

# Our Common Cause: Our Upland Commons

Enabling a  
shared future  
for all

## INVITATION TO TENDER

**From** Foundation for Common Land (on behalf of the National Trust)

**For** Shropshire Hills Butterflies Project

**Contact** Sam Caraway, Project Manager, Our Common Cause

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**Date** 24/2/21

### 1. Overview

The Foundation for Common Land and its partners in the **Our Common Cause: Our Upland Commons Project** wish to appoint a Consultant/Contractor to deliver a project focusing on butterflies using three commons in Shropshire: Long Mynd, Clee Liberty and the Stiperstones.

The project seeks to identify a baseline presence and a habitat preference for key species including Small Pearl-bordered Fritillary, Dark Green Fritillary, Grayling, Small Heath, Small Copper and Green Hairstreak. To make habitat recommendations, engage local land managers and commoners in delivering these and to trial their effectiveness. In particular the project is interested to establish a relationship between bracken management and local butterfly populations.

The project will also engage local communities in the identification and conservation of Butterfly species on the three commons through engagement activities, production of interpretive materials and through establishing a conservation volunteering group.

Tenders should be in the region of £20,000 excluding vat.

### 2. Location

The Project takes place at three locations. Clee Liberty, the Long Mynd, and the Stiperstones NNR, see attached maps. The project will be managed by The Our Common Cause Project Officer located in Shropshire Hills AONB Office, unit 9, Drovers House The, Auction Yard, Craven Arms SY7 9BZ .

### 3. Background

The Foundation for Common Land and a broad partnership of organisations have secured a Heritage Grant from the National Lottery Heritage Fund to deliver a landmark project that will conserve and enhance the cultural and natural heritage of commons and commoning in upland England, working in the Lake District, Dartmoor, the Yorkshire Dales and Shropshire Hills. The project will be delivered between March 2021 and April 2024

This project comes at a critical time when common land faces the biggest changes in agricultural policy support for three generations, and when there is an urgent need to rectify past ecological damage and create resilience in the face of climate change. Commons are too small in number and in economic impact to register within national policy and planning, yet the landscapes and cultural heritage commoners manage are of disproportionately high value for biodiversity, water supply, carbon storage, historic environment, natural beauty and public access.

The project has four central aims reflected in four thematic strands of activity:

- Secure and support collaborative management of Common Land;
- Ensure that the health of commons is secured by supporting resilient commoning in a fast-changing world;
- Reconnect the public with the natural and cultural heritage of Common Land;
- Enhance the environmental and ecological benefits offered by Common Land.

You can find out more about the Our Common Cause Project and the Our Common Cause Partnership [here](#)

### **3. Engaging Stakeholders and Demonstrating by Doing**

Critical to the project's ethos is the belief that if we are to achieve the best outcomes for commons, we need to understand different perspectives and passions, we need effective collaboration and we need trusted facilitation to promote fruitful discussion and build consensus.

The projects delivered as part of Our Common Cause will 'demonstrate by doing' and so change attitudes and behaviours, build collaboration and bring people together. Projects at a local scale demonstrating how we can deliver positive change regionally and nationally. Sharing our learning amongst our partners and stakeholders within, between and beyond our four local areas is a key outcome of this project.

In order to facilitate collaboration, sharing and learning the project employs a national project manager as well as local project officers in each region. Each region is also supported by an Area Group, comprising key local stakeholders including the local national park/AONB, governmental and third sector conservation and heritage organisations, and representatives of landowners and commoners.

The consultant /contractor should demonstrate their approach to working with the project team and area group to:

- Engage the relevant stakeholders in the delivery of this project.
- Ensuring the relevance of their delivery to the those involved in the day to day management of the commons (including commoners).
- Maximizing the opportunities for sharing, learning and influencing long term change.

### **4. Scope of Services Required including Outputs**

### **1. Baseline Survey:**

Baseline survey to identify the presence and prevalence of key species (see above) across all three commons. Survey should use an identified methodology. Survey can focus on areas of most suitable habitat. Survey should also include habitat notes and can be used as a scoping exercise for habitat recommendations.

#### **Output:**

- A brief survey report, including methodology and findings.

### **2. Habitat recommendations and management trial.**

On the basis of the initial survey and habitat notes produce site specific habitat recommendations and communicate these to site managers (site owners & commoners). Habitat recommendations should be in a format to encourage take up, for example a map of key areas, with brief note of recommendations. Recommendations should be informed by an awareness of other management goals and constraints. These could be communicated through OCC Area Group and site visits with those involved in management and could be supported by delivery of training on management techniques.

Trial effectiveness of habitat management techniques to encourage key species on at least one common. Examples of habitat management to be trailed could be different approaches to bracken management, and/or planting dog violet plugs.

Produce a leaflet detailing bracken management techniques to encourage butterflies.

#### **Note:**

It is not the intention that the habitat management work trialled be delivered by the contractor/consultant as part of this contract. Rather works can be delivered by the site managers or commoners (as part of their ongoing management), existing site volunteers or the volunteer group established by this project, and as most appropriate. The OCC project officer can assist the contractor in brokering the time and engagement of site managers and commoners.

#### **Outputs:**

- Habitat recommendations for 3 commons.
- 2 events per year (6) with landowners and commoners to address issues and improve habitats, including training days on conservation management
- Report evaluating habitat management trial on 1 common.
- Leaflet on managing bracken.

### **3. Volunteer and Public Engagement**

Plan and deliver a programme of events (2 per common per year) on each of the common to further engage the local community. These could consist of guided walks, moth mornings, ID workshops, and surveying and monitoring events.

Establish a volunteer group to champion their local common and help sustain community involvement into the future by running the events above, and repeating surveys carried out in year 1. Support and train group to deliver these functions.

Produce a butterfly ID sheet with species relevant to the local commons to support engagement and survey work.

**Note:** Year 1 events may be curtailed by ongoing Covid restrictions, the project team will take a pragmatic approach to supporting any changes in delivery this requires.

#### **Outputs**

- 18 events (2 per common per year)
- Butterfly ID sheet.
- A record of 210 days volunteer involvement over the whole project.

#### **4. Other Reporting**

Support the recording and reporting of Our Common Cause delivery to the heritage lottery and other funders by updating the project officer on progress (verbally or by email) for quarterly NLHF claims. Recording volunteer hours and in-kind contribution of landowner's or commoners time. Cooperate with consultants appointed to evaluate the Our Common Cause Project.

#### **Outputs**

- A brief end of project report
- Verbal/email updates on progress as reasonably requested by project team.
- A record of volunteer involvement, attendance at public events and involvement by commoners and employees of other organisations.

Note: The OCC project team will support record keeping etc to ensure it is as simple and undemanding as possible while still meeting the requirements of project funders.

#### Intellectual Property Rights

Intellectual property rights for the concepts and proposals developed under this contract will belong to the Foundation for Common Land and the successful consultant.

#### National Lottery Heritage Fund Requirements

National Lottery Heritage Fund must be acknowledged in accordance with their guidance, on any outputs or communications/advertising material. Any digital outputs must comply with NLHF's requirements which can be found on their website.

#### **5. Skills and Experience Required**

The successful consultancy/contractor should demonstrate that the named individuals delivering this project have the suitable skills and qualifications to deliver the project. It should also evidence successful delivery of similar projects by the consultancy. In particular it should demonstrate skills and experience in the following areas:

- Carrying out butterfly surveys, analysing survey data and producing reports.

- Testing and evaluating the impact of habitat management techniques.
- Producing habitat management proposals, delivering habitat management advice to farmers and landowners and engaging the same in conservation.
- Recruiting, training and engaging volunteers in survey and conservation work. Running public events to engage the public with native species and their conservation.
- Producing interpretive materials particularly identification guides and/or habitat management best practice guides.

## 5. Budget and Schedule

- This work is funded through a partnership project, and the main contributor is the National Heritage Lottery Heritage Fund.
- The budget for this contract is in the region of £20,000 exc. VAT to include all consultant time, travel expenses, materials and any other expenses associated with the work.
- The completion date for the contract is April 2024.
- Payment will be made in staged payments to be agreed on award of contract. The Tender should include a proposed payment schedule with payments linked to the completion of identified milestones. Unless otherwise agreed, payments will be in arrears for work completed, and 20% of the total contract value should be reserved until the completion of all works and the submission of the final project report.

## 6. Available Materials

- General information about the initiative can be found at:  
<http://www.foundationforcommonland.org.uk/>
- The second stage application and supporting documents are available on request from Sam Caraway [sam@foundationforcommonland.org.uk](mailto:sam@foundationforcommonland.org.uk).

## 7. Contract Management

This contract will be managed by the Our Common Cause Project Officer Sylvia Edwards who is employed by the National Trust and seconded to the Foundation for Common Land. The contract will be with the National Trust and will need to comply with the Trust's General Terms & Conditions (attached).

## 8. Health and Safety and Insurance

The contractor will be responsible for the health and safety of its employees, volunteers and participants in events it is delivering, as well as for ensuring that none of the work it is delivering under this contract adversely affects the health or safety of the public or any other persons.

The contractor will be required to produce a suitable risk assessment covering the works delivered under this contract prior to the commencement of the contract, and to provide any documentation relevant to the safe delivery of the project.

The contractor will need to demonstrate evidence of the following insurance policies:

- Employers liability £5 million
- Public Liability £5 million
- Professional Indemnity Insurance £1 million (or demonstrate that the advice given under this contract is covered by the contractors public liability policy).

## 9. Timetable

The tender application should include a timetable of key project milestones, showing when main outputs are scheduled. Key dates for set up of contract are shown below.

MILESTONE	DEADLINE
<i>Submit tenders in response to this brief</i>	<i>March 17<sup>th</sup> 2021</i>
<i>Selection of preferred contractor (including possible telecall/meeting to discuss the work further)</i>	<i>WC March 22<sup>nd</sup> 2021</i>
<i>Contract start date and inception meeting</i>	<i>WC 5<sup>th</sup> April 2021</i>
<i>Baseline Survey</i>	<i>Spring/Summer 2021</i>
<i>Completion of all works and submission of final report</i>	<i>1<sup>st</sup> of April 2024</i>

## 10. Tender Submission

Please submit a short proposal (no more than 12 sides A4) outlining how you would approach this work to [sam@foundationforcommonland.org.uk](mailto:sam@foundationforcommonland.org.uk), by **5pm on March the 17<sup>th</sup>**. We will aim to finalise the appointment by March 24<sup>nd</sup>.

Your proposal should include:

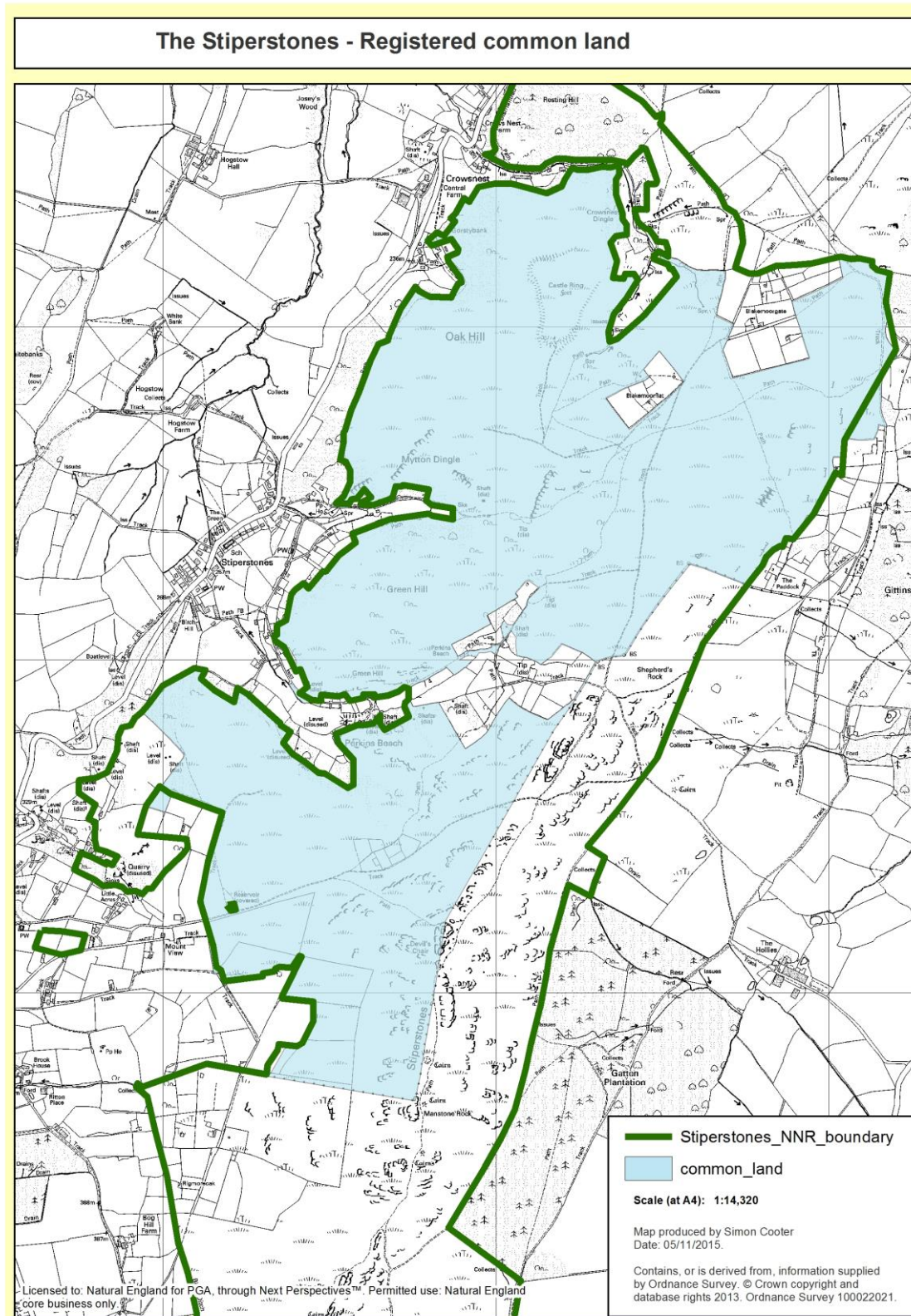
- An outline of how you would deliver the work, including approach to engaging stakeholders.
- Details and relevant experience and qualifications of the individual(s) who will be delivering the work,
- Examples of similar work completed for other projects including any NLHF projects,
- An outline budget broken down into the different components of the work:
  - The fee structure for the individual/s involved including estimated time allocation
  - Estimated costs for travel and any accommodation or other subsistence
  - Total cost for all work and expenses, excluding VAT
  - VAT status.
- A timetable outlining key milestones and outputs; and a proposed payment schedule with payments linked to the completion of the identified milestones.

## 11. Selection Criteria

	<b>Proposed Methodology</b> (approach to the work, scope of proposed delivery, response to the tender)	<b>Suitability for the Work</b> (Experience of delivering similar projects, skills and qualifications of team, sector knowledge)	<b>Demonstrating by Doing</b> (Proposed approach to engaging stakeholders, working with the wider OCC team and project, maximizing learning, sharing and wider influence).	<b>Value for Money</b> (Proposed day rates, allocated costs compared to scope of delivery)
Weighting	<b>35%</b>	<b>35%</b>	<b>15%</b>	<b>15%</b>

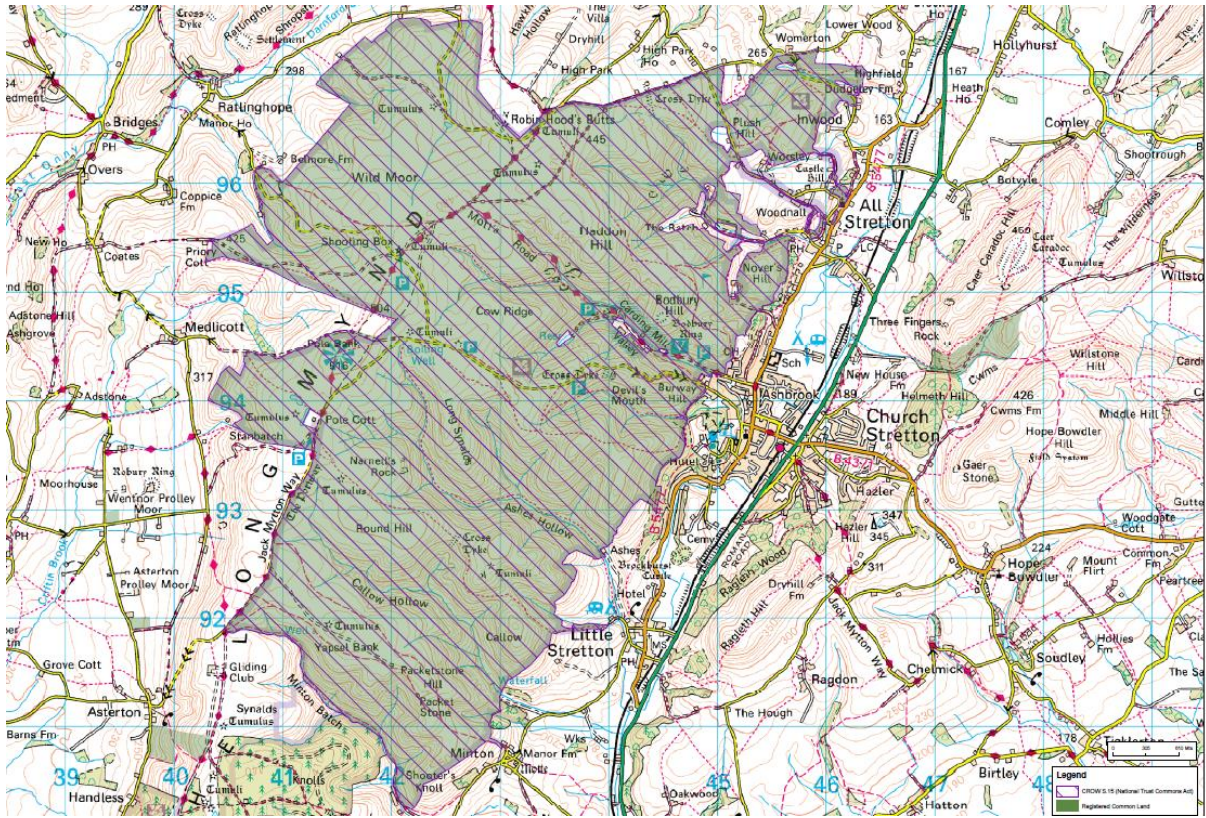
**NB** Tenders significantly over proposed value of tender (I.R.O £20,000 exc Vat) will not be considered. The Project Manager/Project Officer reserves the right to reject the proposal if they are not satisfied with the content and/or not to appoint the cheapest or any tender for any reason.

# 1.1. Maps





## Long Mynd



## Clee Liberty

