**

- Failure to perform: if the event that the service provider fails to perform the services in accordance with the terms and conditions set forth in this agreement, including failure to meet agreed deadlines or performance standards, the service provider agrees to pay liquidated damages to the client as compensation for the loss or inconvenience caused by such failure.
- Calculation of liquidated damages: the parties agree that the liquidated damages shall be calculated as follows - the professional provider shall pay an amount of two euros fifty cents, as provided in the condition of the

contract, equal to at least one tenth ( $1/10$ ) of one per cent (1%) of the cost of the unperformed portion of works for every day of delay.



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