



# CAUSEWAY COAST & GLENS HERITAGE TRUST

## TERMS OF REFERENCE FOR TOWNLANDS, FIELDNAMES & FEATURENAMES PROJECT FOR THE CAUSEWAY COAST AONB AND CAUSEWAY COAST WORLD HERITAGE SITE AREAS.

The Causeway Coast and Glens Heritage Trust (CCGHT) was established in May 2002 as a public/private/voluntary sector partnership body devoted to protecting and enhancing the unique heritage of the Causeway Coast and Glens.

CCGHT, a registered charity, consists of a Board of 14 Directors and brings together a range of different organisations including landowners, local Councils and the farming, tourism, education, environment and community sectors.

CCGHT provides a secretariat service for the Antrim Coast & Glens, Binevenagh and the Causeway Coast Area of Outstanding Natural Beauty (AONB) management groups and the Giant's Causeway and Causeway Coast World Heritage Site (WHS) Steering Group.

CCGHT's objectives are:

- To develop sustainable and effective partnerships
- To raise awareness of the unique and special landscape and heritage of the 3 AONBs, WHS and surrounding Causeway Coast and Glens area
- To deliver excellent protected area management
- To ensure best practice in sustainable development principles
- To deliver a sustainable, efficient and effective core activity/management

For further information on CCGHT, the 3 AONBs and WHS please visit our website [www.ccght.org](http://www.ccght.org)

### **1. Background**

The townland is a unique feature of the Irish landscape and is one of the most ancient land divisions with approximately 62,000 townlands on the island of Ireland. Great variations are evident in townland shapes and size due to their relationship with the local landscape and farming practices.

Townland boundaries existed long before parish and county boundaries. They often take their names from local landscape features. In addition to townlands, fieldnames and feature names can offer an insight into the natural and cultural heritage of our landscapes. They are extremely important for historic, aesthetic, scientific and cultural research.

### **2. Project Aim**

This project will explore the connections between townlands, fieldnames, feature names and their surrounding landscape. The aim is to record and present through a mobile exhibition and school activity packs, the 'townlands, field names and feature names' of Causeway Coast AONB.

### **3. Project Objectives**

- Collate existing documentation in respect of the townlands in the Causeway AONB and the Giant's Causeway and Causeway Coast World Heritage Site
- Explore in further detail, through fieldwork and public consultation, the origin and meaning of a selection of townlands, fieldnames and feature names derived from local landscape features, historical events and farming practices, providing information for six exhibition panels (divided

between five focusing on local communities within the AONB and one focusing on the area within the WHS Boundary)

- Undertake the following surveys to compile field names data:
  - GIS mapping of selected farmsteads, fieldnames, field boundaries and feature names
  - Photographs of relevant features
  - Where permission has been received, oral recordings and/or written interviews with landowners
- Liaise with individuals, local community and interest groups or historical societies to secure a broad level of local support and ownership for the project
- Present selected research findings across six well-designed pop-up mobile exhibition panels\*
- Develop a school activity sheet/booklet which encourages parents, guardians and grand-parents to contribute information for an online database of townlands, fieldnames and feature names within the Causeway Coast AONB.

*\*CCGHT can provide contact details for companies with experience in exhibition panel design and preparation which is in-keeping with CCGHT's branding.*

#### **4. Division of Responsibilities**

- The successful applicant will be appointed according to CCGHT's procurement guidelines. Tender submissions will be scored by at least two members of CCGHT staff.
- CCGHT will be responsible for directing the work of the consultant. When undertaking associated work (s), the consultant will adhere to these Terms of Reference, specifically the aims and objectives outlined in sections two and three.
- CCGHT can provide a list of contacts within the AONB who might be interested in participating in the project.
- The successful candidate(s) will be expected to liaise with and host meetings with local organisations/individuals and identify new contacts/contributors with knowledge of relevant local issues.
- In addition to regular contact with CCGHT, the consultant is expected to report progress to CCGHT on a fortnightly basis.

#### **5. Budget**

CCGHT's maximum budget for this project is **£6,000**. This amount includes all fees, travel, direct and indirect costs, expenses and VAT.

CCGHT may pay the contractor a series of payments with the final payment being forwarded on completion of the project.

## 6. Timescale / Key Dates

Date	Phase	Activities required for project
30/06/2014	Invitation to tender circulated	N/A
10/07/2014	Deadline for tender submissions	N/A
10/07/2014	Tender awarded to successful applicant	N/A
04/08/2014	Project Start	Project Initiation Meeting between applicant and CCGHT
11/08/2014 to 22/08/2014	Initial Consultation Meeting	The applicant will coordinate an initial meeting with consultees. This meeting will establish a timeframe and list of contacts for public and private consultation meetings/events
27/10/2014	Presentation of exhibition artwork drafts and content	The applicant will present the first artwork drafts, schools material and exhibition content to CCGHT.
19/12/2014	Presentation of final exhibition	Following a period of consultation with the consultees, the applicant will present the final exhibition, schools material and data to contributors.

This is an indicative process plan. Proposers are encouraged to suggest additional approaches and methodologies which provide value for money and additional insight for the project.

Please note that all documents/reports must be produced in an accessible format and will only be signed-off once CCGHT has agreed associated drafts.

## 7. Instruction to Bidders

### Essential Criteria:

Evidence of a clear methodology outlining how the proposer would take the project forward and outlining key milestones; timelines including when CCGHT will be involved and dates for draft projects/publications
Evidence of the skills and knowledge of the proposer; including a brief portfolio of previous relevant work
Example of a potential structure for the exhibition content
Evidence of a breakdown of the key personnel and the activities they will be responsible for
Ability to complete the project within budget
Availability to complete the work within the agreed timescale

**Failure to evidence any of the above criteria will invalidate the tender.**

**Eligible proposals will be considered against the following award criteria**

<b>CRITERIA</b>	<b>WEIGHT</b>
Understanding of the project brief	20%
Evidence of skills and knowledge required to deliver the project including relevant experience in similar projects	20%
Example of potential structure and content of the exhibition	20%
Presentation of a clear and realistic project methodology	10%
Detailed costing 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%

Please submit contact details for **two referees**, who have knowledge of your work and may be approached if you are successful.

The response document should be no longer than six A4 pages using font size 12.

Failure to address any of the above issues will invalidate the tender.

#### **8. Award Criteria**

CCGHT does not bind itself to accept the tender with the lowest stated price. CCGHT will not compensate the proposer for costs associated with the production of the tender document. The contract will be awarded to the most economically advantageous tender overall based on an assessment of price, quality, delivery, technical ability, relevant experience and stated ability to satisfactorily meet the requirements of the contract.

It is expected that tender respondents will be informed of the outcome of the tender process on 10/07/2014

#### **9. Official Amendments**

Should it be necessary for CCGHT to amend the tender documentation or process in any way, prior to receipt of tenders, all bidders will be notified simultaneously. If deemed appropriate the deadline for receipt of tenders will be extended.

#### **10. Further Information**

If you require any clarification on the above please do not hesitate to contact Andrew Bratton at CCGHT by email [andrew@ccght.org](mailto:andrew@ccght.org) or by telephone on (028) 20752100.

The closing date for return of tender proposals is **Thursday 10th 2014 at 12noon.**

Emailed proposals should be submitted in an attachment with "Tender for Feature Name Project" in the subject line. This attachment will not be opened until after the closing date and time. Applicants are responsible for ensuring emailed proposals have been received before the closing deadline (size limit of email 10MB).

Posted proposals should be sent in an envelope clearly marked with the following:

“Tender for Feature Name Project”  
Andrew Bratton  
Causeway Coast & Glens Heritage Trust  
The Old Bank  
27 Main Street  
Armoy  
BT53 8SL

Proposals must comply with the requirements set out in the tender specification.

**Proposals which fail to address these requirements will be ineligible and will not be considered.**