

INVITATION TO TENDER

Developing a Community Action Plan for Cairnryan Closing date for tenders: 20.12.2021

1. Background

Cairnryan is a small village in Southwest Scotland that serves an estimated population of 146. Cairnryan Community Council, working with Foundation Scotland, established Cairnryan Community Benefit Fund in 2018, to distribute funds from two wind farms. A Panel of residents was established to support the Fund and to make decisions about grants.

Funds from the wind farms are expected to be in place for the next 22 years. Presently grants from the Fund are made on a reactive basis that is dependent on a limited number of local, constituted groups putting forward applications. While there are ideas about a variety of new projects, there has not been a community-wide conversation about how the wind farm funds should be used or what priorities are important to residents.

To maximise the opportunity provided by community benefit funds, the Cairnryan Panel, with support from Foundation Scotland, will appoint an independent expert to design and facilitate a community planning process and produce a Community Action Plan. This will capture the community's aspirations and priorities and set out how these could be taken forward. As the Panel is an informal group of volunteers, the contract for the Community Action Plan will be held by Foundation Scotland on behalf of the Panel.

2. About Cairnryan Community Action Plan

A Community Action Plan will support the Panel to ensure that the funds are distributed strategically. At least £32,000 is guaranteed for the community each year for the next 15 years and £29,000 for the seven years after that. This is a significant opportunity for Cairnryan that could bring about transformative change but to maximise the opportunity there needs to be agreement of priorities for action, clarity on the community's capacity to deliver on the priorities identified, and objectives set that ensure activity is undertaken in a strategic manner and all funded initiatives are rooted in community needs.

The development of a Community Action Plan will help to address this. It will support engagement with the wider community that may also help to build greater direct engagement in community activity. It will also help to identify priority activities and projects aligned to Cairnryan's specific wants and needs and help identify how community benefit money can best be used to deliver on these. Notably, Cairnryan is a small community with a high number of elderly residents who do not have access, or desire, to engage with online platforms. So research methods will need to respond to this appropriately.

3. Task

- The consultant will undertake some relevant desk top research to identify key socio-economic information about the area. This will be verified through the community engagement activity and presented as a section of the Community Plan.

- They will also undertake a comprehensive programme of community engagement and consultation to inform the Community Plan. The findings will be written up into a research report and Community Action Plan.
- Residents and relevant stakeholders must be engaged in a process of consultation and decision-making around key themes and priorities. The work will demonstrate good practice in consultation and engagement, be inclusive and transparent, and aim to enhance the engagement of local people in contributing to activity to advance the Community Plan.
- It is expected the consultation will engage as many people in the community as possible, as well as other key stakeholders including businesses and the Council. With such a small community it is expected that an all-household survey will be undertaken. This will need to be done through door-to-door surveys or postal questionnaires as well as on-line, as there are a significant number of residents who are known to not use emails or engage with online platforms, so would be excluded by an online survey.
- The consultant will work with a few key members of the Panel as well as with Foundation Scotland staff, throughout the Plan development process. Information gathered during the commission, including draft and final reports, shall remain the sole property of Cairnryan Fund / Panel.

4. Output

A Community Plan that can be adopted and actively used by the community. It will initially be presented in draft for discussion and agreement by the Panel and will be amended based on feedback received.

The Plan will include relevant graphic and visual information and be written in plain English. It will include the following components:

- a) A profile of the area of Cairnryan presented in an accessible and succinct format and highlighting key socio-economic information;
- b) An audit of current activity and services provided by community groups, local authority or others for the benefit of community members;
- c) A community vision for the area and associated underpinning values and principles to guide implementation of the plan;
- d) Identification of key themes or priorities and associated outcomes and activity linked to these themes for the next five years;
- e) The plan will detail particular projects that residents want to see happen in the area, outline timeframes/priority level and recommendations of how these may be achieved (ie through which organisation or group, identifying where delivery partners could be involved or where there are gaps);
- f) An outline of how the plan will be monitored and reviewed;

g) An explanation of the methodology behind the project and an Executive Summary for wider dissemination.

5. Budget

The cost of your proposal should not exceed £8,000 inclusive of VAT if applicable and should be broken down to reflect the different components in the scope described above. It should also include costs for publicity within the community, hall lets and associated costs for consultation events linked to developing the Community Plan.

6. Timescales

The anticipated timetable for the commission is:

Milestone	Date
Closing date for tenders	20 th December 2021
Shortlisting of consultants by Cairnryan Panel	Late January 2022
Appointment of consultant by Cairnryan Panel	Mid-February 2022
Community consultation and research activity by Consultant	March - May 2022
Draft Action Plan circulated to Cairnryan Panel	Early June 2022
Action Plan is finalised, published, and launched	July 2022

Details of timescales will be agreed with the selected consultant before the Contract is issued.

7. Additional relevant information to the commission

This work is being funded by Community Benefit monies provided to Cairnryan from Glen App and North Rhins Wind Farms. Therefore, the Consultant's outputs will be included in the annual reporting back to the developers, SPR and Greencoat, as well as to the wider community.

It is acknowledged that the Covid-19 pandemic has left uncertainty in terms of the potential modes of delivery available to any consultant delivering this commission. It would be expected that the consultant will address how they intend to manage this uncertainty in their responses to this brief.

8. Management of the contract

The contract will be held by Foundation Scotland on behalf of the Panel. Foundation Scotland will assist with the tender process, but the commission will be managed by Cairnryan Panel and all outputs should be submitted to them.

The successful applicant will report to the Panel throughout the contract. The method and frequency of this feedback is to be agreed with the Panel.

The successful consultant will be asked to confirm at appointment that they have the necessary insurances in place and will be asked to develop a Covid-19 risk assessment for planned work.

9. Procedure for tendering

Tenders will be assessed on the following criteria:

Skills and experience

- Good working knowledge of the voluntary and community sector and community-led development.
- An understanding of the challenges faced by rural communities and sensitivity to the economics, environment, culture, and heritage of such areas.
- Demonstrable ability to build relationships with a wide range of stakeholders, using insight to support and encourage stakeholders to develop creative solutions where possible.
- Methods for effective engagement with community organisations and with the wider community, face to face and online.
- Strong facilitation skills.
- Experience of working in place-based settings with multiple stakeholders.
- Good writing and analytical skills, with an accessible style of communication.
- The ability to identify, gather and analyse key information and deploy it effectively.
- Experience of supporting organisational development and planning.

Methodology

- Demonstrate in detail how the scope of works will be delivered, clearly broken down by project tasks, including any contingency arrangements required due to Covid-19.
- Set out a project timetable using the milestones provided, demonstrating in more detail how the work will be phased.

Price

- Detailed costing for all activities in the scope of works. Project costings should be clearly broken down by project tasks.
- Value for money.

Submission of Responses

Responses to this brief should be emailed to karen@foundationscotland.org.uk by 20th December 2021 with the subject heading 'Cairnryan Community Action Plan Tender'

Receipt of submissions will be acknowledged.

Applicants who are short-listed should prepare to be available for an online meeting to discuss their submission in Jan / Feb 2022. The date will be confirmed at a later point.

Submissions should include:

- A response to each of the individual criteria above
- Name, contact details and background of the lead consultant

If you wish to discuss this opportunity before tendering, please contact karen@foundationscotland.org.uk in the first instance to arrange.