

**Invitation to tender for a contract to work with primary schools to respond creatively to local wildlife and engage the public at exhibitions as part of the Blackdown Hills Natural Futures project, supported by the National Lottery through the Heritage Lottery Fund.**

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## **BRIEF FOR CONSULTANTS**

### **1. Introduction**

- 1.1 The Blackdown Hills Area of Outstanding Natural Beauty (AONB) Partnership is seeking a contractor to deliver half-day creative arts sessions in at least 10 local primary schools and then create innovative display materials with a maximum of five of these schools for display at two public engagement events during 2017. The sessions will be inspired by the wildlife and habitats investigated through the Blackdown Hills Natural Futures project's environmental education activities, and will provide children and young people with an opportunity to respond through art. The resulting body of work will be complemented by professionally produced materials (produced by the successful contractor) to create an attractive public learning and engagement exhibition in late summer and at an end of project celebration event in the autumn.
- 1.2 **The budget available for this work is in the region of £7,500 to include all materials; exhibition cost and contractor's travel costs.**

### **2. Background**

- 2.1 The Blackdown Hills Area of Outstanding Natural Beauty (AONB) covers 370 sq. km of diverse, rural landscape straddling the boundaries of Somerset and Devon. This nationally protected landscape stretches from the M5 in the north to Honiton and Axminster in the south, from Chard in the east to Culmstock in the west. A five-year Management Plan guides the work of the AONB Partnership, comprised of national agencies, local authorities, conservation organisations and community groups. Activities are coordinated by a small team of four staff based in Hemyock. Further information can be found at [www.blackdownhillsaonb.org.uk](http://www.blackdownhillsaonb.org.uk)

### **3. Blackdown Hills Natural Futures project**

- 3.1 The three-year Blackdown Hills Natural Futures project received funding from the National Lottery through the Heritage Lottery Fund and began in 2015: [www.blackdownhillsnaturalfutures.org](http://www.blackdownhillsnaturalfutures.org)
- 3.2 The project works to deliver a better future for the natural heritage of the AONB by equipping people with the skills they need for its conservation. The project follows a 'Discover it! – Share it! – Do it!' approach; finding out more about the area's natural heritage, communicating this information in engaging ways and using it to motivate local people to take action in their community.

- 3.3 A key part of the project is a natural heritage training programme that collects information on the special sites, habitats and species of the Blackdown Hills while also providing learning opportunities for people embarking on careers in ecology and nature conservation.
- 3.4 The project runs environmental education sessions within the school grounds of at least 10 local primary schools each year. It also organises a wide range of public engagement events across the AONB and is supporting more than 15 community nature projects.
- 3.5 In the final year of the project, the achievements of the whole project, including those of local community groups, will be showcased at a celebration event in autumn 2017.
- 3.6 This contract is concerned with celebrating the final year of the project, which will include working with local primary schools to produce artwork to showcase some of the unique habitats and wildlife discovered through the project.**

#### **4. Summary of work being commissioned**

- 4.1 The Blackdown Hills seeks tenders from suitably qualified consultants to:
- Work with the BBNF environmental education consultant, staff and children at a minimum of 10 local primary schools, delivering one half-day session at each school, to respond creatively to the wildlife and habitats that have been the focus of environmental education sessions or nearby local nature projects.
  - Offer to a maximum of five of these schools a further 2/3 half-day sessions when pupils will have the opportunity to work with traditional materials to produce lasting contemporary artwork (i.e. sculpture, paintings, murals etc).
  - Create an interactive exhibition, using the artwork created by children at the five selected schools, at a suitable exhibition venue during summer 2017 and also at the projects celebration event in the autumn. The exhibition should be complemented by extra materials produced by the consultant as necessary.
  - Deliver activities with Blackdown Hills Natural Futures staff/volunteer assistance during the exhibition and end of project celebration event.
  - Oversee the return/disposal/relocation of materials as appropriate after the events. The intention is that art works produced will be homed at the respective schools at the completion of the project.

#### **5. Objectives**

- 5.1 To engage children with the distinctive wildlife of their local area and learn about key species
- 5.2 To interpret and encourage children's creative response to nature and their locality through a variety of media/art forms

- 5.3 To celebrate the work of the community nature projects where applicable, and inspire other communities to enhance their local wildlife
- 5.4 To raise awareness of the distinctive wildlife and countryside of the Blackdown Hills to event attendees, through enjoyable activities and attractive displays

## **6. Aims**

- 6.1 To work with at least 10 schools on creative responses to local nature and then return to a selected five schools to develop artwork culminating in 2 interactive exhibitions. This work will involve:
- Becoming familiar with the nature found in the local area of each primary school, informed by the project's environmental education activities, training programme discoveries and nearby community nature projects. Identifying potential areas of interest for creative response – for example a rare butterfly, a rich bog habitat or a pond brought back to life.
  - Preparing and delivering at least 10 half-day Sessions in each of the 10 schools in consultation with BBNF environmental education contractor and teaching staff.
  - At a selected five schools work closely with the Blackdown Hills Natural Futures Manager to create/curate/arrange the exhibitions to include works produced by children, including finding one suitable location.
  - Liaise with the Blackdown Hills Natural Futures Manager to identify where professionally-produced materials would complete the learning experience for visitors and producing or commissioning those materials within the overall contract budget.
  - Working with the Blackdown Hills Natural Futures Manager to set up and staff the 2 exhibitions.

## **7. Considerations**

- 7.1 A key consideration will be that the work is structured and prepared to meet the needs, abilities and timetables of the classes involved, in close consultation with teaching staff.
- 7.2 The successful contractor will need to liaise with the BBNF Environmental Education Contractor to ensure the work is structured and prepared to link with the planned environmental education activities at each school.
- 7.3 It is intended that the half-day schools' art workshop visits will take place on the same day of environmental education activities. These dates will be negotiated and agreed by the BBNF Environmental Education Contractor. Follow up visits at the selected five schools will then need to be arranged by the Arts Contractor.
- 7.4 The finished body of work must be sufficient to furnish an exhibition space and create a fun and informative learning environment.

- 7.5 The contractor is expected to identify and source all materials needed to complete the contract.
- 7.6 All projects must take into account child protection, health & safety and other legislation.

## **8. Outputs**

- Programme of half-day sessions at a minimum of 10 local schools.
- Engagement of at least one class in each school in creative responses to local wildlife and nature.
- At five selected schools, 2/3 half-day sessions to create suitable work for the two exhibitions.
- Body of portable work created by children in above sessions.
- Creation/arrangement/promotion of inviting and interactive exhibitions using the above work.
- Professional production of additional games, activities and decorative, interactive or interpretative products as required to complete the space for public engagement and learning about wildlife and local biodiversity.
- Staffing the Nature Discovery exhibitions and activities.

## **9. Timetable**

- 9.1 Tender responses should include a proposed timetable to enable the completion of the Nature Discovery Exhibitions in time for the first exhibition in August 2017. The final timetable will be devised in consultation with the BBNF manager and schools.
- 9.2 The deadline for completion of this contract will be mid-December 2017.

## **10. Tender submission**

- 10.1 Consultants are invited to submit a quotation for undertaking this contract. Submissions should provide clear evidence of the following knowledge and experience:
- Proven track record of working with communities in arts or arts-related projects
  - Knowledge of developing and delivering creative arts projects
  - Proven track record of work with schools, preferably primary
  - Knowledge and understanding of wildlife and nature conservation
  - Excellent communication skills
  - Demonstrable experience of delivering a similar project would be desirable
  - Knowledge of the Blackdown Hills AONB would be desirable.

10.2 Your submission should also clearly include the following information:

- An outline of how you would undertake this contract. This should include your understanding of the work required and its purpose, your proposed approach, main activities and any issues that you would need to address.
- A detailed timetable, with milestones, for completing all elements of the work including meetings with the client at key stages.
- Details of all personnel who would be involved in this contract, including their relevant experience and the role that each would play in delivering this work.
- Total costs for the project – this must include all costs associated with the preparation and production of any reports or workshop materials, and separate costings for all travel and subsistence associated with visits and meetings. Please indicate clearly if VAT is payable and if you are VAT registered.
- Evidence of public liability insurance.
- Contact details of at least two relevant referees.

10.3 Please note that the costs associated with preparing your tender or attending a selection interview, if required, will not be met.

10.4 The Blackdown Hills AONB Partnership reserve the right not to accept any or the lowest priced tender submission received.

10.5 Please note that all quotations must be received no later than **mid-day on 17<sup>th</sup> January 2017**.

## 11. Contract management

**The budget available for this work is in the region of £7,500 to include all materials; exhibition cost and contractors travel costs (Ex VAT).**

11.1 The work will be overseen by Blackdown Hills Natural Futures Manager and Project Steering Group. Day-to-day management of this contract will be by the Blackdown Hills Natural Futures Manager: James Maben, Blackdown Hills AONB Partnership, St Ivel House, Hemyock, Cullompton, EX15 3SJ; telephone 01823 681937; james.maben@devon.gov.uk

11.2 Payment will be made on receipt of an invoice for the agreed completion of the contract. Phased payments may however be agreed subject to identified requirements and specific targets being met.

11.3 This contract is subject to the standard terms and conditions of Devon County Council.

11.4 All information and data obtained as a result of this contract will remain the copyright and property of the Blackdown Hills AONB Partnership. No material from the reports or workshops should be reproduced or published without the express permission, in writing, of the Blackdown Hills AONB Partnership.

## 12. Quotation instructions

Quotations should be submitted in accordance with the following instructions. Quotations not complying with these instructions may be rejected; decisions in the matter will be final.

### 12.1 Quotation documents

- The quotation document must be treated as private and confidential. Those invited to quote should not disclose the fact that they have been invited to quote or release details of the quotation document other than on an in-confidence basis to those who have legitimate need to know or whom they need to consult for the purposes of preparing the quotation
- The quotations shall be signed by an official of the company in their usual signature or, in the case of a Limited Company, giving the legal name of the Company and the full business address
- At least one original and an electronic version of the quote should be submitted

### 12.2 Delivery of quotation documents

- The quotation shall be delivered to the following address:  
**James Maben, Blackdown Hills AONB Partnership**  
**St Ivel House, Station Road, Hemyock, Cullompton EX15 3SJ**  
**E: [james.maben@devon.gov.uk](mailto:james.maben@devon.gov.uk) T: 01823 681937**
- The quotation shall be received at the address above no later than **midday on 17<sup>th</sup> January 2017.**

## 13. Conditions of tender

- 13.1 Tenders will be evaluated on the basis of experience, quality of work, cost and ability to work to the timetable.
- 13.2 Terms and conditions of contract will be agreed at the appointment of the successful contractor.
- 13.3 The Quotation Price must include all costs associated with labour, including the cost of any incentives necessary to attract and retain sufficient staff resources to meet the requirements of the programme.
- 13.4 Blackdown Hills AONB Partnership reserves the right to delete any item of work from the contract.
- 13.5 Blackdown Hills AONB Partnership reserves the right to reject any quotation without giving any reason and is not bound to accept the lowest or any quotation.
- 13.6 As part of its annual reporting as a publicly funded body the Blackdown Hills AONB Partnership may publish the names of its contractors and the prices. Should any

contractor not wish to be included in such a list they should state this in writing at the time their quotation is submitted.

- 13.7 The Blackdown Hills AONB Partnership will not be responsible for or pay any expenses or losses which may be incurred by a contractor in the preparation of their quotation.
- 13.8 Quotations will not be considered if complete information required by the quotation document is not given by the date for return of quotations.
- 13.9 Quotations and all supporting documents must be written in English.
- 13.10 Any quotation which does not comply with the foregoing instructions may be rejected.

#### **14. Execution of the works**

- 14.1 All works will have regard for Health and Safety under the UK Management of Health and Safety at Work (MHSW) Regulations 1992, and the Control of Substances Hazardous to Health (COSHH) Regulations 1996. The Blackdown Hills AONB Partnership will accept no responsibility for any damage or injury which may be caused by or to the contractor or personnel or property in the course of carrying out the Works.
- 14.2 It will be the responsibility of the contractor to ensure that all UK and other (as appropriate) legislation is satisfactorily complied with at all stages of the project. The law of England shall be the law applicable to the Contract Documents.
- 14.3 The contractor must identify and include costs for any meetings and travel that will be needed to carry out the tasks described within the quotation documents.
- 14.4 All information, copy and data obtained as a result of this work will remain the copyright and property of the relevant AONB Partnership. No material from the reports should be reproduced or published without the express permission, in writing, of the relevant AONB Partnership.
- 14.5 The successful contractor will demonstrate a competitive price and appropriate experience in the sector.
- 14.6 If you are unable to quote for all of the work this tender invitation we would be pleased to receive your quote for part of the work.