



CAUSEWAY COAST & GLENS HERITAGE TRUST



Invitation to Tender:

The Causeway Coast & Glens Heritage Trust (CCGHT) is inviting proposals from suitably qualified designers to design a digital Educational Biodiversity Resource Pack that will be downloaded and used by groups, schools, and local communities. The Educational resource pack includes 10 topics with a focus on nature and biodiversity relating to the Causeway Coast Area of Outstanding Natural Beauty (CCAONB). The final design must be in both PDF and PowerPoint Presentation format to ensure that it can be downloaded from the CCGHT website, and then be printed or used as a presentation in the classroom by the user groups.

1.1 Project Plan

The information obtained by CCGHT is currently in PowerPoint and Microsoft Word format.

Artwork and logos will be provided by CCGHT

Use of infographics possibly required.

The completed pack will consist of;

General Cover page

2x A4 Introduction pages – text supplied.

10 x topics-each contains 14-18 slides including the following;

- Overview
- General topic info
- Classroom activity
- Outdoor activity
- Useful links and contact information.
- Evaluation form

*The closing date for return quotes is **Monday 13th March 2023 2:00pm via email to tierna@ccght.org***

2. 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.

3. Project Proposal & Suggested Methodology

CCGHT want to raise awareness of the natural, built, and cultural heritage of the Causeway Coast AONB in our local area by providing educators 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.

3.1 Methodology

The successful applicant is required to design a digital Educational Biodiversity Resource Pack that can be downloaded, circulated easily, and used by groups, schools, and local communities. The final design must be in both PDF and PowerPoint format so that can it be printed and used as a PowerPoint presentation in the classroom by the user groups.

3.2 Key Partnerships

The successful applicant will be required to work with CCGHT.

3.3 Copyright, Data Protection and Confidentiality

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

4. Process Plan

| Date | Phase | Activities required for project |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Wednesday 15 th March 2023 | Project Initiation Meeting & Project Start | Project initiation meeting with applicant and CCGHT. Content provided to applicant. |
| Wednesday 29 th March 2023 | Submission of first draft | Presentation of first draft material to CCGHT |
| Wednesday 29 th March- Wednesday 5 th April 2023 | Allocated time for review and feedback | CCGHT to review first draft and provide comment |
| Wednesday 19 th April 2023 | Presentation of final draft | CCGHT to sign off on final draft if no further amendments |
| Wednesday 3 rd May 2023 | 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.

5. Instruction to Bidders

Tender 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.

6. Budget

CCGHT expects the budget for this project to be in the region of £1500-£2000. This amount includes all fees, including 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.

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 **Tuesday 14th March 2023. A project Initiation meeting will take place on Wednesday 15th March 2023.**

Please note the project deadline is **Wednesday 3rd May 2023 2:00pm**

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 Tiérna Mullan at CCGHT by email tierna@ccght.org or by telephone on 07595413239.

The closing date for return of completed tender submissions is Monday 13th March 2023 2:00pm

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.**