**A close up of a flower

Description automatically generatedInvitation to Tender:** To plan and run four marine based coastal clean-up sessions in the Giant’s Causeway area including organising volunteers.

**Introduction**Causeway Coast and Glens Heritage Trust (CCGHT) invites proposals from suitable service providers to carry out marine clean-ups in the Giant’s Causeway area.

The successful applicant will be expected to;

* Co-ordinate four marine clean-up sessions along the Causeway Coast supplying any necessary vehicles and equipment.
* Recruit, organise and document volunteers to take part in the clean ups.
* Provide equipment necessary to collect and bring waste materials safely to land as well as organise the safe and responsible disposal of materials.
* Document the materials collected. Records supplied to Keep NI Beautiful.
* Take part in publicity efforts to raise awareness of marine litter issues.
* Ensure necessary safety and environmental measures are in place.

The aim of this project is to remove litter from remote parts of this internationally recognised coastline while engaging people with their natural environment and promoting the message that marine environments need to be looked after.

The closing date for return proposals is **10am on Monday 7th June 2021**

**Causeway Coast and Glens Heritage Trust**

The Causeway Coast & Glens Heritage Trust (CCGHT) is a public/private/ voluntary sector partnership set up in 2002 and 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 local councils, voluntary sector bodies, representative organisations, and community networks.

CCGHT’s aim 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. Its 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).

**Background and context**

CCGHT provides a secretariate service to the Giant’s Causeway and Causeway Coast World Heritage Site (WHS) Steering Group and as such co-ordinates a range of activities and projects based on the WHS Action Plan 2021 – 2023. All activities aim to protect the WHS and connect local people with this internationally recognised place.   
Much of the coastline is inaccessible by foot and so coastal litter goes unchecked, threating this sensitive environment. To tackle this CCGHT want to work with a suitable service provider to run four marine based clean-up sessions involving local volunteers to collect and log marine litter.

**Project outputs**

CCGHT require the service provider(s) to:

* Identify suitable locations along the Causeway Coast for the marine based cleans.
* Plan the sessions based on tide and weather forecasts. CCGHT would like the session to take place over the summer and over a weekend/cluster of days.
* Organise and provide all vehicles and equipment required, including all and any safety measures.
* Recruit volunteers and organise volunteering requirements. Details of volunteering must be provided to CCGHT.
* Run four sessions, documenting and transporting the waste materials to shore. Details of material collected to be provided to CCGHT.
* Organise the safe and appropriate disposal of collected waste.
* Take part in promotional activity before, during and after the events.

**Project methodology**

CCGHT want to support the service provider(s) throughout this project. Nikki Maguire, Causeway Coast team, will be the point of contact. You must keep her up to date on planning, progress and outcomes. It is likely that CCGHT staff will want to take part in activities.   
CCGHT will promote the activities widely through press releases, photos, videoing of the activities; we need the service provider(s) to support this.

Marine clean-ups should take place over summer 2021. In light of the Covid-19 pandemic a deadline of end of February 2022 has been given to accommodate possible further lockdowns etc. We also recognise that COVID-19 restrictions will impact the number of participants able to take part in these activities and are happy to work with limited numbers.   
Service provider must adhere to Covid -19 regulations and other relevant safety rules eg. water safety.

**Key dates**

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| Date | Phase | Activity |
| Friday 21st May | Invitation to tender issued |  |
| Monday 7th June | Deadline for submissions | Proposals submitted by 10am Monday 7th June. |
| Tue 8th – Wed 9th June | Assessment of submissions | Scoring submissions and notify successful applicant. |
| June TBC | Project Initiation Meeting  (online) | Meet with the Causeway Coast team to discuss the project. |
| Ongoing | Project delivery | Ongoing updates with Causeway Coast Team while delivering activities. |
| 28th February 2022 | Project Complete | This is the maximum project deadline, the project will be wrapped up and invoices processed earlier if activities completed earlier.  All reports to be with CCGHT. |

**Submission requirements**

Your submission must contain evidence of the following 5 criteria. Failure to include these will invalidate your submission:

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| A clear methodology of how you will go about this project. This should include timescales, how CCGHT will be kept up to date and how you will deal with changes in weather etc. |
| Evidence of your ability to deliver this type of activity including working with volunteers. You should provide evidence or details of training, safety measures and insurance.  You must be able to present a policy schedule confirming public liability insurance up to the value of £5million. |
| Details of personnel involved in the activities and provide project lead contact details. |
| A clear breakdown of costs. This must include applicable VAT. |
| Contact details of two referees who have knowledge of your work. |

**Scoring**

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| --- | --- |
| **Criteria** | **Weight** |
| Proposed methodology | 40% |
| Evidence of skills required | 20% |
| Evidence of safety practices in place | 20% |
| 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) | 20% |

Your submission should be no longer than ten A4 pages using font size 12.

**Budget**The budget for this project is a maximum of £4,500. This amount includes VAT. Any proposal must include all fees, travel, direct and indirect costs, expenses, and VAT.   
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. We welcome suggestions for increased value for money.

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

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

**Amendments**

Should we need to amend the terms of reference all recipients of the document will be notified simultaneously. If deemed appropriate the deadline for receipt of tenders will be extended.

**Submission**The closing date for return of proposals is **10am Monday 7th June 2021.** Submission is by email only.   
Email [Nikki@ccght.org](mailto:Nikki@ccght.org) using *WHS Marine Clean* as the title and send your submission as an attachment. Attachments will be opened after the deadline.   
Applicants are responsible for ensuring emails have been received before the deadline.

If you have any queries, please contact Nikki Maguire: [nikki@ccght.org](mailto:nikki@ccght.org)

**Map of Giant’s Causeway and Causeway Coast World Heritage Site**