

Invitation to Tender: Delivery of community heritage mapping activities as part of the *Uncharted Histories of the Causeway Coast* project

Introduction:

Causeway Coast and Glens Heritage Trust (CCGHT) invites proposals from suitably qualified individuals or organisations to assist with delivery of the *Uncharted Histories of the Causeway Coast* Project (Strand 1): development and delivery of creative community outreach workshops (heritage community mapping), development and curation of a digital collection and associated activities (including development of submission documentation for heritage information/digital acquisitions).

The closing date for return proposals is **4pm on Friday 10th December 2021**.

Causeway Coast and Glens Heritage Trust:

CCGHT is a public/private/voluntary sector partnership set up in 2002. The area covered by CCGHT includes a wide variety of scenic landscapes, important wildlife resources and cultural heritage sites, including three Areas of Outstanding Natural Beauty (AONBs) - Causeway Coast, Binevenagh and Antrim Coast and Glens - and the Giant's Causeway and Causeway Coast World Heritage Site (WHS).

CCGHT aims to '*raise awareness of the special qualities of the natural, built and cultural heritage of the Causeway Coast & Glens area including the Antrim Coast & Glens, Causeway Coast & Binevenagh Areas of Outstanding Natural Beauty; promoting environmental management and sustainable development that aims to conserve and enhance the unique heritage of the area for the benefit of all*'.

For further information on CCGHT and our work, please visit www.ccght.org

Project Background:

Uncharted Histories of the Causeway Coast seeks to collect, map and record lesser-known local histories and sites digitally, celebrating the connection between landscape and built/natural/cultural heritage within the Causeway Coast Area of Outstanding Natural Beauty (AONB) / Giant's Causeway and Causeway Coast World Heritage Site (WHS) areas. See appendix 1.

The Project will work with communities, heritage groups and local providers/businesses to increase understanding and engagement with designated landscapes. Project outputs include resources to support existing and new heritage experiences along the Causeway Coast. Outputs will include the development of a GIS heritage map, see appendix 2 for similar examples. Development of the GIS map falls under a separate tender to be issued Spring 2022.

The Project has 3 strands (this request to tender links to Strand 1):

- Strand 1: Capturing and mapping lesser-known local histories
- Strand 2: Recording and auditing CCAONB/WHS heritage
- Strand 3: Connecting and communicating Causeway heritage

CCGHT will deliver this project in partnership with Causeway Coast and Glens Borough Council (CCGBC) Museums Services. Many of the project outputs will be hosted on the [Northern Ireland Community Archive](#), a digital archive developed by CCGBC Museums Service.

Project activities will help to deliver actions within the [Causeway Coast AONB Action Plan 2020-2025](#), and the [Giants Causeway and Causeway Coast WHS Action Plan 2021-2023](#).

The successful applicant will work with CCGHT and partners to assist delivery of Strand 1 of the Project, further details below. Strand 1 will commence in January 2022. Outputs to be completed by September 2022.

CCGHT will provide some local contact points however, the successful candidate/organisation is expected to identify key contacts, liaise with and host meetings as necessary to meet commitments.

Project Activities to be delivered by Applicant:

Strand 1: Capturing and mapping

Activity/event	Details	Timescale
Develop documentation for histories submission	<p>Develop an easy to use declaration document/consent form to be used by the public when submitting stories to the Uncharted Histories project.</p> <p>Develop an easy to use submission form/template for use by the public to easily submit and record histories, items, images etc for use in the project.</p> <p>These must include Terms & Conditions which address copyright permissions, GDPR etc. Note this may form part of a formal acquisition process for a digital collection.</p> <p>CCGHT/CCGBC Museums Services will provide relevant information and review draft documents.</p>	Jan/Feb 22
Call out for heritage – engaging local groups	<ul style="list-style-type: none"> • Social media posts and promotion encouraging engagement: <ul style="list-style-type: none"> ○ At least 10 poster/graphic/images, post text and captions. ○ Material to be shared by successful applicant and provided to CCGHT for posting. • Outreach/engagement with local heritage groups: <ul style="list-style-type: none"> ○ Directly engage local interest groups, community groups, individuals and organisations. ○ Meet with groups/individuals as requested – online/in person ○ Co-ordinate a project launch event (online or in person) for local heritage groups/public in and around the Causeway AONB area. CCGHT and partners to support. <p>See engagement targets below</p>	Jan/March 22
Creative community heritage mapping	<p>Deliver at least 2 creative community mapping workshops with residents and heritage/community groups.</p> <p>Participants will work to ‘map’ the AONB through collage or other creative media.</p> <p>Capture feedback via evaluation form or similar.</p>	Apr/May 22
Support the production of CCAONB/WHS Heritage map	<p>Contribute to the development of a CCAONB/WHS heritage map by working with GIS mapper (to be appointed Spring 2022):</p> <ul style="list-style-type: none"> ○ Provide histories, data and information to GIS mapper ○ Assist review and testing of heritage map 	By September 22
Phase 1 of project recorded	Track, rationalise and curate histories submitted by Form, meetings with groups and mapping workshops ready in suitable formats for NI	By September 22

onto NI Archive	Archive. Edited submissions will be uploaded to NI Archive by CCGHT or volunteers. This is likely to include text, recordings, photographs etc.	
General	<ul style="list-style-type: none"> • Support promotion of project events up to September 2022 • Present at 2 NI Archive training sessions. WHO TO COORDINATE? • Provide monthly progress updates via email or in person meeting • Targets for engagement: <ul style="list-style-type: none"> ○ Engage at least 8 community/heritage groups within the Causeway Coast AONB area and environs. ○ Engage at least 30 individuals ○ Secure at least 30 submissions of histories 	Ongoing

Contract Timescale: January 2022 – September 2022

Deadline for Return of Tender: 4pm, Friday 10th December 2021

What is required in the submission

Submissions must contain evidence of the seven criteria outlined below. Failure to include any of these will invalidate your submission.

Your submission should be no longer than 5 A4 pages, excluding portfolio of relevant work.

A clear methodology- the proposer will present a clear process, outlining a timeline of activities and methods
Evidence of skills - including two examples of relevant work
A breakdown of key personnel - including the activities they will be responsible for
Confirmation of ability to complete the project within budget
Confirmation of availability to complete the work within the agreed timescale
Two referees who have knowledge of your work and who can be contacted for references
Breakdown of costs, including all expenses & VAT

How submissions will be scored

Submissions will be scored according to the following criteria under *Evidence of the skills of applicant/s, Understanding of project requirements and Total costs.*

		Score	Weighting	Max points
Evidence of the skills of the applicant/s	Present clear evidence of the skills required to deliver this project successfully and to a sufficient standard and quality (including examples and referees)	0-5	6	30
Understanding of project requirements	Present a clear and realistic project methodology demonstrating approach to achieving project targets and delivering outputs	0-5	6	30
	Present/commit to realistic timescales for delivery to meet project deadlines	0-5	3	15

Total costs	Detailed costing, clearly broken down and including all proposed expenses (such as VAT and travel/mileage)	Under this criterion, the lowest acceptable tender price is awarded the maximum of 25 points. The second lowest will be awarded 20 points, third lowest will be awarded 15 points and so on.	25
		Max score	100

The following table details how assessors will evaluate and score each criterion except costings:

Score	Description
0	The response does not address the criterion
1	The evaluator is not confident that the Bidder: <ul style="list-style-type: none"> Understands the requirements covered by this criterion; and / or Will be able to satisfactorily meet the criterion requirement(s)
2	The evaluator has reservations about whether the Bidder: <ul style="list-style-type: none"> Understands the requirements covered by this criterion; and / or Will be able to satisfactorily complete the contract requirements covered by this criterion.
3	The evaluator is reasonably confident that the Bidder: <ul style="list-style-type: none"> Understands the requirements covered by this criterion; and Will be able to satisfactorily complete the contract requirements covered by this criterion to a reasonable standard
4	The evaluator is confident that the Bidder: <ul style="list-style-type: none"> Understands the requirements covered by this criterion; and Will be able to satisfactorily complete the contract requirements covered by this criterion to a high standard
5	The response exceeds the expectations of the evaluator or is deemed to offer added value to the project

Budget

The maximum budget available is **£5,000**. CCGHT are committed to providing relevant information, documentation and support delivery where specified and to meet project timescales.

CCGHT may provide a 25% contract initiation payment, with a further 25% upon agreed milestones being reached and final payment made on the satisfactory completion of the project. This can be discussed at the **Project Initiation Meeting**, week commencing 10th January 2022.

Award of Contract

The contract will be awarded to the most advantageous submission based on an assessment of price, quality, demonstrated technical ability and stated ability to satisfactorily meet the requirements of the project. CCGHT does not bind itself to accept the lowest price.

CCGHT will not compensate the proposer for cost of the tender document.

It is expected that tender respondents will be informed of the outcome by 15th December 2021.

Official Amendments

Should CCGHT need to amend the tender documentation or process all bidders in receipt of documents will be notified simultaneously. If deemed appropriate the deadline for receipt of tenders will be extended.

Submission

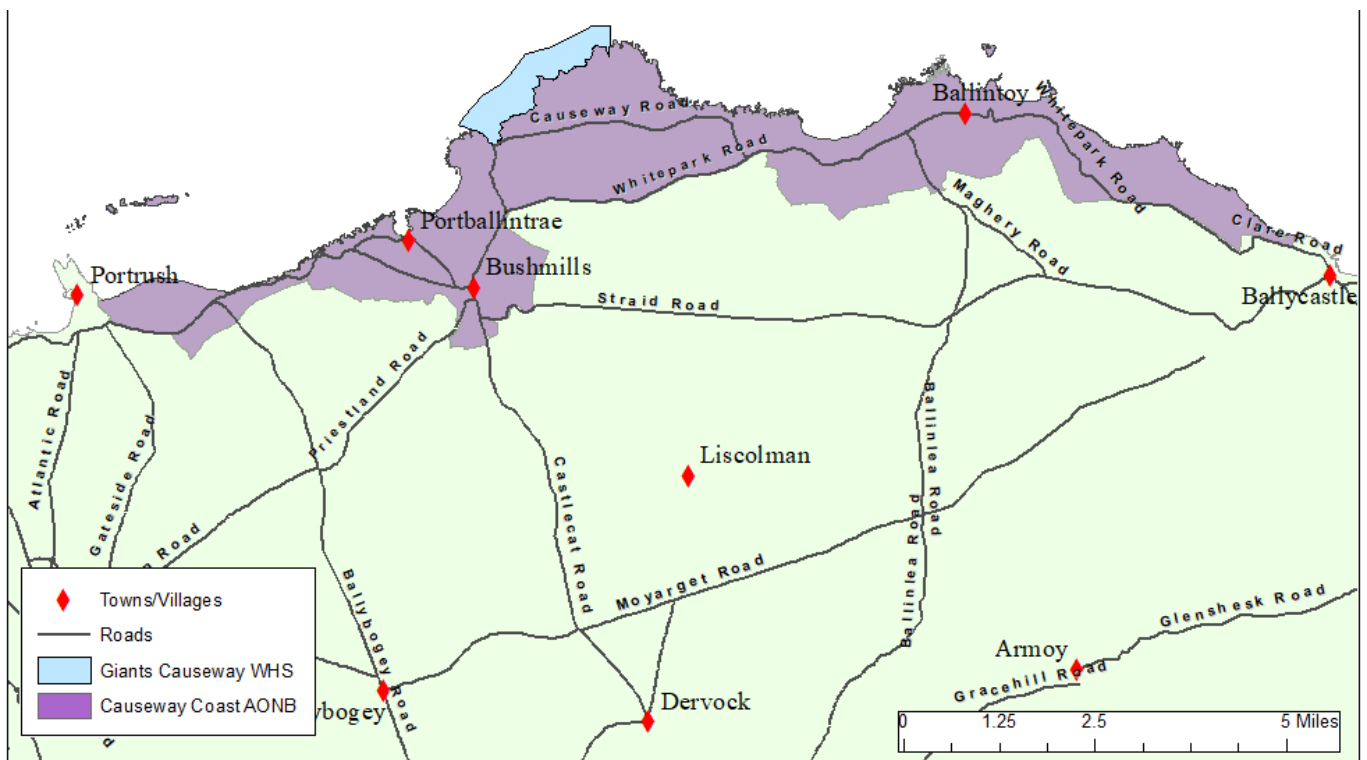
Please title your email *Uncharted Histories Project Phase 1 Tender* and send it to rachael@ccght.org. Your submission must be sent as an attachment which will be opened after the deadline has passed. Applicants are responsible for ensuring emails have been received before the deadline.

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.

The closing date for return of tender proposals is **4pm on Friday 10th December 2021 via email.**

If you require any clarification please contact Rachael at rachael@ccght.org or 07957975410.

APPENDIX 1: Map of Causeway Coast AONB / Giant's Causeway World Heritage Site



APPENDIX 2: Examples of heritage map projects

[Cuilcagh to Creenish Project](#), Fermanagh and Omagh District Council

[Living Legacies 1914-18 Digital Archive](#), Queens University Belfast

[Digital Atlas of Derry – Londonderry](#), Royal Irish Academy, Derry City Council and Queens University Belfast