For people who love church buildings
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### Introduction

The National Churches Trust (NCT) is seeking an Evaluator to develop an evaluation framework for their new church support project in Northern Ireland (Treasure Ireland) to ensure that the project is achieving its aims and objectives. For further information see: [https://www.nationalchurchestrust.org/treasure-ireland](https://www.nationalchurchestrust.org/treasure-ireland)

Treasure Ireland has received funding through the National Lottery Heritage Fund, the Pilgrim Trust, the National Churches Trust and the Department for Communities. The budget allocated is the total amount on offer and no increases can or will be made.
Structure of the Invitation to Tender

This Invitation to Tender (ITT) is divided into a number of specific sections:

1. ITT Instructions.
   These instructions should be followed to ensure that your response covers all areas and is in the correct format and structure. By submitting a response to the ITT, you are declaring that you comply with all the relevant sections and stipulations.

2. Intention to bid
   This section provides details of how you should respond to NCT if you wish to submit a bid.

3. Service specific requirements
   This section provides the details of NCT specific requirements and you should ensure that all relevant responses are provided in your submission.

4. General company information
   This section requests certain general company information from you and all sections should be responded to.

5. Additional Information
   This section provides you with an opportunity to submit additional information in support of your submission.

Appendix 1: Terms and Conditions
Appendix 2: Treasure Ireland Brief
1. ITT Instructions

Please note that by submitting a response to this ITT that you agree and comply with all parts of the ITT Instructions section.

1.1 General instructions

1.1.1 This document is made available on the condition that the information contained within it is used solely in connection with the competitive process for this ITT and for no other purposes.

1.1.2 Whilst reasonable care has been taken in preparing this document, the information within it does not purport to be comprehensive or to have been independently verified. NCT accepts no liability or responsibility for the adequacy, accuracy or completeness of any information stated. No representation or warranty, express or implied, is given by NCT or any of its representatives with respect to the information contained herein or upon which this ITT is based. Any liability for such matters is expressly disclaimed.

1.1.3 NCT reserves the right, without prior notice, to change, modify, or withdraw the basis of its request and/or to reject all proposals and terminate negotiations at any time. In no circumstance will NCT incur any liability in respect of time, effort or costs incurred in regard to either discussions, meetings or time spent in respect of reviewing and/or responding to this document or any subsequent material.

1.1.4 This document is not intended to provide the basis for any investment decision. The recipients of this document must make their own independent assessment of the requirements after making such investigations and taking such professional advice as it deems necessary.

1.1.5 The information in this document shall be kept confidential by the Tenderer and may not be copied, reproduced, distributed or passed to any other persons, at any time, without the prior written authorisation of NCT. Ownership in any response to this ITT shall be vested in NCT upon delivery of the same and such response shall only be returned at the sole discretion of NCT and at the recipient’s cost.

1.1.6 This ITT is not a purchase order and does not constitute an offer capable of acceptance. This ITT does not commit NCT or any official of it to any specific course of action. The issue of this ITT does not bind NCT or any official of it to accept any proposal, in whole, or in part, whether it includes the lowest priced proposal, nor does it bind any officials of NCT to provide any explanation or reason for its decision to accept or reject any proposal. Moreover, while it is the intention of NCT to enter contract negotiations with the selected Tenderer, the fact that NCT has given acceptance to a specific Tenderer does not bind it or any official of it in any manner to the Tenderer.

1.1.7 Without prejudice to any prior obligations of confidentiality you may have, no publicity relating to this ITT or to the acceptance by NCT of any ITT response or to the letting of any future contract shall be released by you without the prior written approval of NCT.

1.1.8 You shall be deemed to have examined before the submission of your tender response, all the provisions in this ITT as well as regulations and other information relevant to your tender response, and to have fully considered the risks, contingencies, and other circumstances, which could affect the tender response. You shall be responsible for obtaining all information by the
making of reasonable and prudent inquiries and, by prior arrangement.

1.1.9 By submitting a Tender Response the Tenderer represents that it has read and understood the ITT. The Tenderer will consider the contents of any submitted tender response as an offer to contract.

1.1.10 Any attempt by Tenderers or their advisors to influence the contract award process in any way may result in the Tenderer being disqualified. Specifically, Tenderers shall not directly or indirectly, at any time:

a. Revise or amend the content of their Tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner or supplier;

b. Enter into any agreement or arrangement with any other person as to the form or content of any other Tender, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Tender;

c. Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a Tender;

d. Canvass NCT or any employees or agents of NCT in relation to this procurement; or

e. Attempt to obtain information from any of the employees or agents of NCT or its advisors concerning another Tenderer or Tender; or

f. Offer, pay, promise to pay, or authorize the giving of any financial or other benefit to any person for the purpose of obtaining an improper advantage, or otherwise conduct themselves in a manner contrary to any anti-bribery or anti money laundering legislation and/or regulations in the broadest sense (whether issued by the EU, the US, the UN or any other body) or any other such rule or legislation that may apply from time to time.

1.1.11 Tenderers are responsible for ensuring that no conflicts of interest exist between the Tenderer and its advisors, and NCT and its advisors and Partners. NCT reserves the right to disqualify any Tenderer that is guilty of any misrepresentation in relation to its Tender or the tender process. Any Tenderer who fails to comply with the requirements of this clause may be disqualified from the procurement process at the discretion of NCT.

1.1.12 Only information provided as a direct response to this ITT will be evaluated. Information and detail which forms part of general company literature or promotional brochures etc. will not form part of the evaluation process. Marketing material should not be included with your tender response. Supplementary documentation may be attached where you have been directed to do so. Such material must be clearly marked with the name of the organisation and the section to which it relates. All sections must be answered unless advised otherwise.

1.1.13 Please note that we may require clarification of the answers provided or ask for additional information.

1.1.14 The response should be submitted by an individual of the organisation, company or partnership who has authority to answer on behalf of that organisation, company or partnership.

1.1.15 Should there be any obvious typographical errors or misunderstandings in the ITT documentation then clarification should be sought. However, if the response is found to
misrepresent facts, the documents will be deemed void. In the case where the error or
misrepresentation is not discovered until after the contract is awarded, we reserve the right to
determine the contract and costs incurred by us as a result of the determination shall be
recoverable from the Tenderer under the contract.

1.1.16 If applying on behalf of a consortium, please list the names and addresses of all other
members of the consortium. Any contract will be entered into with the nominated lead
organisation and all members of the consortium, who will in these circumstances each be
required to execute said contract together with all ancillary documentation, evidencing their joint
and several liability in respect of the obligations and liabilities of the contract. It will be for
members of the consortium to resolve their respective duties and liabilities amongst each other.
For administrative purposes, any associated documentation will be sent to the nominated lead
organisation.

1.1.17 If subcontractors are proposed to assist in the delivery of the service, please list the
business names, registered offices, addresses and specific areas of service which they will
deliver.

1.1.18 It is the responsibility of tenderers to ensure that their tender is delivered not later than
the appointed time. NCT does not undertake to consider tenders received after that time unless
clear evidence of posting is available (i.e. a clear post mark and/or certificate of posting).

1.1.19 Whilst NCT is committed to selecting a supplier or suppliers, it reserves the right not to
accept any proposals or award the contract.

1.1.20 NCT does not bind itself to accept the lowest or any tender, and reserves the right to
accept a portion of any tender, unless the tenderer expressly stipulates otherwise on his tender.
The right is also reserved to award more than one contract.

1.2 Freedom of Information

1.2.1 NCT is subject to The Freedom of Information Act 2000 (Act) and The Environmental
Information Regulations 2004 (EIR).

1.2.2 As part of its duties under the Act or EIR, it may be required to disclose information
concerning the procurement process or the contract to anyone who makes a re
quest.

1.2.3 If the prospective Tenderer considers that any of the information provided in their response
is commercially sensitive (meaning it could reasonably cause prejudice to the prospective
Tenderer if disclosed to a third party) then it should be clearly marked as 'Not for disclosure to
third parties’ together with valid reasons in support of the information as being exempt from
disclosure under the Act and the EIR.

1.2.4 NCT will endeavour to consult with the prospective Tenderer and have regard to comments
and any objections before it releases any information to a third party under the Act or the EIR.
However, NCT shall be entitled to determine in its absolute discretion whether any information
is exempt from the Act and/or the EIR, or is to be disclosed in response to a request of
information. NCT will make its decision on disclosure in accordance with the provisions of the
Act or the EIR and will only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.

1.3 Responding to the ITT

1.3.1 All responses should be emailed with the subject header ‘ITT Response for Treasure Ireland Evaluation’ to nigel.mills@nationalchurchestrust.org

1.3.2 In responding to this ITT you specifically agree the following:

1.3.2.1 Having examined all parts of the ITT that the supply of the Goods and/or Services to NCT will be at the rates/prices as provided. All prices must be quoted on the basis indicated in the accompanying documents, except where the tenderer proposes alternative priced procedures, and should exclude VAT. Discounts for prompt payment should be stated. The basis of the price shall be inclusive of all costs, expenses and delivery to NCT.

1.3.2.2 That any other terms or conditions or any general reservations which may be printed on any correspondence emanating from the tenderer in connection with this tender or with any contract resulting from this tender, shall not be applicable to the ongoing relationship between NCT and the selected supplier(s).

1.3.2.3 That any contract whatsoever that may result from this tender shall be subject to the laws of England and Wales as interpreted in an English Court.

1.3.2.4 The prices quoted and all other information supplied in this tender are valid and open to acceptance by NCT for a period of 60 days from the tender return date specified in the ITT.

1.3.2.5 The essence of competitive tendering is that NCT shall receive bona fide competitive tenders from all companies tendering. In recognition of this principle, any response is declared to be a bona fide tender, intended to be competitive and that you have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

1.3.2.6 You declare that you have not done and undertake that you will not do any of the following acts:
   a. communicate with a person, other than the person calling for this tender, the amount or approximate amount of the proposed tender.
   b. enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted.
   c. offer to pay or give, or agree to pay or give, any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the requirement any act or thing of the sort described above.

In this declaration the word ‘persons’ includes any person and anybody or association, corporate or incorporate. The words ‘agreement or arrangement’ include any such transaction, formal or informal, whether legally binding or not.
1.4 Indicative Timetable

This timetable is indicative only and NCT reserves the right to change it at its absolute discretion.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date Due</th>
<th>Time Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue of ITT</td>
<td>28 September 2020</td>
<td>n/a</td>
</tr>
<tr>
<td>Opportunity to raise items for clarification ends</td>
<td>Wednesday 7 October 2020</td>
<td>12noon</td>
</tr>
<tr>
<td>NCT respond to clarification questions</td>
<td>Friday 9 October 2020</td>
<td>5pm</td>
</tr>
<tr>
<td>Return of completed response to ITT</td>
<td>Thursday 15 October 2020</td>
<td>5pm</td>
</tr>
<tr>
<td>Presentation to NCT (if required)</td>
<td>w/c 19 October 2020</td>
<td></td>
</tr>
<tr>
<td>Contract Awarded</td>
<td>w/c 26 October 2020</td>
<td></td>
</tr>
<tr>
<td>Contract term</td>
<td>November 2020 – March 2023</td>
<td></td>
</tr>
</tbody>
</table>

You are welcome to ask for further information to assist you in the preparation of your responses during the ‘Items for Clarification’ period. If you have an Item for Clarification please email Nigel Mills at nigel.mills@nationalchurchtrust.org during the opportunity period.

1.5 Evaluation

Tenders will be evaluated using the following criteria:

a. Approach 30%
   - Understanding and interpretation of requirements and ability to work within the National Lottery Heritage Fund criteria (in particular the use of the Logic Model): https://www.heritagefund.org.uk/publications/evaluation-guidance
   - Flexible approach
   - Quality of rationale for approach
   - Methodology and approach used to meet requirements
   - Imaginative and modern ideas to the brief
   - Ability to operate within project structure and governance arrangements
   - Clear project / implementation plan
   - Ability to work to deadlines

b. Experience, Capability and Capacity 40%
   - Appropriate skills and knowledge of Tenderer
   - Appropriate skills and knowledge of staff allocated to this project

Successful tenderers will also be expected to have suitable financial stability and have insurances and policies in place that are adequate to undertaking payment from public funds (as detailed in the general organisation requirements in Section 2 of this ITT). These requirements are mandatory and if not satisfied then NCT reserves the right at its absolute discretion not to award a contract irrespective of how the supplier has scored using the evaluation criteria.

More specifically, the response will be judged according to the following criteria. Relative order of the sub criteria is not intended to convey importance in evaluation:

a. Approach 30%
   - Understanding and interpretation of requirements and ability to work within the National Lottery Heritage Fund criteria (in particular the use of the Logic Model): https://www.heritagefund.org.uk/publications/evaluation-guidance
   - Flexible approach
   - Quality of rationale for approach
   - Methodology and approach used to meet requirements
   - Imaginative and modern ideas to the brief
   - Ability to operate within project structure and governance arrangements
   - Clear project / implementation plan
   - Ability to work to deadlines

b. Experience, Capability and Capacity 40%
   - Appropriate skills and knowledge of Tenderer
   - Appropriate skills and knowledge of staff allocated to this project
• Tenderer’s previous experience of National Lottery Heritage Fund Evaluation and of working with Places of Worship in Northern Ireland
• Previous experience of team allocated to the project
• Track record of achievement
• Availability and size of team
• Use of subcontractors
• Examples of work
• Accreditations / memberships

c. Value for Money and Added Value 30%
• Value for money, based on whole life costing
• Costs clear, transparent and fully inclusive
• Compliant with tender instructions and requirements
• Relevant and appropriate insurances
• Added value
• Local benefits / knowledge of the issues
2. Specification of services required

2.1 Project Details

**Background**

The National Churches Trust (NCT) supports and promotes church buildings of historic, architectural and community value. We are the only independent, UK-wide charity supporting churches, chapels and meeting houses of all Christian denominations.

Places of worship are an integral part of our nation’s architectural heritage and play a vital part in building and sustaining local communities. Church buildings are valued for many reasons. Where one finds solace, another finds inspirational architecture. Some churches provide poignant family memories, while others are commended for their presence in the community and the work they do in bringing local people together.

Incredible work is done by volunteers up and down the country to preserve these buildings for future generations and ensure that they remain at the heart of their local community. The National Churches Trust is here to help them address the challenges and opportunities they face.

The Trust, founded in 2007, is the successor to the Historic Churches Preservation Trust (HCPT), created in 1953.

The aims of the National Churches Trust are:

- to help **maintain** the UK’s heritage of church buildings and to **enhance** their ability to serve local communities
- to **promote** the benefit to communities of church buildings and to **inspire** everyone to value and enjoy them.

The Trust’s website [www.nationalchurchestrust.org](http://www.nationalchurchestrust.org) provides more information about the organisation and its work.

In 2020 NCT was successful in a bid to the National Lottery Heritage Fund to establish a church support project for Places of Worship in Northern Ireland (Treasure Ireland): [https://www.nationalchurchestrust.org/treasure-ireland](https://www.nationalchurchestrust.org/treasure-ireland)

**The Project: Treasure Ireland**

Treasure Ireland aims to support an improvement in the maintenance and sustainability of historic places of worship in Northern Ireland (NI). At its core will be a Community Grants programme, funded jointly by the Heritage Fund, the Pilgrim Trust, the National Churches Trust and the Department for Communities. The fund offers grants of between £500 - £10,000 for proactive repairs and maintenance to prevent fabric deterioration that often leads to larger problems. Church volunteers will have access to vetted contractors on framework contracts bookable through MaintenanceBooker.
The project will use training and mentoring support, plus video guides to address skills and capacity issues affecting NI places of worship. Following feedback from the NI POW Forum, training will be offered on managing a capital project, writing funding bids, maintenance skills and systems, and interpretation / tourism.

Treasure Ireland will work with churches to improve their community engagement, marketing and interpretation with the aim to increase the number of people visiting NI churches for days out or as part of a holiday. At least 100 NI churches will be added to ExploreChurches over 3 years to provide potential visitors with information on what is significant about the churches, and what activities take place in the buildings.

Approved Purposes of the Treasure Ireland Project

The Treasure Ireland Project is jointly funded by the National Lottery Heritage Fund, the Pilgrim Trust, the National Churches Trust and the Department for Communities. The approved purposes of the National Lottery Heritage Grant are:

- manage and deliver a Community Grants programme, offering grants of between £500 - £10,000 to between 10-30 churches per year. Repair work is likely to include work to roofs and rainwater goods, lime mortar, masonry and stonework, windows and doors, as well as to non-compliant lightning protection systems;

- deliver 21 training sessions in tourism skills, tourism interpretation development, managing building projects, writing funding bids, maintenance skills and systems, and social media platforms (up to 30 people per session);

- develop 6 church tourism themed lists/trails/articles, published on ExploreChurches and/or partner websites - e.g. Visual Treasures, Belfast Church Crawl, Church cycling tour, Poets, Musicians and Authors;

- develop 5 themed bookable tourism experiences aimed at overseas visitors and independent travellers, promoted through ExploreChurches;

- develop a church mentor programme for 10 volunteer mentors who have successfully delivered church fabric projects;

- produce 3 short films (inc. professional photography) on NI church maintenance issues;

- deliver 3 social media marketing campaigns;

- develop digital outputs - including NI pages on MaintenanceBooker and NI landing page on ExploreChurches and National Churches Trust (NCT) website; add at least 100 NI churches to ExploreChurches;

- appoint a Church Support Officer (0.8 fte, homebased in NI);

- In year one, attention will be focused (but not limited) towards 24 buildings that completed drone surveys during the NCT / UHCT maintenance pilot. The 24 churches include Church of Ireland, Catholic, Presbyterian and Methodist churches. Years 2-3
grants will be targeted more widely to churches across NI.

**Requirements of the appointment**

The consultant will be required to:

1. Undertake research into how the project can be evaluated to ensure the project aims and objectives are achieved.

2. Develop the evaluation framework, methodology, data management systems, timelines, and questions/forms with support from the Church Support Officer, the Church Tourism Manager and the NCT Head of Church Support.

3. Conduct interviews and analyse data to the specification agreed to complete the evaluation of the project.

4. Produce an interim report in 2021 using data from the grants, training, ExploreChurches and MaintenanceBooker elements of the project, with recommendations on how the project could be improved. Report on the interim report at the NI POW Forum.

5. Produce a draft and final report on how the project delivered against the agreed outputs and outcomes in 2023.

6. Present the report at the NI POW Forum in March 2023 with the Church Support Officer.

7. The work must take into consideration all current legislation and funder requirements which would affect the project, including Health and Safety, Disability Discrimination, Data Protection, and digital outputs to a Creative Commons licence (CC BY BC).

**2.2 Pricing**

We have a budget of £8,400 + VAT. This is to include all costs and expenses.

We will pay this cost in instalments based on agreed milestones. Please provide your proposed fee structure. The proposal should be open for acceptance for at least 60 days and valid for the term of the contract.

**2.3 Insurance requirements**

The appointed supplier will be required to maintain appropriate levels of insurance in a number of areas. Please complete the enclosed table and supply copies of relevant policies as appropriate:

<table>
<thead>
<tr>
<th>Area</th>
<th>Level of cover expected</th>
<th>Level of cover currently held</th>
<th>Level of cover to be provided</th>
<th>Further details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public liability</td>
<td>£1m</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employer's liability</td>
<td>£1m</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Indemnity</td>
<td>£1m</td>
<td></td>
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</tbody>
</table>
2.4 Timeline and delivery

The Treasure Ireland Project received Permission to Start from the National Lottery Heritage Fund in May 2020. The Church Support Officer was appointed in August 2020 and the Grants Programme was launched in September 2020. For further background information see our website: https://www.nationalchurchestrust.org/treasure-ireland

The timeline for the evaluation report would be as follows:

- An interim evaluation report should be submitted to the Northern Ireland Church Support Officer by 30 September 2021.

- A draft of the project evaluation report should be submitted to the Northern Ireland Church Support Officer by 31 January 2023. After editing, the final report should be submitted to the Church Support Officer by 28 February 2023.

- Please provide your proposed timeline to deliver the evaluation activity. It is important that the time table is able to be kept to, and is kept. We are time bound to our funding body.

2.5 Quality

Please provide details of how you manage quality and whether you hold any relevant quality accreditations or industry specific accreditations.

2.6 Conflicts of interest

Identify any potential conflicts of interest relating to this contract.

2.7 Customer References

Please provide 3 relevant corporate customer references within the last three years on a comparable scale and relevance. No more than one side of A4. Provide contact details for NCT to speak to the referees at an appropriate time.
# 3. Other Response Requirements

## 3.1 Organisation information

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1.1</td>
<td>Full name of organisation (this should be the name of the organisation acting as prime contractor, where applicable).</td>
</tr>
<tr>
<td>3.1.2</td>
<td>Trading name of organisation (if different from above).</td>
</tr>
<tr>
<td>3.1.3</td>
<td>Date of formation</td>
</tr>
<tr>
<td>3.1.4</td>
<td>Registered number if a limited company (please supply a copy of the certificate of incorporation and any certificate of change of name)</td>
</tr>
<tr>
<td>3.1.5</td>
<td>Registered address of organisation and address of principal trading office</td>
</tr>
<tr>
<td>3.1.6</td>
<td>Phone number</td>
</tr>
<tr>
<td>3.1.7</td>
<td>Email address</td>
</tr>
<tr>
<td>3.1.8</td>
<td>Names and positions of team who will be delivering this project</td>
</tr>
</tbody>
</table>
4. Additional Information

Tenderers are invited to provide any additional information in support of their offer. This may include references to any section previously covered, or further information which may be of interest to NCT.

Nigel Mills
Senior Church Support Officer
National Churches Trust
020 3937 9850
nigel.mills@nationalchurchestrust.org
Appendix 1: Terms & Conditions

This appendix contains the terms of NCT standard Terms & Conditions for services.

By submitting a tender, the Tenderer is agreeing to be bound by the terms of this ITT and the agreements. As such, if the terms of the agreements render proposals in the Tenderer’s tender unworkable, the Tenderer must submit full details of the unworkable/unacceptable provisions within the Agreement.

Following receipt of this response, NCT will consider whether any amendment to the Agreement is required. Any amendments will be published through a Clarifications Log and will apply to all Tenderers. Where both the amendment and the original drafting are acceptable and workable to NCT, NCT will publish the amendment as an alternative to the original drafting. In this case, Tenderer’s should indicate if they prefer the amendment; otherwise the original drafting will apply. Any amendments which are proposed, but not approved by NCT through this process, will not be acceptable and may be construed as a rejection of the terms of the Agreement leading to the disqualification of the tender.
Appendix 2: Treasure Ireland Brief

This appendix contains a brief for the Treasure Ireland project.

The project is jointly funded by the National Lottery Heritage Fund, the Pilgrim Trust, the National Churches Trust and the Department for Communities.

The project is supported by the Ulster Historic Churches Trust, Ulster Architectural Heritage, Institute of Historic Building Conservation (Northern Ireland) and the Northern Ireland Places of Worship Forum and is managed by the National Churches Trust.

Background:
Treasure Ireland aims to support an improvement in the maintenance and sustainability of historic places of worship in Northern Ireland (NI). At its core will be a Community Grants programme, funded jointly by the Heritage Fund, the Pilgrim Trust and the National Churches Trust. The fund would offer grants of between £500 - £10,000 for proactive repairs and maintenance to prevent fabric deterioration that often leads to larger problems. Church volunteers will have access to vetted contractors on framework contracts bookable through MaintenanceBooker.

The project will use training and mentoring support, plus video guides to address skills and capacity issues affecting NI places of worship. Following feedback from the NI POW Forum, training will be offered on managing a capital project, writing funding bids, maintenance skills and systems, and interpretation / tourism.

Treasure Ireland will work with churches to improve their community engagement, marketing and interpretation with the aim to increase the number of people visiting NI churches for days out or as part of a holiday. At least 100 NI churches will be added to ExploreChurches over 3 years to provide potential visitors with information on what is significant about the churches, and what activities take place in the buildings.

Project Objectives:
The Treasure Ireland Project is jointly funded by the National Lottery Heritage Fund, the Pilgrim Trust, the National Churches Trust and the Department for Communities. The Approved Purposes of the National Lottery Heritage Grant are:

- manage and deliver a Community Grants programme, offering grants of between £500 - £10,000 to between 10-30 churches per year. Repair work is likely to include work to roofs and rainwater goods, lime mortar, masonry and stonework, windows and doors, as well as to non-compliant lightning protection systems;

- deliver 21 training sessions in tourism skills, tourism interpretation development, managing building projects, writing funding bids, maintenance skills and systems, and social media platforms (up to 30 people per session);

- develop 6 church tourism themed lists/trails/articles, published on ExploreChurches and/or partner websites - e.g. Visual Treasures, Belfast Church Crawl, Church cycling tour, Poets, Musicians and Authors;
- develop 5 themed bookable tourism experiences aimed at overseas visitors and independent travellers, promoted through ExploreChurches;

- develop a church mentor programme for 10 volunteer mentors who have successfully delivered church fabric projects;

- produce 3 short films (inc. professional photography) on NI church maintenance issues;

- deliver 3 social media marketing campaigns;

- develop digital outputs - including NI pages on MaintenanceBooker and NI landing page on ExploreChurches and National Churches Trust (NCT) website; add at least 100 NI churches to ExploreChurches;

- appoint a Church Support Officer (0.8 fte, homebased in NI);

- In year one, attention will be focused (but not limited) towards 24 buildings that completed drone surveys during the NCT / UHCT maintenance pilot. The 24 churches include Church of Ireland, Catholic, Presbyterian and Methodist churches. Years 2-3 grants will be targeted more widely to churches across NI.

**Timescale for the Treasure Ireland Project:**

**Outcomes for the Evaluation Work:**
The consultant will be required to:

- Undertake research into how the project can be evaluated to ensure the project aims and objectives are achieved.

- Develop the evaluation framework, methodology, data management systems, timelines, and questions/forms with support from the Church Support Officer, Executive Director of NCT Heritage Services Limited, the Church Tourism Manager and the NCT Head of Church Support.

- Conduct interviews and analyse data to the specification agreed to complete the evaluation of the project.

- Produce an interim report in 2021 using data from the grants, training, ExploreChurches and MaintenanceBooker elements of the project, with recommendations on how the project could be improved. Report on the interim report at the NI POW Forum.

- Produce a draft and final report on how the project delivered against the agreed outputs and outcomes in 2023.

- Present the report at the NI POW Forum in March 2023 with the Church Support Officer.

- The work must take into consideration all current legislation and funder requirements which would affect the project, including Health and Safety, Disability Discrimination, Data
Protection, and digital outputs to a Creative Commons licence (CC BY BC).

**Methodology for the Evaluation**
The work will be desk-based. On-site visits to relevant churches, contractors, training events or Northern Ireland Places of Worship Forum may also be required.

**Timetable for Evaluation**
An interim evaluation report should be submitted to the Church Support Officer by 30 September 2021.

A draft of the project evaluation report should be submitted to the Church Support Officer by 31 January 2023. After editing, the final report should be submitted to the Church Support Officer by 28 February 2023.

**Costs for the Evaluation**
The budget for the evaluation will be £8,400 + VAT, inclusive of expenses.

**Reporting**
The nominated contact person will be the Church Support Officer, to be recruited following confirmation of the grant award. The consultant is expected to contact the nominated officer at the start of the project and on submission of reports, for clarification. Two copies of the reports should be submitted by the deadline dates. In addition, an electronic version of the final report should be supplied by email.

**Proposal to Tender**
The contractor’s proposal to tender for this work should include details of:
- The relevant experience and competency possessed by the contractor and other personnel who will work on the project;
- The methodology to be used in the work;
- Full costs and expenses;
- A timetable for the proposed work;