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**INVITATION TO TENDER:**

**To facilitate a session with the Board of Trustees, stakeholders and staff of Causeway Coast and Glens Heritage Trust Limited and to draft a report on outcomes, recommendations and conclusions.**

1. **INTRODUCTION**

Causeway Coast & Glens Heritage Trust (CCGHT) is inviting proposals from suitably qualified individuals or organisations to undertake the facilitation of a re-brand session with trustees, stakeholders and staff to prepare for the company’s 20th anniversary in 2022. The session may be held virtually or at a suitable location following government Covid-19 guidelines at a date to be arranged in November 2021.

The closing date for return proposals is 12 noon on Thursday 21st October 2021.

1. **CCGHT BACKGROUND**

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

CCGHT’s objectives are:

* To develop sustainable and effective partnerships
* To raise awareness of the unique and special qualities/character, in both landscape and heritage terms (natural, built and cultural) of the 3 AONBs and their surrounding area
* To deliver an excellent protected area management provision
* To ensure best practice in sustainable development principles
* To deliver a sustainable, efficient and effective core activity/management

1. **PROJECT PROPOSAL & SUGGESTED METHODOLOGY**

CCGHT will celebrate 20 years as a partnership organisation in 2022. Prior to the actual rebrand of the organisation we require the services of a suitably qualified consultant or agency to liaise with the Rebrand Working Group to organise and facilitate a structured one-day session in early November 2021 with CCGHT trustees, stakeholders and staff to look at CCGHT, its purpose; aims and objectives; audiences; communication; brand etc and to extract from the attendees what they see as the role and vision of the organisation in the future.

The successful bidder will demonstrate in his or her methodology how he or she will work with the re-brand working group to ensure that a structured schedule for the session is drafted. The schedule will show how the discussion will focus and engage members. The methodology will demonstrate how the facilitator intends to cover the topics which are relevant and how he or she plans to keep the group engaged and the discussion both, going and focussed.

Following the session(s) the consultant will draft and present a comprehensive report for the Re-Brand Working Group outlining the outcomes, recommendations, and conclusions within 3 weeks of the facilitated session.

1. **INSTRUCTION TO BIDDERS**
   1. Essential Criteria

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| Evidence of a clear methodology and understanding of the needs of CCGHT. |
| Evidence of details of the skills and experience of the proposer; |
| 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.**

* 1. **Eligible proposal will be considered against the following award criteria.**

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| **CRITERIA** | **WEIGHT** |
| Understanding of CCGHT’s requirements | 70% |
| Detailed costing including VAT and other proposed expenses. | 30% |

The response document should be no longer than one A4 page using font size 12.

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

1. **BUDGET**

CCGHT does not expect the budget for this project to exceed £2500. This amount includes all fees and VAT. CCGHT may pay the consultant an upfront payment of 50%. This can be discussed with the successful applicant on acceptance of the contract.

**6. 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 0410,21

**7. 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 in receipt of documents will be notified simultaneously. If deemed appropriate the deadline for receipt of tenders will be extended.

**8. FURTHER INFORMATION**

If you require any clarification on the above please do not hesitate to contact *Carole O’Kane* at CCGHT by email [carole@ccght.org](mailto:carole@ccght.org) or by telephone on 02820752100

The closing date for return of tender proposals is 21.10.21 at 12noon.

**Emailed proposals should be submitted in an attachment** with **Tender for *CCGHT Rebrand Consultancy*** as the subject. This attachment will not be opened until after the closing date and time.

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

**Tender for *CCGHT Rebrand Consultancy***

to:

Carole O'Kane

Causeway Coast & Glens Heritage Trust

46a Tullaghans Road

Ballymoney

BT53 7DY

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.**

**9. TIMETABLE**

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| **KEY ACTIONS** | **DATE** |
| Issue Tender | 11.10.2021 |
| Closing Date for Return of Tender | 21.10.2021 |
| Contract Award | 25.10.2021 |
| Contract Commencement | 26.10.2021 |
| Pre- session discussion with rebrand Working Group | October/November 21 |
| Facilitated session | Late November |
| Report to Rebrand Working Group | 05.12.2021 |