



External Evaluation Services – The Right to Make (Independent Contractor)

Project Title: “The Right to Make”

Key themes: (Arts, Culture, Disability, Touring, Installation, Coordination, Delivery)

Deadline for receipt of applications: 4th September , 2026, 12:00pm

Location: Cork City, Cork, Ireland

Contracting Organisation - Horizons

Who We Are

Horizons - Cope Foundation in Cork Communities is one of the top 150 Employers in Ireland.

Our organisation is deeply embedded in communities and we are one of the largest not-for-profit organisations in Munster.

Mission

Horizons supports people with an intellectual disability and additional needs such as autism or physical and medical conditions.

We empower people to live a life of their choosing, connected and participating in their communities. The United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) guides our services and we play an important role in the future direction of the sector.

We are committed to inclusion and social change.

We work to make Cork a more inclusive and diverse place to live, work and learn. The ongoing mission of the organisation is to provide a range of rights-based, person-centered, community-based, self-directed services and supports to enable people to live a life of their choosing. We comply with the standards outlined in The Charities Governance Code, which is developed and monitored by the Charities Regulator. [Values](#)
All of our work is aligned with four organisational values:

- **Person-centred**
- **Honest**
- **Kind**
- **Creative**

[How we work](#)

At Horizons we deliver vital services and supports to over 3,500 children and adults.

Every individual has different needs and goals in their lives. We support people who live in residential settings, people who attend day centres, community hubs and training centres. We support children through our disability network teams. We support people to live independently and gain employment opportunities. We provide support such as speech and language therapy; art and creative arts therapy; physiotherapy; occupational therapy; psychology; physical activity and sports; and dietetics.

Our team is made up of 1600 staff who work across our ever-expanding network of over 120 locations across Cork city and county. We have a globally recognised arts initiative – Suisha Inclusive Arts.

Suisha Inclusive Arts

Horizons' Suisha Inclusive Arts (Suisha) is a multidisciplinary arts programme supporting artists, audiences, and organizations in Cork and throughout Europe to participate in cultural life through co-creation, participatory process, and accessible practice. Suisha primarily works with artists who are neurodivergent and/or intellectually disabled in a range of settings locally, nationally and internationally.

External Evaluation Services – (The Right to Make) – Independent Contractor

Contract Details

Contract Type: Contract for Services (Independent Contractor)

Contract Period:

2026 Phase 1: September 2026 to December 2026

2027 Phase 2: January 2026 to December 2026

Budget:

- Maximum contract value 2026: €4,900 inclusive of any applicable VAT.
- Maximum contract value 2027: €5,925 inclusive of any applicable VAT.

Location: Services will be delivered primarily in Horizons locations in the Cork City administrative area.

The contractor will also attend in-person meetings with the Steering Group.

About the Project

The Right to Make: A Creative Access Project is an initiative of Horizons in partnership with Cork City Council, supported by Creative Ireland through the Creative Health & Wellbeing in the Community 2026-2028 fund. The project will engage intellectually disabled adults across Cork City through Horizons' Suisha Inclusive Arts, offering a structured programme of artist-led creative workshops in multiple artforms within supported Horizons locations and connected community contexts.

Facilitated exchange sessions between participating artists, independent creatives, and Horizons staff will build shared understanding, sectoral capacity and stronger creative identities. Participants, facilitators and artists will co-produce creative outputs and wellbeing-focused explorations, leading to an accessible, co-curated artistic installation, and opportunities to share outcomes with the public.

Requirement for Services

Horizons invites quotations from suitably qualified and experienced service providers for the provision of External Evaluation Services to support the delivery of the "*The Right to Make*" project. The Service Provider will provide essential External Evaluation in support of work agreed with the Project Steering Group.

Description of Services

External Evaluation Services will play a central role in the successful evaluation of "*The Right to Make*".

- The Contractor will be responsible for providing independent evaluation of the effectiveness, impact, success and areas for growth of the programme.
- This service requires strong organisational skills, excellent communication and the ability to provide objective insights.
- The External Evaluation Service will be provided under a **Contract for Services** between the successful applicant and Horizons.

Specification of Requirements

The Contractor will act as an independent service provider and will operate under a **contract for services**.

The Contractor will be responsible for providing External Evaluation Services including but not limited to:

- Designing and implementing an evaluation framework and/or using a Creative Ireland evaluation template. Guidance on this will be provided by the Project Steering Group. (please see Creative Ireland template and project aims and objectives),

- Gathering qualitative and quantitative data
- Providing evidence-based findings and recommendations to inform ongoing delivery and future programme development.
- Engaging with project participants and stakeholders while remaining independent from project delivery structures.
- Reporting directly to the Steering Group.
- Providing evidence-based findings and recommendations to inform ongoing delivery and future programme development.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the service provider may be required to perform other duties as appropriate to the post which may be assigned to him/her by the Project Steering Group.

Contractor Requirements

In order to demonstrate capacity to deliver the services outlined above, applicants should be able to demonstrate knowledge, skills and capacity in the following areas:

1. Significant experience of project evaluation, preferably in the arts, disability arts and cross sectoral projects with creative teams, e.g. voluntary organisations, community groups, higher education, arts organisations and funding bodies.
2. Experience of working with adults, artists, community groups and the voluntary sector.
3. Excellent interpersonal, communication, presentation and organisational skills, with the ability to prioritise, multi-task and clearly report on progress.
4. Have satisfactory ICT skills with comprehensive working knowledge of MS Office, budgetary and reporting tools.
5. The capacity to work on own initiative and to contribute recommendations that align with the project goals.
6. Have satisfactory knowledge of GDPR requirements.
7. A quick learner, adaptable and familiar with online reporting portals.
8. Provide demonstratable examples of previous evaluation and research.

The successful contractor will work remotely and attend meetings in person, as and when required by Horizons.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the service provider may be required to perform other duties as appropriate to the post which may be assigned to them by the Project Manager.

The contractor will be subject to Garda vetting.

Contract Management

The Steering Group will act as the primary contact on behalf of Horizons for matters relating to the contract and delivery of the Services.

The contractor will remain independent from project delivery structures and will report directly to the Steering Group.

The Contractor will provide updates on evaluation aspects of the project to Horizons through regular Steering Group meetings.

Independent Contractors will be fully acknowledged for their contributions to the project. The project, its partners and independent contractors will not engage in any commercial exploitation of the work created.

Safeguarding and Conduct

Some Artists involved are considered 'vulnerable adults' under Irish law. The Contractor is not expected to act as a healthcare or social care professional. Recording (audio/video) of sessions is strictly prohibited. The Contractor will collaborate with Horizons Staff, Volunteers or Community Scheme (CE) workers).

The Contractor must:

- Work within clearly defined boundaries
- Follow safeguarding and confidentiality protocols at all times

Confidentiality:

In line with Horizons confidentiality policy; artist's sessions and project related work or ideas are not to be recorded or discussed outside of the project team. Contractors shall not, except as authorised or required by HIS/HER duties, reveal to any person, persons or company any of the confidential dealings or any information concerning the organisation, business finances, transactions or affairs of the Organisation or any of its subsidiaries and shall keep with complete secrecy all 'confidential information entrusted to HIM/HER and shall not use or attempt to use any such information in any manner which may injure or cause loss either directly or indirectly to the Organisation or its business or may be likely to do so. This restriction shall continue to apply after the termination of this Agreement without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain.

Invoicing Arrangements

The Contractor will submit invoices for services delivered to Horizons.

Payment shall be made in accordance with Horizons' payment procedures and subject to satisfactory delivery of the agreed services and associated deliverables.

Contractors are responsible for discharging their own tax liabilities.

Contract Management

A quality service is required under this contract. Delivery of the agreed services and milestones will be reviewed throughout the term of the contract.

Horizons reserves the right to terminate the contract if the Contractor fails to meet agreed milestones, fails to deliver the services outlined effectively, or fails to demonstrate the necessary empathy, sensitivity, and understanding required for supporting individuals and groups participating in this project.

Application Guidelines

Please submit your application for “**External Evaluation Services - We Are Here**” as a single pdf with the following included:

- **Cover letter** outlining interest in the contract and relevant previous experience.
- **Curriculum Vitae** including contact details, relevant qualifications, experience and two references for whom we have permission to contact.
- **Quotation** – please provide your rate for the services outlined in this document.

Deadline for receipt of applications: 4th September 2026, 12:00pm

Notification of outcome – 11/09/2026

Start Date – 14/09/2026

Informal enquiries may be made to Eoin Nash, Manager of Arts, Creative Arts Therapies and EU Projects: Email: nashe@horizonscork.ie

Application forms must be returned no later than **4th September 2026** Applicants may be short listed on the basis of their application.