

**Fferm Goedwig Gymunedol Dyffryn**  
**Tanat Valley Community Forest Farm**  
**Community Interest Company**



**Invitation To Tender –**  
**Project Leader and Volunteer Coordinator.**

## **Background**

Fferm Goedwig Gymunedol Dyffryn Tanat Valley Community Forest Farm CIC was set up in September 2020. The CIC raised money and purchased 26 acres of upland sheep farm with the aim of creating mixed habitats including woodland, meadow, wetland and ponds. The project will work to include as many members of the local community as possible, both as volunteers and in educational activities.

This tender relates to work being procured under the 'Penygarnedd: Conversion of upland sheep pasture into a community woodland and nature reserve' project being funded under the Welsh Government funded Heritage Lottery Community Woodland Fund in Wales 2020 – 2022.

We wish to appoint a self employed Project Leader and Volunteer Coordinator for a period of 9 months to deliver set priorities as outlined below.

## **Invitation to Tender Brief**

This project will protect and enhance local biodiversity and natural heritage whilst encouraging the surrounding community to connect with the natural world. The community will participate in the regeneration of a degraded landscape, revealing a new set of potentials for upland Wales. We will develop links with schools, farms, organisations and individuals. Written materials will be bilingual to encourage use of the Welsh language.

Elements of the project are:

- Fencing to protect trees and hedging from grazing animals.
- Planting of trees and hedging.
- Pond construction and creation and improvement of wetland.
- Recruiting and coordinating volunteers.
- IT work: creation of website, setting up social media, design leaflet, liaise with Welsh translator.
- Organising publicity and events.
- Risk Assessment, Health and Safety, Volunteer initiation and training.
- Organising land-based skills workshops for volunteers.
- Liaising with schools and other groups wishing to use the land for educational purposes.
- Evaluation of project.

## **Tender**

This tender is for work associated with all the elements of the project outlined above *apart from* the IT element (which can be seen in a separate Invitation to Tender).

Work associated with this tender will include:

- recruiting and coordinating volunteers and overseeing hedge and tree planting by volunteers. There is 1.5 km of hedging and approximately 7 acres of woodland to be planted.
- organising promotion of the project and public and volunteer events.
- undertaking risk assessments, initiating and training volunteers.
- designing and overseeing production of interpretation boards and footpath signs and installation of these.
- organising at least two land-based skills workshops for volunteers.
- liaising with local schools, scout groups, home education families and others wishing to use the site for educational purposes.
- liaising with people doing wildlife and other surveys.
- working with the CIC directors to evaluate the project both on an ongoing basis and after six months and writing an evaluation report for the funders at the end of the project.

The CIC directors will work with the successful contractor throughout the project.

We hope to commence the project in June 2021 and it will be completed by the end of March 2022. We have an identified budget of £10,000 for this work and, as a guide, we envisage that the successful bidder will spend approx. 15 hours per week on the project, over the nine months identified. For clarity, we do have separate budgets for all of the capital works identified above.

## **Timescales**

The closing date for the tender is 25<sup>th</sup> June 2021. Please email your response to: Bridget Neame [bneame@btinternet.com](mailto:bneame@btinternet.com).

For an informal discussion on this Invitation to Tender, please contact : Bridget Neame [bneame@btinternet.com](mailto:bneame@btinternet.com).

## **Tender Responses**

Please ensure your submission includes details of your company's past experience in relevant/similar evaluations along with short biographies of the people in your team that will be undertaking the work if your tender is successful. The submission should also include a breakdown of costs according to the timeline and work identified above. It should also include details of how you would achieve the requirements above and how you would engage with CIC directors and staff in order to manage the contract process successfully. You should indicate if your price includes VAT if relevant. As self employed, you must be responsible for your own tax, NI and any other employee contributions. Please acknowledge this in your tender response.

## **Assessment of Tenders and Appointment**

We will assess all applications against the above criteria. It may be necessary to attend a video-link interview (via Teams, Zoom or other relevant platform) as part of the assessment – we will arrange a suitable date and time should this be required.

We will inform all applicants of the outcome of their tender and we aim to undertake this by 30<sup>th</sup> June 2021.

**Fferm Goedwig Gymunedol Dyffryn**  
**Tanat Valley Community Forest Farm**  
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**Invitation To Tender –**  
**Creation of website, social media and other IT**  
**requirements.**

## **Background**

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This tender relates to work being procured under the 'Penygarnedd: Conversion of upland sheep pasture into a community woodland and nature reserve' project being funded under the Welsh Government funded Heritage Lottery Community Woodland Fund in Wales 2020 – 2022.

We wish to appoint a self employed specialist to develop our website, social media and other IT requirements.

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- Liaising with schools and other groups wishing to use the land for educational purposes.
- Evaluation of project.

## **Tender**

This tender is for work associated with the IT element of the project outlined above only.

The tender entails designing an interactive website for the CIC, setting up social media pages for the CIC and the project, designing a leaflet with information about the project, the land and with a map of the footpaths around the site. The website will need to be easy to update by CIC administrator. All written materials must also be available in Welsh. The successful contractor may do the translation themselves if they are a Welsh speaker or may work with a translator.

The CIC directors and the Project Leader will work with the successful contractor on the content of the website and leaflet.

We hope to commence the project in June and would need to have the IT element completed by the end of August. We have an identified budget of £3,000 to £3,500 for this work.

## **Timescales**

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### **Reporting Requirements**

It will be a requirement of the contract for the successful tender to communicate with the CIC directors and/or project leader at least monthly in person or by phone or email to update on progress with the contract.

### **Assessment of Tenders and Appointment**

We will assess all applications against the above criteria. It may be necessary to attend a video-link interview (via Teams, Zoom or other relevant platform) as part of the assessment – we will arrange a suitable date and time should this be required.

We will inform all applicants of the outcome of their tender and we aim to undertake this by 30<sup>th</sup> June 2021.