



CAUSEWAY COAST & GLENS HERITAGE TRUST

Invitation to Tender

To develop and deliver a Disability Access Audit for the Causeway Coast & Glens Heritage Trust, Antrim Coast and Glens, Binevenagh and Causeway Coast Areas of Outstanding Natural Beauty.

Introduction

Causeway Coast and Glens Heritage Trust (CCGHT) invites proposals from suitable professional service providers to carry out a Disability Access Audit to assess disability access provisions both for CCGHT as an organisation and provisions within the three Areas of Outstanding Natural Beauty (AONB). The successful applicant will be expected to;

- Liaise with relevant disability organisations/groups.
- Make recommendations for key locations within the AONBs that are suitable for disability access enhancement works based on the end user.
- Produce a catalogue of best-practice documents for CCGHT.

The aim of this project is to better equip CCGHT to operate in an inclusive way and focus efforts to enhance access for disabled users within the three AONBs. See **appendix one** for maps.

Further details below.

The closing date for return proposals is **10 am on Thursday 15th October 2020**.

Causeway Coast and Glens Heritage Trust

The Causeway Coast & Glens Heritage Trust (CCGHT) is a public/private/ voluntary sector partnership set up in 2002. The Company was granted charitable status in February 2013. It is managed by a Board of 14 Directors, including an independent Chair, advisors, and observers, and represents the local councils, voluntary sector bodies, representative organisations, and community networks. CCGHT is managed by the Chief Executive who has a small core staff team (currently 8 team members).

The aim of CCGHT is: “To raise awareness of the special qualities of the natural, built and cultural heritage of the Causeway Coast and Glens’ area including the Antrim Coast and Glens, Binevenagh, and, the Causeway Coast Areas of Outstanding Natural Beauty; and, to promote environmental management and sustainable development that aims to conserve and enhance the unique heritage of the area for the benefit of all.”

CCGHT has responsibility for a large area of Northern Ireland covering two council areas – Causeway Coast & Glens and Mid & East Antrim Borough Councils. It’s remit includes three Areas of

Outstanding Natural Beauty (AONB) - Binevenagh, Causeway Coast (including the Giant's Causeway and Causeway Coast World Heritage Site, Northern Ireland's only WHS designation) and Antrim Coast and Glens (including Northern Ireland's only inhabited offshore island – Rathlin Island).

This year the Binevenagh and Coastal Lowlands Landscape Partnership Scheme, a CCGHT project funded by the NLHF, is starting its delivery phase and will see four additional staff join the CCGHT team before Christmas 2020.

Background and context

CCGHT recognises the need for the organisation, its outputs and the three AONBs to be accessible for all.

AONBs in Northern Ireland are designated under the Nature Conservation and Amenity Lands Order (NI) 1985 (NCALO) which focus on:

- Conserving or enhancing the natural beauty or amenities of that area
- Conserving wildlife, historic objects, or natural phenomena within it
- Promoting its enjoyment by the public
- Providing or maintaining public access to it.

This project aims to better support the latter two points; public enjoyment and public access.

CCGHT have built up a large repository of literature (print and digital) and have delivered many on-the-ground projects and public events.

Aim of the project

CCGHT requires guidance on how to better cater for people with disabilities. CCGHT does not currently have a Disability Policy or Accessibility statement in place.

The Disability Access Audit should identify current practices and provision for CCGHT and the 3 AONBs and provide quality recommendations on how to better cater for disabled users by developing best-practice guidance and identifying key locations in the 3 AONBs for disabled access enhancement.

CCGHT expect to be in a position to enhance at least one site within the 3 AONB's to make it suitable for wheelchair use over the next 2 years. However, recommendations should not only consider this activity.

Project outputs

CCGHT are seeking a suitable individual or organisation to lead and deliver on a Disability Access Audit which will deliver on the following: **Note there are two main sections to this project: CCGHT as an organisation and; the 3 AONBs. The two sections are interlinked.*

	Area or theme to be covered	Output
CCGHT the organisation	Review of CCGHTs outputs	<p>A report critiquing CCGHTs outputs with recommendations or action plan for future activities. These must be in line with the DDA and present best practice case studies.</p> <p>Best-practice guidance documents developed and tailored to CCGHTs needs, e.g. best practice when creating print media.</p> <p>Outputs to be covered in this report must include:</p> <ul style="list-style-type: none"> - Digital and print media - Website content - Social media outputs - On-site interpretation - Events <p>To a lesser extent CCGHTs on the ground site works such as walks creation. Here CCGHT would like to be directed to best case examples and recognised best-practice guidance.</p>
	CCGHT core operational outputs	A critique of CCGHTs corporate outputs such as meeting papers, annual reports etc. And recommendations on best practice including hosting meetings.
	CCGHT staff	At least one training session for all CCGHT staff on disability legislation and positive working practices. Expect staff to be 14 people. The team will work with the successful applicant to secure a training date(s).
	CCGHT Policy	A draft Policy, relevant to CCGHT, to be supplied.
		One presentation to CCGHT's Board providing an overview of the project, it's findings and key points. This is likely to take place towards the end, or after the project end date (26 th February).
		At least one media statement reflecting the positive outcomes of the project.
CCGHT's three AONBs	Overview of disability access in the 3 AONBs	<p>Report providing an overview on disability access provisions within each AONB.</p> <p>Focus on outdoor recreation locations such as beaches, forests and walking trails, along with associated amenities such as carparks, toilet facilities and museums/visitor centres.</p> <p>Some ground truthing and engagement with stakeholders/landowner/facility owners is expected.</p>
	Identify and prioritise sites for disabled access enhancement within AONBs	<p>Through end user engagement identify the key issues with current outdoor disability access in the AONBs.</p> <p>Identify and present a list of the user groups most sought after sites or locations for access (may include existing sites which require further enhancement).</p> <p>At least ten sites will be identified, and at least three per AONB.</p> <p>Engagement with key landowners such a Councils or National Trust is anticipated.</p>
	Recommend site works for	Site/location review to be presented for each site. This should include map, photos, analysis, and recommended works.

ten prioritized sites	
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Any written reports, press releases, guides or maps must be provided in digital format (e.g. Microsoft Word and PDF) and supplied along with one printed copy.

Project methodology

This project must be completed by 26th February 2021. Key milestones will be agreed between CCGHT and the successful applicant at the project initiation meeting. Please note that meetings with CCGHT are likely to be online.

It is recognised that this project will require input and collaboration from CCGHT.

- The main point of contact will be the Causeway Coast AONB Team who are co-ordinating this on behalf of the full CCGHT team. They will support the successful applicant with queries, receive and review draft materials and help co-ordinate staff training.
- Corporate Service Manager, Carole O’Kane, will support the development of the CCGHT Policy.
- All staff will attend training.

CCGHT work in partnership throughout their operational area and as such encourage the proposer to contact key partners such as Council Officers.

Engagement with disability user groups/individuals is an essential aspect of this project and the proposer is expected to present a methodology on this.

CCGHT have initiated contact with the Equality Commission for N.Ireland and Frank Fleming is our advisor. CCGHT expect to take advice from the Equality Commission throughout the project and welcome the successful applicant to be involved in a working partnership for the duration of the project.

Copyright, Data Protection and Confidentiality

CCGHT will retain ownership of material produced as part of this project. It will be shared with our working groups, publicly and with the Board.

Other materials referenced will remain the property of the contributing organisation(s) and individuals.

Key dates

The following dates are provided to give guidance on when key milestones must be met for this project.

Date	Phase	Activity
Thursday 24 th September 2020	Invitation to tender issued	
Thursday 15 th October 2020	Deadline for proposal submissions	Applicants must submit proposals by 10 am on Thursday 15 th October 2020
Friday 16 th & Monday 19 th October 2020	Assessment of submissions	Submissions will be scored, and the successful applicant will be notified.
Thursday 22 nd October 2020	Project Initiation Meeting (online)	The successful applicant will meet with the Causeway Coast team to agree a work programme
11 th November 2020	Project update	Present a project progress update to CCGHT
11 th December 2021	Project update	Present a project progress update to CCGHT
26 th January 2021	Project Update	Present a project progress update to CCGHT
Before End of February 2021	Staff training	TBC with CCGHT staff.
26 th February 2021	Project Complete	All reports to be with CCGHT. Invoice to be submitted.

Submission requirements

Please note your submission must contain evidence of the 6 criteria outlined below. Failure to include this will invalidate your submission:

A detailed, clear, and costed methodology (with timescale) that ensures the projects needs will be met.
Key dates, project milestones, including how and when partner and public/user group consultation will take place
Evidence of the skills of the applicant(s) including a portfolio of relevant work
Evidence of community consultation and explanation of role in previous relevant projects
A breakdown of project personnel, the activities they will be responsible for and contact details for the project lead
A clear breakdown of project costs, including all expenses and including VAT. This should be a detailed breakdown of activities and associated costs.
Contact details for two referees who have knowledge of your work

Scoring

Criteria	Weight
Proposed methodology	40%
Evidence of skills required deliver a Disability Access Audit	30%
Cost - including a clear breakdown of costs including daily rates, number of days, VAT and other proposed expenses (please note mileage will only be paid up to a maximum of 45p/mile)	30%

Your submission should be no longer than ten A4 pages using font size 12. Evidence of previous work is not included in this maximum page allowance.

Budget

The budget for this project is expected to be around £8,750 (inc. VAT). Proposals must include all fees, travel, direct and indirect costs, expenses, and VAT.

An initial payment of 25% is available at the start of the project, with a further 25% payment available during the project delivery (dependant on certain milestones being satisfactorily reached), with the final 50% paid upon satisfactory completion of the project.

CCGHT does not bind itself to accept the lowest priced or indeed any proposals submitted. The contract will be awarded to the most advantageous submission based on an assessment of the criteria outlined above.

Proposers will not be compensated for costs associated with the production of the tender document.

Amendments

Should this request to tender need to be amended all recipients of the documents will be notified simultaneously. If deemed appropriate the deadline for receipt of tenders will be extended.

If you have any queries, please contact Tiérna Mullan: Tierna@ccght.org

Submission

The closing date for return of proposals is **10am, Thursday 15th October 2020**. Submission can be made by email or post:

Email: Please title your email *CCGHT Accessibility Submission* and send it to Tierna@ccght.org. Please send all documents as attachments. These will not be opened until the deadline has passed. Applicants are responsible for ensuring emails have been received before the deadline.

Post: CCGHT, The Old Bank, 27 Main Street, Armoy, BT53 8SL

Appendix One

Map showing CCGHT operational area



Map showing the three AONB areas

