



Project: Tees Valley WILD Green Places

Appointment Brief: Activity Plan Consultant

1. Introduction

Tees Valley Wildlife Trust (TVWT) wish to appoint a consultant to carry out the research and development to produce a detailed 'Activity Plan' as required by the Heritage Lottery Fund (HLF) for submission of a Second Round Heritage Grant application for the Tees Valley WILD Green Places Project.

2. The project

The "WILD" Project is an initiative of the Tees Valley Nature Partnership (TVNP) that is being managed by the TVWT. The objective is to increase appreciation and understanding of the natural heritage of public open spaces in the Tees Valley and increase the skills of local people to record and care for this heritage. This will be achieved by involving a wide range of community and youth groups in making small scale sustainable biodiversity conservation projects on a wide selection of public green spaces throughout the Tees Valley through volunteer programmes of practical biodiversity recording and practical conservation work. There will be opportunities to engage new audiences to enjoy, learn and care for their local biodiversity through tailored programmes of walks, family fun days, wildlife surveys and conservation taster events.

The project will increase the natural environment skills base in the Tees Valley through local volunteers and young people gaining training in biodiversity identification and recording and nature conservation management. Young people will gain work based experience that will enable them to gain nationally recognised qualifications. The legacy of the project will be the increased biodiversity knowledge, skills and confidence within local communities to deliver long term development and care of wildlife in green spaces in partnership with local authorities and the Tees Valley Wildlife Trust.

The project has four key objectives:

- I. To record, monitor and enhance the natural heritage of a wide range of public open spaces
- II. To increase appreciation and understanding of the natural heritage of public green spaces
- III. To involve a wide range of local people in the planning and delivery care of the natural heritage public green spaces
- IV. To increase skills in community volunteers and young people in the recording and management of the natural heritage in the Tees Valley.

3. The commission

3.1 The brief

The TVWT have achieved approval for a stage one Heritage Grants application and are now developing a stage two application. TVWT requires a consultant to work with a Project development team and project stakeholders to produce an Activity Plan for submission to HLF that fully complies with current HLF guidance on Activity Plans.

3.2 Outputs

The final output will be a detailed **Activity Plan**. The Activity Plan is a specific document which every second round application HLF. It sets out all out the activities that the project will deliver in order to meet the project's objectives and achieve outcomes for people and communities. The HLF Activity Plan Guidance document is available as a download from the [HLF website](#). A copy of the key aspects of the project is provided in the appendix.

This will be in a format that follows HLF guidance and comprising the following sections;

1. A review of existing provision for community usage, engagement and participation in Tees Valley's Green spaces, including an assessment of the barriers to visiting and engagement
2. A strategic framework for audience development and engagement, learning, training and volunteering that the project will deliver, including targeting of difficult to reach groups.
3. A detailed costed five year action plan for delivering the projects activities using a HLF template table.
4. A strategy and framework for monitoring and evaluating the success of the project
5. A sustainability plan that outlines how the benefits of the project will be maintained once it has been completed.

To achieve this, the consultant will need to undertake the following;

- Research and Identification of a wide range of target community and youth groups throughout the Tees Valley for participation in the project through the production of an up to date inventory of groups with their contact details and their range of activity
- Carry out market research and targeted consultation with stakeholders and potential audiences on the activities of the project to inform the Activity Plan. This will be achieved by meeting with representatives of between 30-40 groups (with at least five in each local authority area).
- Devise a wide range of activities and projects to engage existing and new audiences activities (events, taster sessions, conservations activities wildlife surveys) for events, This should include programmes of engagement and activity to engage specific groups including people on low incomes/ with limited access to transport, young people (aged 14-21), families with young children, and people with people with physical disabilities/poor health/mental health issues
- Produce a training programme for volunteers and community groups based on the round 1 application and consultation with them on their needs and aspirations
- Develop a framework for project trainees that includes; volunteer job descriptions, management, induction, training and resource needs.
- Develop a programme of work based training opportunities for students from three local FE colleges in consultation with the colleges.

4. Project timetables

This work will be carried out between July 2013 and November 2013 with the final plan submitted by December 2014.

5. Tender information

5.1 Tender requirements

The tender return should include the following:

- Proposed methodology, programme and timescales
- Details of relevant experience of working in comparable areas, including references
- Details of staff allocated to the project, together with experience of the contractor and staff members in carrying out similar projects. The project manager / lead contact should be identified
- Overall costs including a breakdown giving the daily rates of each team member expenses and if VAT is applicable.

5.2 Tender evaluation

The chosen consultant will be selected based on:

- Understanding of the brief
- Proposed methodology and research tools
- Understanding of the scope and nature of HLF projects
- Understanding of the key stakeholders
- Quality of the research team
- Track record in undertaking similar research
- Value for money

5.3 Budget

Based on the tasks outlined above, we estimate that the budget for this piece of work should be in the range of £6,000-£8,000, including all expenses and travel. All prices should be quoted exclusive of VAT.

5.4. Contacts

The contact for this contract is Susan Antrobus, TVNP Development Manager at Tees Valley Wildlife Trust. Any questions above the on the above brief should be made via;

E: santrobus@teeswildlife.org ;

T: 01287636382.

5.5. Submission of tenders

Tender documentation should be received by 01 July 2013 and must be in an envelope marked "Tender for TV Green Start Activity Plan". Submissions after this date will not be considered.

Address tenders to:

Dr S Antrobus, TVNP Development Manager, Tees Valley Wildlife Trust , Margrove Heritage Centre
Margrove Park, Boosbeck, Saltburn, TS12 3BZ

Interviews are likely to be held on **xxxx** 2013





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Appendix : Planned Delivery activities For Tees Valley WILD Green Spaces Project

These are the planned activities as outlined in the stage 1 HLF application relating to the four objectives.

Objective 1- To record, monitor and enhance the natural heritage (biodiversity) of a wide range of public open spaces

This aim will be achieved by three types of activity

- a) Green space biodiversity species surveys and monitoring
- b) Green space biodiversity enhancement activities
- c) Green space biodiversity action plans

1a. Green space biodiversity surveys and monitoring

Wildlife surveys and species monitoring will be coordinated by the project and carried out by volunteers. This ecological data will be used to provide information for the management of sites, engage volunteers and be provided with data from the Tees Valley Nature Partnerships and Local Authorities to gain wider green infrastructure planning and management. Wildlife data for urban green spaces is currently held in a variety of formats and places which can limit its usefulness. All data collected during this project will be recorded using standardised recording forms and in a format that can be shared with ERIC NE and national biodiversity recording organisations, to secure its long term use. Recording will comprise of a mix of general one off surveys to more detailed monitoring of a selection of indicator species such as birds, butterflies and bumblebees.

1b. Green space biodiversity enhancement activities

Small scale practical biodiversity enhancements will be carried out to provide wildlife habitats and increase biodiversity in 25 green spaces (5 in each local authority). This work will be carried out in partnership with local authority landowners and community groups. Examples of the types of improvements are;

Enriching amenity grasslands

Achieved by planting native local provenance wildflower plants in existing swards and changing cutting regimes to promote flowering

Providing habitats for butterflies and bees

Provide nectar sources for insects especially bees and butterflies, but also beetles and hoverflies, by planting borders of native and non native perennial and annual plants and shrubs such as salvias, ice plant, lavender, foxglove, michaelmas daisy, cranesbills, angelica, ivy, rambling roses etc

Restoring native hedgerows

Using ecological surveys of hedgerow character to restore native species hedgerows by planting gaps and reintroducing management to overgrown hedges

Restoring ponds and wetland areas

Restoring overgrown ponds by selectively removing vegetation to create a range of successional habitats and planting with local native provenance water plants.

Restoring woodlands and grassland habitat through the management of scrub and trees

Carrying out selective thinning of urban woodlands and plantations to provide a more varied age structure and planting woodland flora where appropriate. Selective control of scrub where it is invading on meadow areas in order to create a mosaic of scrub and grassland habitats.

Creating microhabitats and nesting sites for specialist insects, hepifauna, mammals and birds.

Installation of bird and insect nesting boxes where there is a shortage of natural nesting habitat. Microhabitat management by including overwintering sites for amphibians scrapes for basking lizards etc.

Heritage orchards

Ensure the survival of local Yorkshire and Cleveland varieties of fruit trees through planting orchards using material propagated from local stock.

Development work will be carried out so that detailed plans for a total of 25 projects can be drawn up and fully costed for the stage 2 application. Community involvement in developing these projects will be a key piece of development work and will ensure involvement of local communities in planning the work of the project. Prior to any practical work, a botanical survey of the site will be carried out and additional data collated on additional wildlife interest in order to produce a natural heritage assessment and ensure that the work does not adversely affect existing habitats and species present.

1c. Green space biodiversity action plans

Green Space Biodiversity Action Plans will be produced for 10 sites (two in each local authority area) to ensure that the biodiversity interest of green spaces are managed, maintained and developed. In addition training and support material for the development of site biodiversity action plans will be delivered to encourage the same approach across the Tees Valley. These plans will be concise and practical documents rather than lengthy complex documents and will be based on the template for the management briefs for Local Wildlife Sites, which were developed by the Tees Valley Biodiversity Partnership. The process of the production of the plans will be key to ensuring ownership of the plans by landowner and local community users. The process will be facilitated through this project to ensure that opportunities are provided to green space users to contribute to the decision making process on how their local green space is managed for wildlife. Many large parks and country parks have detailed management plans that take into account biodiversity as part of their green flag status. These plans focus on smaller green spaces, which will be selected during the development phase and will focus on sites where the local community is already actively engaged in the management of the site.

2) Engage people in learning about wildlife in local green spaces

This will be achieved through a mixture of onsite and web based interpretation and an extensive range of activities targeted at different users with the aim of engaging wide and new audiences.

- a) Onsite Interpretation
- b) Activities and events
- c) Targeted wildlife activities
- d) Digital web-based resources

2 a) Onsite Interpretation

Interpretation panels and information boards will be produced to provide attractive on site interpretation at 25 green spaces. These will be used to illustrate what wildlife can be seen on the site throughout the year and how it is cared for. Incorporated into the panel will be an information board where up-to-date information of events, volunteering opportunities and wildlife observations can be displayed. I-phone technology will be used to provide further site information that will be designed to appeal to a young audience. Local site users, especially friends of groups will be actively involved in the content and students from Cleveland College of Art and Design (CCAD) or other FE College will be involved in the design of the boards.

2 b) Green space activities

Programmes of activities will be organised to engage a wide range of people in learning and enjoying their local green space. These will be in the form of family and celebration events, wildlife walks, wildlife surveys and practical “Working for Wildlife” work parties. Some events will be open public events whilst others will be designed to target specific sectors of the community or arranged with specific community groups to meet their interests and needs.

Types of open event:

Family wildlife events – themed wildlife events (e.g. mini-beast hunts, teddy bears picnic, and bumblebee activities) each containing series of short activities and games that explore the green space, linked craft activity and simple refreshments. A free take home pack will contain ideas for other activities and local green spaces to enjoy. *(5 a year, totalling 25 events)*

Wildlife surveys- themed wildlife surveys recording events where people can learn how to identify and record wildlife ranging from trees to small mammals.

Bioblitzes –these events are intense surveys that involve many people in attempting to record many different types of wildlife over a defined time period. This alternative collaborative (but tried and tested) approach to biological recording is an excellent format to share knowledge and engage new people into wildlife recording. These activities will use guidance and resources designed by the OPAL project, with all the results being fed into national recording schemes and the North East Regional records centre- ERIC. *(5 a year, 25 events in total)*

Litter blitzes- community litter blitzes are a surprising popular activity for groups all age groups. The Green Start litter blitzes will be organised to give a strong sense of local pride and teamwork and will be delivered with a sense of fun with badges and certificates for children and light headed competitions. *(5 per year -25 events in total)*

Wildlife walks - these walks will range in length and each take in a number of public green spaces and be designed to link in with public transport links. There will be opportunities to learn about local wildlife and history on these walks. *(5 per year- totalling 25 events)*

Conservation taster events and wildlife work parties – these will provide an important mechanism for actively involving local people in caring for their local green space. The taster activities will be designed to appeal to people who are not currently involved in wildlife conservation volunteering and focus on activities that can be organised as drop in events, such as planting of

trees, shrubs and perennials, and simple construction projects such as bird and insect boxes. All tools and friendly guidance will be provided and the events run so that they can cater for family groups and people with a wide range of ability and fitness. They will be run so that they provide a welcoming and social way of learning about local wildlife. *(10 events per year- totalling 50 events)*

2c) Targeted community wildlife activities

Programmes of activities will be designed to target underrepresented groups and for specific age groups. This will engage a wider range of people with their local green spaces.

Youth Wildlife programmes – these will be delivered in partnership with youth organisations, specifically the Duke of Edinburgh and Muir Awards Schemes. Programmes of linked activities will enable groups of young people to attain these awards through working together on small projects to improve their local green spaces. The activities will range from practical outdoor work parties to environmental art and craft projects. There will also be an opportunity to work with scouting and guiding groups using the Natural England sponsored Naturalists Activity Badge Award. *(work with one youth group/organisation per year with 3 activities per group)*

Activities for under 5's and their carers – these will be delivered in partnership with local toddler groups and Sure Start projects to introduce families with very young children to enjoying their local green spaces and learning about wildlife in a fun way. For example, activities will include pram walks, kite making and flying, Gruffalo hunts, muddy toddler walks and imaginative natural play. *(5 activities per year- totalling 25 activities)*

Taster events for community groups- for any community group, ranging from retired groups, women's groups, support groups, to U3A groups etc. This will enable people to try out new activities and learn about wildlife with their friends. Activities could range from simple spring flower walk and picnic walk to urban wildlife photography, wildlife surveys or doing a cleanup project on an area for which they have identified a need. *(5 activities per year- totalling 25 activities)*

A communication plan will be produced in the developmental phase which will ensure effective widespread communication and promotion of the range of activities throughout the Tees Valley to target audiences.

2d) Digital interpretation

The project will use digital interpretative technologies through website and QR codes on display boards as well as using generative technologies to record and share wildlife records through social media. During the development of the stage 2 application the digital methodologies will be planned to ensure that they are most effectively deployed and ensuring that the requirements of HLF's digital policy and best practice guidelines are employed.

3. Active community involvement in the planning and delivery care of green spaces

The project will enable local people to actively participate in the planning and delivery of the long term care of biodiversity their local green spaces. This "Green Champions" strand of the project will enable people to register and take part in regular wildlife surveying and conservation projects. They will also have access to training, information and support, enabling them to develop community led projects.

This will be achieved through:

- a) Volunteering opportunities

- b) Wildlife conservation practical training workshops
- c) Ecological information and advice
- d) Develop skills and support sharing

3a. Volunteering opportunities - conservation “task” volunteer days will be organised throughout the year to carry out biodiversity enhancements projects and wildlife surveys on the 25 green spaces throughout the Tees Valley, as well as volunteering opportunities to assist with the delivery of practical conservation taster events and stewarding at community events.

3b. Wildlife conservation practical training workshops – provision of an annual training programme of free practical training workshops will be delivered to meet the needs of local community groups and volunteers. This will be coordinated by the project and delivered by the project team using additional expertise within the Tees Valley Biodiversity Partnership, and supplemented with external trainers as needed. Examples of the range of training menu that would be offered:

Conservation skills e.g., creating and managing urban meadows, safe strimmer use, selecting, planting and caring for trees, growing wild plants from seed, creating habitats for bees and butterflies, pond construction and care.

Ecological skills e.g. identifying and recording bumblebees, butterfly ecology and transect survey techniques, wildflower identification, bird identification through bird song, bat detection and monitoring.

Communication skills e.g. recruiting and keeping volunteers, organising and delivering wildlife events, running fun wildlife events for children, promoting and publishing the site, tackling vandalism and antisocial behaviour, running a safe and successful conservation work party.

3c. Ecological Information and advice – by providing a point of contact for individual and groups seeking ecological information and advice on caring and improving public green spaces. This will be in the form of telephone enquiry service with a web based portal on the TVNP website. This will be followed up by site visits, meetings with groups and surveys by the Green Start Officer as needed, pulling in expertise and contacts from the TVMP. This service will be open to all, but targeted at those considering getting involved for the first time, existing green space groups and other community and youth groups, such as residents’ associations. This service will also support local authority staff working with community groups, seeking information and advice on biodiversity. It will also enable anyone to find out local wildlife conservation volunteering opportunities.

3d. Develop skills and support sharing – enable individuals and community groups to learn how to improve and conserve their public green space from sharing knowledge and experiences from other local sites and groups. This supportive informal network will be fostered by;

- The Green Start web portal with information on groups and sites, including video clips, news pages, and a quarterly newsletter.
- Visits to other sites and groups to share practical expertises and encouragement, facilitated by the Green Start Officer.
- Hosting of community Green Start Annual Celebration Events. Here groups will showcase their work and network with other groups. The focus of these days is recognition of work achieved; fostering local pride and the recognition of the role of volunteers in local community groups’ play and stimulate further work by likeminded groups.

4. To Increase skills in community volunteers and young people in the recording and management of the natural heritage

This will be achieved in two ways;

- a) Green Start training placements
- b) Work based training for college student groups

4a. Green Start training placements

The project will provide high quality work-based and hands-on six-nine month training placements for twenty people (over the age of 19). Trainees will help deliver all aspects of the Green Start project and receive a full range of experience and training as part of a structured programme of personal and professional development enabling them to have a documented portfolio of practical work experience. Areas of experience and training will cover

- Ecological management of urban green space habitats and species
- Wildlife protection, legislation and regulation
- Species and habitat ecological identification, survey and monitoring
- Project management, budgeting and organisation
- Use of tools and machinery
- Health and safety, first aid and risk assessment
- Delivering guided walks and leading events
- Skills in working with community groups
- Disability awareness and Working with children and vulnerable groups
- Leading volunteer work parties
- Use of technology to help people learn and engage with their wildlife heritage
- Environmental Interpretation, publicity and promotion skills

Opportunities will be available for this training to be accredited to nationally recognised qualifications through a partnership with Askham Bryan College (Guisborough campus) leading to NVQ level 3/BTEC Level 3 Award In Environmental Conservation, which may include a college based day. There is a range of options for the college to work with the project by delivering awards, and these will be developed during the development stage of the project.