

INVITATION TO TENDER

Tomintoul and Glenlivet Development Trust: Dorenell Community Links Footpath Project

March 2024

Organisations and self-employed individuals are invited to tender:

Implementation of feasibility study proposals to develop a footpath network in the Dorenell area: fundraising, finalising landowner agreements, managing path building contracts and developing long term maintenance strategies.



Dorenell Community Links Footpath Project

Background

The overall objective of this project is to create an integrated network of paths linking the communities in the Dorenell Wind Farm area (Dufftown, Auchindoun, Cabrach, Glenrinnies, Glenlivet and Inveravon), utilising and improving existing paths where possible.

The steering group managing this project includes Moray Council Access Officer, EDF Dorenell Ranger team, Glenlivet Estate, Tomintoul and Glenlivet Development Trust, Dufftown and District Community Association and Glenrinnies Community Centre.

A feasibility study has been carried out and a costed, prioritised action plan to create the network has been drawn up based on community consultation, landowner discussions and practical survey work. From the feasibility study, the estimated cost of creating the network as envisaged is £370,000. Of this amount, £220,000 has recently been secured from the EDF Renewables Dorenell Wind Farm Community Benefit Fund for capital works, as well as the funding for this project management role. The contractor will be required to raise the balance of funding to complete the programme of capital works, using the Dorenell funds as leverage.

Contractor Role

This contract is to implement the path proposals identified in the feasibility study, with guidance from the steering group and relevant stakeholders, working to agreed milestones and timescales over a two-year period.

The contract is offered to an organisation or an individual (on a self-employed basis) with relevant skills, with the contract held by Tomintoul & Glenlivet Development Trust. The contractor will report to the footpath steering group on a regular basis against key identified milestones and will be expected to work effectively under their own initiative.

The contract will be reviewed after the first year and renewal will be based on progress in initial 12 months.

The contract is based on equivalent of three days per week, worked flexibly to meet project milestones. Payment is based on a rate of up to £48,000 per annum pro rata depending on experience - £28,800 - with an additional budget of £3,000 to cover specific project expenses such as venue hire or essential equipment, to be agreed in advance by steering group. The contractor will be expected to work from their own base and provide own office equipment. Hours can be worked flexibly – payment will be based on monthly invoices supported by progress report on agreed project tasks and milestones.

Preference will be given to contractors based within or near the fund area.

Key Tasks

Key project tasks will include:

- Implementation of proposals set out in the feasibility study including further liaison with farmers and landowners to confirm precise details of and written agreement to proposed work.
- Obtain estimates from suitably experienced contractors to undertake the required capital work to improve or establish paths.
- Identify and secure additional funding for project implementation.
- Appointment and management of contractors to implement work.
- Design and installation of path signage and waymarking.
- Devise and implement annual condition review of each route.
- Develop and implement plans for future maintenance including strimming, mowing, replacing waymark disks etc.
- Work with community groups to develop workplans and strategy for volunteer involvement in survey, scrub clearance and other non-specialist maintenance work (including local residents, young people, businesses and e.g. Moray Council's unpaid work team)
- Work with steering group to develop creative and long-term promotion strategy for paths.
- Development or adaptation of safe lone working practices

The above may be subject to change over the course of the two-year timeframe with any change agreed by both contractor and steering group in advance. There is a requirement that the contractor will work flexibly and co-operatively to ensure the project priorities are met.

Period of Contract

The Contract will commence around 1st May 2024 and run for two years. Exact start date to be agreed with successful contractor. The contract will be reviewed after the first year and renewal will be based on progress in initial 12 months.

TGDT reserves the right to terminate the contract if the tender requirements are not adhered to.

Tender submissions

Tender submissions should demonstrate how the contractor meets the person spec in appendix one and outline relevant skills and experience to fulfil the contract key tasks. The applicant should demonstrate that they have adequate insurance in place and risk assessment, particularly where lone working will be required.

Please submit CV(s) and a short statement which outlines your approach to this project and which includes examples of similar projects.

Tenders should be submitted by 9am on 15th April 2024.

They should be submitted to oliver@tgd.org.uk, noting clearly on the subject line 'Dorenell Footpath Tender'.

Tenders received after the deadline may not be considered.

Interviews will be held in person in Dufftown on 23rd April 2024

Appendix One

Applicants should demonstrate the following skills and experience in their submission:

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
(1) Experience	<p>Hands-on experience of path works including vegetation control, surfacing, drainage and installation of features such as fencing, signage, bridges etc.</p> <p>Experience of Microsoft Excel, Word, and Outlook.</p>	<p>Demonstrable experience of liaising and co-ordination of activities with appropriate stakeholders, e.g., landowners, volunteers, contractors, Local Access Groups, Criminal Payback clients</p> <p>Experience of fundraising</p> <p>Experience of contract management</p> <p>Knowledge of relevant local geography</p> <p>Experience of developing and managing paths networks including preparation of path development and maintenance schedules</p>
(2) Education and Qualifications	<p>Demonstrable knowledge of Outdoor Access in Scotland legislation and countryside matters.</p> <p>School Education level qualifications with preference for Higher Maths and English.</p> <p>Willingness to learn new skills and extend knowledge.</p>	<p>Countryside management qualification or equivalent.</p> <p>Certificate of competence for chainsaws and related operations</p> <p>Certificate of competence for the application of pesticides with handheld sprayer (PA1 & PA6)</p>
(3) Skills/abilities (general)	<p>Effective organisational/time management skills.</p> <p>Ability to solve problems.</p> <p>Proven ability to work under own initiative.</p>	

<p>(4) Skills/abilities (specific to post)</p>	<p>Officer expected to travel efficiently and effectively between various locations within Moray. Due to the rural nature of Moray this is normally undertaken by use of a car/van then by cycle and on foot.</p> <p>Applicant should have a full clean current driving license.</p> <p>Ability to maintain accurate records Resilience and the ability to cope with changing priorities.</p> <p>Ability to work unsupervised for considerable periods.</p>	<p>Proven path building skills</p>
<p>(5) Inter-personal and social skills</p>	<p>Ability to communicate effectively with a range of different people.</p> <p>Ability to motivate self and others.</p> <p>Willingness to accept direction/ delegation.</p>	
<p>(6) Working environment and physical demands</p>	<p>Ability to work outdoors and walk for significant distances over varying terrains.</p> <p>Ability to work flexibly to meet the needs and demands of the role Ability to work from home.</p>	