



Education and Action towards Sustainable Living

## Forth Valley Orchard Regeneration Initiative Invitation to Tender for Consultants' Role –Tender Details

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### Summary

Forth Environment Link (FEL) is issuing an invitation to consultant/s to tender for work to implement the *Mapping & Feasibility* stage of the *Forth Valley Orchard Regeneration Initiative*.

The *Mapping & Feasibility Study* will establish the current and potential contribution of the orchards to the economic and natural heritage value for communities in Forth Valley. It will take place over the predominantly, but not exclusively rural areas of the 3 Unitary Authorities of Clackmannanshire, Falkirk and Stirling. This phase will engage landowners, communities and schools in identifying the location of orchards and fruit trees, species and varieties, and produce a database of information, and a map of these orchards. Through community involvement, we wish to capture the ideas of people to enhance the orchard resource for the future.

FEL has been aware of a local interest in fruit trees and orchards since 2002, stimulated through events it has delivered such as a school Apple Day in 2002, an orchard pruning workshop in February 2006, and co-ordinating an apple collection for a Borders' drinks company in 2007. Requests have continued to come in from growers offering their produce. Contact with Farmers Markets in Stirling, Bo'ness and Falkirk, as well as local village markets in Killearn, Kippen and Thornhill has consistently highlighted a demand for an initiative such as this.

Given the combination of tradition, interest and new developments, Forth Environment Link is aware that the time is right to develop an initiative that both enhances the orchard resource across Forth Valley, but also raises further interest and engagement of communities in their creation, innovative co-operative processing of the crop, and enjoyment of the wildlife and natural history interest.

The development of the initiative has also been inspired by the Tayside Biodiversity Partnership's Carse of Gowrie Orchards, and Clyde Valley Orchard initiatives.

This project is being part-financed by the Scottish Government and the European Community Forth Valley & Lomond LEADER 2007 - 2013 Programme, Scottish Natural Heritage, and Falkirk Environment Trust for this phase (Phase 1), which will run from 1 May 2009 until 31 March 2010.

### Orchards in Forth Valley

Forth Valley has a tradition of orchards stretching back to monastic times - Cambuskenneth Abbey Orchard, for example. Although only a few traditional orchards remain today, most are in a neglected state. There are also a number of rural and urban gardens with both productive and neglected fruit trees, many of whose owners would like to bring them back into production to make the best use of the crop, but lack the skills and knowledge to do so.



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Orchards represent a very important food and natural heritage resource. They also offer a wealth of opportunities for communities to become engaged in orchard management and creation, and the multiple benefits that involvement brings. Communities such as Riverside in Stirling and Callander are currently exploring the possibilities of creating new community orchards.

### **Initiative Aims**

This initiative aims to identify and map the nature and extent of the orchard resource (including individual fruit trees) predominantly in rural Forth Valley. During this mapping phase, the aim is to raise the profile and awareness of the potential benefits of this resource with landowners and the wider community of Forth Valley. Benefits include e.g. cropping, processing, improving biodiversity, healthy eating, providing green recreation & tourism opportunities, engaging community groups (including young people) in caring for the trees, and training & education.

The initiative then aims to produce data and evidence supporting the benefits that it highlighted to build a case for the work to continue going forward in the Forth Valley. The longer term aim of the initiative is to encourage this resource to be utilised in a sustainable manner for multiple-use and benefit to the local area, eg crop, health, biodiversity, tourism, education and recreation. This will be the 2<sup>nd</sup> phase of the initiative and is outwith the scope of this tender.

### **Role of the Consultants**

Given the broad spectrum of potential stakeholders to be involved in the initiative, FEL aims to recruit consultant/s to form a team to deliver the outputs required. The consultant/s will be expected to have experience in landowner / community (including GreenMapping) / schools involvement in initiatives and projects of a similar nature. Each of the roles is complementary and requires each specialist to liaise closely with each other throughout the period of the contract, including attending project meetings.

### **Approach to Study**

It is envisaged that the study will be a combination of desk-based research, telephone and visits to landowners, and other community and business members. It will also involve developing and delivering participatory workshops and educational activities with community members and schools.

Additional detail on each of the initiative's objectives is provided below. Although the Reporting & Outputs are prescriptive, the final methodology is expected to be agreed following the start of the initiative and at the initial meeting.



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### **Initiative Objectives & Detail Required**

Many of the objectives of the study overlap. Where required, reference will be made to the relevant overlapping Objective number:

***Objective 1 - Determining the number and extent of orchards, and identify the species and variety of fruit trees in Forth Valley (Clackmannanshire, Falkirk and Stirling Unitary Authority Areas)***

Objective detail:

- a. A desktop study and literature review of traditional orchards and fruit trees in Forth Valley.
- b. Identifying and visiting orchard and tree owners listed in FVFL's databases and other sources.
- c. Development of an Orchard Survey, and Landscape Character forms to capture data from landowners.
- d. Identification of tree species and varieties in each orchard and for each fruit tree.

Reporting & Outputs:

- a. An Orchard Survey Form and Landscape Character forms developed and used to capture details on the owner, contact details, orchard or fruit tree location, hectareage, status, numbers, species, variety, condition, landscape character and management.
- b. A database of information captured from the above two forms. This data will also form a data set for GIS mapping.
- c. A GIS map showing the extent of orchards in Forth Valley.

***Objective 2 - Involving landowners and communities in the mapping study, using a variety of participatory tools (including GreenMapping), to raise awareness of, increase interest in, and take 'ownership' of the orchard resource.***

The participatory methods will involve a wide range of potential stakeholders, and will include GreenMapping, educational activities for schools, online questionnaires, press articles, freepost return postcards, dedicated pages and polls on Forth Valley Food Links' / FEL websites (<http://www.fvfl.org.uk> / <http://www.forthenvironmentlink.org>).

Objective Detail:

- a. Identifying locations for, and organising and delivering a series of participatory GreenMap workshops throughout the rural LEADER area to bring together landowners, community and business members.
- b. Identifying schools to participate in, organising and delivering educational activities on the theme of 'fruit trees and their benefits'.
- c. Devising and posting online questionnaires (SurveyMonkey or other similar online questionnaire provider), press articles, freepost return postcards,



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dedicated pages, and polls on Forth Valley Food Links website (<http://www.fvfl.org.uk>), to encourage participation and feedback.

**Reporting & Outputs:**

- a. Delivery of 6 participatory GreenMap workshops (Stirling x 3; Clackmannanshire x 1, Falkirk x2).
- b. Production of a GreenMap with icons representing the location of orchards and fruit trees, with associated data on species, numbers and varieties.
- c. Transference of GreenMap details to the Open GreenMap website at [www.opengreenmap.org](http://www.opengreenmap.org).
- d. Posting one online questionnaire with closing date.
- e. Distributing 2,000 postcards throughout community and business outlets.
- f. Preparation of 11 x monthly articles for posting onto FVFL / FEL websites.

***Objective 3 - Assessing the orchards' current and potential contributions to the culture and economy of Forth Valley.***

Information and data for this objective will be captured in the reporting and outputs for Objectives 1 and 2. Throughout the participatory workshops and school activities, participants will be asked to highlight areas of interest and identify potential projects for Phase 2. Businesses and public sector organisations will be consulted on the potential economic benefits to them of the initiative.

**Objective Detail:**

- a. Development of an Orchard Survey, and Landscape Character forms to capture data from landowners.

**Reporting & Outputs:**

- a. Section of final report that evaluates the current and potential contributions to the culture and economy of Forth Valley.

***Objective 4 - Assessing the natural heritage and landscape value of orchards across Forth Valley***

Information and data for this objective will be captured in the reporting and outputs for Objectives 1 - 3.

**Objective Detail:**

- a. Development of an Orchard Survey, and Landscape Character forms to capture data from landowners.

**Reporting & Outputs:**

- a. Section of final report that assesses the natural heritage and landscape value of orchards across Forth Valley.



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### ***Objective 5 - Providing recommendations on sustainable management and enhancement options for Forth Valley orchards.***

Having gathered and collected data and information from all participatory methods, the final report will make specific recommendations for action in Phase 2 – the implementation phase of the initiative.

Objective Detail:

- a. Collation of all data and information from Objectives 1 – 4.

Reporting & Outputs:

- b. Section of final report that makes recommendations on sustainable management and enhancement options for Forth Valley orchards.

### ***Objective 6 - To determine the type and level of community resources (e.g. tools, expertise) available to manage and create orchards.***

The participatory workshops and other consultation methods will assess participants' skills available and training needs, to enable creation and management of orchards and fruit trees.

Objective Detail:

- a. Collection of data using questionnaires and on-line survey (as per Objectives 1 & 2)

Reporting & Outputs:

- a. Section in final report, listing the expertise available and required, and tools required for Phase 2 implementation stage.

### ***Objective 7 - Producing information to be disseminated to landowners and communities.***

The final report findings will be presented at a seminar event for participants, landowners and businesses, and will form a basis for the development of the implementation phase of the initiative.

Objective Detail:

- a. Collation of all data into a final report.
- b. Dissemination of the report via an afternoon / evening seminar.

Reporting & Outputs:

- a. A final report in paper copy and in electronic format (MS Word and PDF).
- b. A final afternoon / evening seminar to disseminate the results of the final report.



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**Sustainability**

FEL's ethos is to deliver successful programmes at grassroots level with the aim of informing and encouraging environmental awareness and more sustainable lifestyles. As an organisation, FEL seeks, therefore, to minimise its Carbon Footprint in the delivery of its programmes and projects, and aims to manage its processes more sustainably. Contracts will be awarded to deliver the best value that meets the needs of FEL in a sustainable way.

The following sustainability criteria apply to all contracts let by FEL:

- Minimal use of paper and other consumables
- Using recycled and reusable products
- Minimising waste
- Sustainable management of the office
- Reducing energy use and carbon emissions (including use of sustainable transport)
- Promotion of renewable energy use
- Increasing biodiversity

**Timescales & Reporting Timetable**

The initiative will run from 1 May 2009 until 31 March 2010, by which time, all outputs will be delivered.

The intended timetable for the tender process and study timetable is:

| <b>Activity</b>                          | <b>Date</b>          |
|--|----------------------|
| <b>Issue invitation to tender</b>        | By 25 May 2009       |
| <b>Tender return date</b>                | 5.00 pm, 1 June 2009 |
| <b>Award Contract</b>                    | By 11 June 2009      |
| <b>Contract start date</b>               | 15 June 2009         |
| <b>Initial project meeting</b>           | By 22 June 2009      |
| <b>Draft report</b>                      | By 8 February 2010   |
| <b>Final report</b>                      | By 8 March 2010      |
| <b>Final afternoon / evening seminar</b> | By 31 March 2010     |

**Initiative Budget**

The contractor/s' roles, and funding allocation for the contractor/s is as follows:

Desktop research; literature review; fieldwork survey; report writing and presentation; database population; participatory community and school events; travel and subsistence expenses = £10, 480.



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**Tender submission details**

**Consultants are requested to provide:**

- One paper copy of their tender submission.
- An electronic submission to be sent to [diane@fvfl.org.uk](mailto:diane@fvfl.org.uk).

**Submissions should include:**

- a corporate or individual *curriculum vitae*,
- details of other similar work that the contractor has undertaken recently;
- details of the people who would undertake the contract, including the number of days allocated to each person, the particular tasks they would undertake, and their relevant skills and experience of working with community organisations and/or public agencies); and
- details on the methodology the consultant/s propose/s to use to meet the objectives
- confirmation that the work can be completed within the proposed timetable;
- details of costs for carrying out the work as specified, clearly itemised to indicate the day rates for the named personnel and number of days of work on which they are based, and any other costs, including expenses, which can be anticipated. VAT, if applicable, should be shown separately. Costings should take into account the need for at least 3 meetings with the Project Officer who is based in Stirling (other locations in Scotland could be considered by mutual agreement).
- Your postal address and other contact details (include the name of someone with whom the brief can be discussed)
- The submission will arrive at the **Forth Environment Link office at 7 Stirling Business Centre, Wellgreen Place, Stirling, FK8 2DZ, by 5.00 pm on Monday, 1 June 2009**. Multimaps link: <http://www.multimap.com/maps/?qs=fk8+2dz&countryCode=GB>.

**Any queries should be addressed to:**

Diane Alderdice  
Project Officer  
Forth Environment Link  
Forth Valley Food Links  
7 Stirling Business Centre  
Wellgreen Place  
Stirling  
FK8 2DZ

Tel: 01786 449215  
Email: [diane@fvfl.org.uk](mailto:diane@fvfl.org.uk)



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### Appendix 1 – About Forth Environment Link

*Forth Environment Link (FEL)* is a small but vibrant organisation, delivering a variety of programmes, projects and services at grassroots level with the aim of informing and encouraging environmental awareness and more sustainable lifestyles, for people of all ages and communities across the Forth Valley area. Currently based in central Stirling, there is 6 part-time staff employed to support the current and ongoing work.

The organisation has grown since 1989 from a volunteer-run nature club into a Registered Company with Charitable Status since 2004, providing essential professional services and programmes with support from a number of key partners, including *Stirling Council*, *Forth Valley NHS*, *Scottish Natural Heritage* and *SEPA*. Our current projects cover a range of subject areas including; waste minimisation and the Master Composter Scheme; the Real Nappy Network; biodiversity; local food and support for the Eco-Schools Programme.

In July 2008, *Forth Valley Food Links (FVFL)*, the organisation working with individuals, communities and local food producers to increase access to fresh, local produce, merged with *FEL* after nearly seven years of achievement. *FVFL* is now a project within *FEL*, aimed at linking individuals and communities from the Forth Valley with food producers to increase access to local produce and ensure long term health, social and environmental well-being.

This project is being part-financed by the Scottish Government and the European Community Forth Valley & Lomond LEADER 2007 - 2013 Programme; Scottish Natural Heritage; and Falkirk Environment Trust.

