



CAUSEWAY COAST & GLENS
HERITAGE TRUST



Invitation to Tender:

The Causeway Coast & Glens Heritage Trust (CCGHT) is inviting proposals from suitably qualified individuals or groups with relevant teaching experience and knowledge to develop and produce a digital Teacher's Biodiversity Activity Resource Pack.

It must include teacher notes (based on the Northern Ireland Curriculum Primary KS2 and the Eco-Schools Criteria), be suitable for print, support the United Nation's Sustainable Development Goals (<https://sdgs.un.org/goals>) and the material should focus on the Causeway Coast Area of Outstanding Natural Beauty (CCAONB) area.

We require the activity resource pack to include 10 topics with a focus on nature and biodiversity relating to the CCAONB. (*Appendix A for CCGHT's topic suggestions and Appendix B for CCAONB area*).

Each topic should contain an overview sheet, classroom activity, an outdoor activity, teachers notes and a suggested equipment and materials list for each activity.

*The closing date for return questionnaires is **Thursday 18th August 2022 at 12 noon via email to tierna@ccght.org**.*

1. CCGHT Background

CCGHT is a registered charity devoted to protecting and enhancing the unique heritage of the Causeway Coast and Glens area, including (but not limited to) the Binevenagh, Causeway Coast, Antrim Coast and Glens Areas of Outstanding Natural Beauty and the Giant's Causeway and Causeway Coast World Heritage Site. CCGHT's operational area spans the Causeway Coast & Glens and Mid & East Antrim Borough Councils.

CCGHT 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.

2. Project Proposal & Suggested Methodology

CCGHT want to raise awareness of the natural, built, and cultural heritage of the Causeway Coast AONB in our local schools by providing teachers with resources and knowledge to become more aware and involved in their local landscape either by bringing it to the classroom or getting outdoors in the CCAONB. The resource pack must be practical, and you must obtain feedback from at least 1 KS2 teacher prior to sign-off with CCGHT.

2.1 Project Outcome

Identify 10 x topics relevant to the biodiversity of the CCAONB and develop a curriculum relevant Biodiversity Teacher's Educational activity resource pack in a digital format such as PDF with guidance from a KS2 teacher and CCGHT. The successful applicant will be required to;

- Develop 1 x introduction sheet to be included at the start of the resource pack
- Develop 10 x topic/activity overview sheets to be included at the beginning of each topic
- Develop 1 x classroom activity sheet and 1 x outdoor activity sheet per topic
- Develop 1 x teachers notes sheet for each activity
- Develop an equipment/material list for each activity.
- Develop an evaluation form to be completed by participating schools

2.2 Methodology

The successful applicant is required to identify 10 x suitable topics for development of a teacher's biodiversity activity resource pack. CCGHT must sign off on these topics. The successful applicant will liaise with CCGHT to develop a resource pack based on elements of the KS2 Curriculum.

2.3 Key Partnerships

The successful applicant will be required to work with CCGHT. The successful applicant may be required to liaise with organisations such as Keep Northern Ireland Beautiful (Eco-Schools NI). CCGHT will provide contact details to the successful applicant when and if required.

2.4 Copyright, Data Protection and Confidentiality

The copyright of all text, images and logos shall remain with CCGHT.

3. Process Plan

Date	Phase	Activities required for project
Thursday 25th August 2022	Project Initiation Meeting & Project Start	Project initiation meeting with applicant and CCGHT
Thursday 27 th October 2022	Submission of first draft	Presentation of first draft material to CCGHT
Thursday 27 th October 2022- Thursday 3 rd November 2022	Allocated time for review and feedback	CCGHT to review first draft and provide comment
Thursday 24th November 2022	Presentation of final draft	CCGHT to sign off on final draft if no further amendments
Thursday 8 th December 2022	Delivery of the Biodiversity Teacher's Education Activity Resource Pack to CCGHT in digital format	CCGHT will receive the final resource back from the applicant.

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 notes and guides are to be produced in an accessible format (font & sizing) and will only be signed off once CCGHT has agreed associated drafts.

4. Instruction to Bidders

Please complete the attached "Tender Questionnaire" and submit via email to tierna@ccght.org by 12 noon Thursday 18th August 2022.

Tender questionnaire submissions will be considered against the following award criteria.

CRITERIA	WEIGHT
Understanding of the project brief/ proposed methodology	30%
Evidence of skills and knowledge required to develop the resource packs including experience of producing educational material	40%
Detailed costing including daily rates, number of days, VAT and other proposed expenses	30%

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

5. Budget

CCGHT expects the budget for this project to be in the region of £1500-£2000. This amount includes all fees, travel, direct and indirect costs, expenses, and VAT.

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

7. 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 completion of the tender questionnaire. The contract will be awarded to the most advantageous tender 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 by **Wednesday 24th August 2022**. **A project Initiation meeting will take place on Thursday 25th**
Please note the project deadline is **Thursday 8th December 2022**

8. Official Amendments

Should it be necessary for CCGHT to amend the tender documentation or process, 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.

9. Further Information

If you require any clarification on the above, please do not hesitate to contact Tierna Mullan at CCGHT by email tierna@ccght.org or by telephone on 07595413239.

The closing date for return of completed tender questionnaires is **Thursday 18th August 2022 12 noon**.

Emailed proposals should be submitted as an attachment with “**Tender for Teacher Biodiversity Resource Pack**” as the subject heading. 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).

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.**

Appendix A

CCGHT have devised a list of suggested topics as an example.

1. **Mini Beasts and Bugs**
2. **Marine/Sea/Beaches/Rivers**
3. **Landscape**
4. **Geology**
5. **Farming and Agriculture**
6. **Flora and Fauna**
7. **Spring**
8. **Summer**
9. **Autumn**
10. **Winter**

Appendix B- Causeway Coast AONB

