



Invitation to quote for facilitation of stakeholder engagement to inform the new Causeway Coast Area of Outstanding Natural Beauty Management & Action Plan

Causeway Coast and Glens Heritage Trust (CCGHT) was established in May 2002 as a public/private/voluntary sector partnership body and is a registered charity. CCGHT's mission statement is: "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 and 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."

CCGHT is seeking suitable applicants to facilitate engagement with the public and key stakeholders. The applicant will engage individuals and groups to assist CCGHT in developing a vision, aims, and objectives for the new 10-year Management Plan and a 5-year Action Plan for the Causeway Coast Area of Outstanding Natural Beauty (AONB).

The closing date for return quotations is Friday 6th December 2024 at 12 Noon.

Completion of this commission is required by Friday 11th April 2025 at 12 Noon.

The budget is £8,000 including VAT.

WHAT IS AN AREA OF OUTSTANDING NATURAL BEAUTY?

An (AONB) is a designated landscape that has been recognised for its exceptional natural beauty and distinctive character. Due to their national significance, the primary aim of designating AONBs is to ensure that the landscapes are conserved and enhanced for future generations. These areas are protected to maintain their beauty, biodiversity, and cultural heritage while balancing the needs of local communities and allowing for sustainable tourism and recreation.

The Causeway Coast AONB was designated in 1989. It extends for 30 km along the north Antrim coast in Northern Ireland and encompasses a diverse range of stunning landscapes. Among its key features is the Giant's Causeway and Causeway Coast UNESCO World Heritage Site known for its striking hexagonal basalt columns formed by volcanic activity millions of years ago.

The AONB is also notable for:

- An extensive dune system at East Strand, particularly in its western part, that is home to many important coastal habitats.
- A dramatic and contrasting coastline marked by alternating white chalk cliffs and black basalt cliffs
- Its rich geological features, vibrant biodiversity, and scenic beauty attract visitors from around the world.

In addition to its natural wonders, the Causeway Coast AONB also has cultural and historical significance, contributing to its reputation as one of the most iconic landscapes in the UK and Ireland. *NIEA Natural Environment Map Viewer can be viewed [here](#) and DfC Historic Environment Map Viewer can be viewed [here](#)*

WHAT IS AN AONB MANAGEMENT PLAN?

An AONB Management Plan outlines the vision and management priorities for a designated landscape over 10 years. It is designed for all stakeholders whose actions impact the AONB, emphasising their role in protecting its natural beauty for future generations.

A Management Plan is vital for coordinating the effective management of AONB landscapes. It reflects statutory policies and aims to guide stakeholders in protecting the unique natural, built, and cultural heritage of the Causeway Coast. It highlights the landscapes and designations value and encourages collaboration among partners to support society's needs through sustainable and integrated land management.

***Please note that CCGHT will be responsible for the development of the Management and Action Plan. The report produced by the successful applicant will be used to inform these plans.*

REQUIRED ACTIVITIES

Applicants must submit a proposed timeline for the activities below.

	Project Activities
1.	Stakeholder Mapping. The successful applicant will collaborate with CCGHT to lead a comprehensive stakeholder mapping exercise identifying key stakeholders to engage with.
2.	<p>Agree Engagement Plan. The successful applicant will develop an Engagement Plan. It should detail the identified stakeholders and outline the engagement activities. At a minimum, the plan must include.</p> <ul style="list-style-type: none"> • Four in-person engagement events • Two online engagement events • Event with Causeway Coast and Glens Borough Council officers and elected representatives • Event(s) with Causeway Coast AONB Management Forum <p><i>** Minimum 1 x CCGHT staff member will be in attendance at each event**</i></p>
3.	<p>Delivery of the Engagement Events. The successful applicant will facilitate all engagement events outlined in the Engagement Plan. Activities should reflect the AONB context and support defining a vision, aims, and objectives.</p> <p>The successful applicant will be responsible for the development of promotional material and content for each event.</p> <p><i>CCGHT will organise and cover the costs of room hire and catering, as well as managing event registration.</i></p>
4.	<p>Results and Report.</p> <p>The successful applicant will provide a report, including but not limited to:</p> <ul style="list-style-type: none"> • Stakeholder mapping overview • An evidence database documenting the engagement process and information gathered, • Synthesis of information gathered from engagement events. This should identify key themes, challenges, and opportunities relevant to the AONB • Evaluation to include; Review of engagement process, a gap analysis, an assessment of event effectiveness, and future recommendations. <p>Following a first draft submission, CCGHT will provide feedback and sign off the final report.</p>
5	Presentation of findings. The successful applicant will share their findings through in-person meetings with CCGHT Board and the Causeway Coast AONB Management Forum.

This invitation seeks an individual or organisation who can deliver these activities professionally and collaboratively, ensuring comprehensive stakeholder engagement.

TIMESCALE

Tender submission deadline: Friday, 6th December 2024 at 12:00 noon

Tender scoring: Tuesday 10th December 2024 (TBC)

Project initiation meeting: Tuesday, 17th December 2024

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INSTRUCTIONS TO BIDDERS

Please note your submission must contain evidence of the 7 criteria outlined below. Failure to include this will invalidate your submission:

A detailed and clear methodology that demonstrates the proposed approach to achieving project targets and delivering outputs.
Key dates, and project milestones, including how and when partner and public consultation will take place.
Evidence of the skills of the applicant(s) including a portfolio of relevant work.
Evidence of stakeholder and community consultation and explanation of role in previous relevant projects.
A breakdown of project personnel, activities they will be responsible for, and contact details for the project lead.
A clear breakdown of project costs, including all expenses and including VAT.
Contact details for two referees who have recent knowledge of your work.

SCORING CRITERIA AND WEIGHT

Submissions will be scored according to the following criteria.

		Score	Weighting	Max points
Evidence of the skills of the applicant/s	Evidence of skills necessary to conduct thorough consultations with the public and key stakeholders.	0-5	6	30
	Evidence of skills necessary to engage relevant groups or individuals to assist in developing a vision, goals, and objectives.	0-5	4	20
Proposed methodology	Present a clear and realistic project methodology demonstrating how this approach will achieve project targets and deliver outputs.	0-5	5	25
Total costs	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)	Under this criterion, the lowest acceptable tender price is awarded a maximum of 25 points. The second lowest awarded 20 points, the third lowest will be awarded 15 points, etc.		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: 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: 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: 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: 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.

Your submission should be no longer than twelve A4 pages, excluding evidence of previous work.

BUDGET

CCGHT welcomes proposals that offer value for money.

The budget is £8,000 including VAT. Quotes must include all fees, travel, direct and indirect costs, expenses, and VAT. CCGHT will cover the costs of room hire and catering for events.

CCGHT may pay the contractor a series of payments with the final payment being forwarded on completion of the project. This can be discussed at the Project Initiation Meeting.

AWARD CRITERIA

CCGHT does not bind itself to accept the proposal with the lowest stated price. The contract will be awarded to the most advantageous proposal based on an assessment of price, quality, delivery, technical ability, relevant experience, and stated ability to satisfactorily meet the requirements of the contract. As outlined above.

CCGHT will not compensate the proposer for costs associated with the production of this proposal. It is expected that applicants will be informed of the outcome between 11th & 13th December 2024. It is anticipated that the Project Initiation Meeting will be held on Tuesday, 17th December 2024 (TBC).

FURTHER INFORMATION

Proposals must be sent via email to tierna@ccght.org as an attachment with *Tender for the Causeway Coast AONB Management and Action Plan* as the subject. Attachments will only be opened after the closing date and time. It is the applicant's responsibility to ensure the submission has been received before the deadline.

If you require any clarification, please contact: Tierna Mullan: tierna@ccght.org or 07595413239

The closing date for proposals is **12 Noon on Friday 6th December 2024.**