



## **INVITATION TO TENDER**

### **Community Action Plan for Kirkcowan Closing date for tenders: 30<sup>th</sup> June 2025**

#### **1. Background**

Kirkcowan is a small community in south west Scotland that has an estimated population of 500. Kirkcowan Community Development Trust (KCDT) is the local anchor organisation, founded in 2015 with the primary purpose of developing and delivering projects using windfarm money, along with distributing these funds to other community organisations active in the area. KCDT has an active Board of Directors, which also includes representatives drawn from the Community Council.

KCDT last undertook an in-house community action planning process in 2019-2020 with the resulting [Action Plan covering 2020-2025](#). This is now expiring and the Board is keen to assess progress and open a new community-wide conversation about priorities for the next 3-5 year period. This will enable KCDT to maximise the opportunity provided by community benefit funds it receives and identify where resource and additional funding may be required.

KCDT will appoint an independent expert to design and facilitate a community planning process and produce a new Community Action Plan. This will capture the community's aspirations and priorities and also set out how these could be taken forward.

#### **2. About Kirkcowan Community Action Plan**

A Community Action Plan will support the KCDT to ensure that the funds are used distributed strategically and line with community priorities. At least £250,000 is guaranteed for the community each year for the next 15 years. This is a significant opportunity for Kirkcowan 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 an updated Community Action Plan will help to address this. It will support KCDT engagement with the wider community. It will also help to identify priority activities and projects aligned to Kirkcowan's specific wants and needs and help identify how community benefit money can best be used to deliver on these. Notably, Kirkcowan is a small community with a larger proportion of elderly residents who do not

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 provide a summary of current 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 meaningful 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 Community Council. The process may include:
  - A review of current services and facilities, including Local Development Plans
  - A widely distributed questionnaire survey. 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.
  - Marketing campaign and engagement through local media and online
  - Workshops or focus groups with target groups
  - Collate and analyse the data, identifying key findings
  - A public event feeding back and seeking to confirm / refine the findings.
- The consultant will work with a few key members of the Board throughout the Plan development process. Information gathered during the commission, including draft and final reports, shall remain the sole property of Kirkcowan Community Development Trust.

### **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 KCDT Board 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:

- 1) A profile of the area of Kirkcowan presented in an accessible and succinct format and highlighting key socio-economic information;
- 2) An audit of progress made in delivering the last Action Plan and an overview of current activity and services provided by community groups, local authority or others for the benefit of community members;
- 3) A community vision for the area and associated underpinning values and principles to guide implementation of the plan;
- 4) Identification of key themes or priorities and associated outcomes and activity linked to these themes for the next three - five years;
- 5) 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 (i.e. through which organisation or group, identifying where delivery partners could be involved or where there are gaps);
- 6) An outline of how the plan will be monitored and reviewed;
- 7) An explanation of the methodology behind the project and an Executive Summary for wider dissemination.

## 5. Budget

In line with the CARES guidance on community action planning linked to onshore renewables, the cost of your proposal should not exceed £12,000 inclusive of VAT where 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. As a guide, we expect the following weighting to each of the components in terms of costing:

Desktop research	5-10%
Community consultation	50-60%
Drafting the Community Plan	25-30%
Expenses (materials, venue hire, travel and subsistence)	0-5%

## 6. Timescales

The anticipated timetable for the commission is:

Milestone	Date
Closing date for tenders	30 <sup>th</sup> June 2025
Shortlisting of consultants by KCDT Board	Early July
Appointment of consultant by KCDT Board	Mid July
Community consultation and research activity by Consultant	July – September 2025
Draft Action Plan circulated to KCDT Board	Autumn 2025
Action Plan is finalised, published, and launched	Late Autumn 2025

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 Kirkcowan from the Kilgallioch and Glenchamber Wind Farms. Therefore, the Consultant's output will be included in the annual reporting back to the developers, SPR and RES, as well as to the wider community.

## **8. Management of the contract**

The contract will be held by KCDT. Foundation Scotland (KCDT's fund administrator) will assist with the tender process, but the commission will be managed by KCDT and all outputs should be submitted to them.

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

The successful consultant will be asked to confirm at appointment that they have the necessary insurances in place.

## **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 [sam@foundationscotland.org.uk](mailto:sam@foundationscotland.org.uk) by 30<sup>th</sup> June 2025 with the subject heading 'Kirkcowan 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 early July. 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 [sam@foundationscotland.org.uk](mailto:sam@foundationscotland.org.uk) in the first instance to arrange.