

‘Transforming the Trent Valley’ Landscape Partnership Scheme

Specification for delivering a youth-led oral history project (“Tales of the Riverbank”) within the Transforming the Trent Valley scheme area

Summary

Our Partnership is looking for organisations with proven experience in conducting oral history projects with young people (13-21 years old), with the aim of working with local young people to produce an exhibition and series of audio/visual clips which explore local history and lived experience of a geographical area (the Trent Valley in East Staffordshire and South Derbyshire).

Overview

Transforming the Trent Valley is a National Lottery Heritage Fund Landscape Partnership Scheme that is being delivered over 5 years between April 2019 and March 2024. Our Partnership comprises 18 Board members including statutory bodies, voluntary organisations and quarry companies from across Staffordshire and Derbyshire. We have joined together under a common vision to *“create wildlife-rich waterways and wetlands at the heart of a resilient, accessible, beautiful and culturally rich Trent Valley.”*

Staffordshire Wildlife Trust (SWT) is the lead partner and accountable body for the scheme. SWT is responsible for monitoring the outputs and outcomes of the scheme, evaluating the success of the projects and our partnership, and documenting our achievements to create exciting and informative interpretation and online media.

Support Staffordshire are a delivery partner in the scheme, responsible for delivering three projects – ‘Community Engagement’, ‘Big Washlands Watch’ and ‘Tales of the Riverbank’. Support Staffordshire provides countywide support for the Voluntary, Community and Social Enterprise (VCSE) sector.

Background to the ‘Transforming the Trent Valley’ Landscape Partnership Scheme

Transforming the Trent Valley (TTTV) is an evolution of a pre-existing partnership of Staffordshire-based organisations (known collectively as the Central Rivers Initiative) with an interest in the Trent Valley. This former Staffordshire-focused landscape has expanded to include Derbyshire and a wider partnership base. Covering 200km², the landscape focuses on the River Trent and its tributaries (River Tame and River Dove) between Rugeley, Tamworth, Uttoxeter and South Derby.

The area is both naturally and culturally rich in character and yet is under extreme industrial and developmental pressure.

See the accompanying map to understand the geographical reach of our landscape.

The TTTV Partnership are delivering sixteen projects that work towards achieving our vision for the Trent Valley and contribute towards our three core themes:

Connecting Communities through Action: a selection of community focused projects that encourage participation, volunteering, education, training and well-being.

River Valley Connections: projects that focus on physical access to the landscape through walking, cycling and paddling, and intellectual access through information and interpretation.

Transforming the Landscape: a range of projects that have the cultural and natural heritage of the landscape at their core looking to preserve and protect these assets for posterity. The focus is on the River Trent and its floodplain.

Background to The National Lottery Heritage Fund Landscape Partnership Scheme

The National Lottery Heritage Fund (The Fund) Landscape Partnership Scheme programme is for schemes led by partnerships of local, regional and national interests which aim to conserve areas of distinctive landscape character throughout the UK. Grants of between £100,000 and £3million are available. The Fund supports schemes that make a lasting difference for heritage, people and communities in the UK. The Transforming the Trent Valley Partnership Scheme (LPS) is made up of 16 individual projects within a defined landscape character area. These individual projects will be integrated in a way that achieves a long-term legacy for the area.

Specification

The 'Tales of the Riverbank' project was written into the Landscape Conservation Action Plan as a key project to engage young people with the Trent Valley landscape, and natural and cultural history.

We have identified a need to tender for an organisation to lead this project which has both experience in delivering youth-led projects around oral history, and producing high quality audio/visual footage that can also be used in interpretation elsewhere in the TTTV scheme (e.g. on website/social media/documentaries). You will also support the young people to plan an exhibition to showcase their work at the end of the project.

This project will enable young people (aged 13-21) to engage with the Trent Valley landscape through a youth led project exploring their local history, as well as building inter-generational relationships between the young people and the older interview subjects.

Through conversations with interested parties during the TTTV scheme so far such as youth groups, secondary schools and National Citizen Scheme groups, it has been identified that this project would work best if it focussed on the local areas within the scheme area, rather than approach this as a 'scheme-wide' project, as the TTTV scheme area covers a wide area with many different demographics and cultural histories.

For example, one group of young people in Rugeley may choose to explore memories of the Rugeley Power Station, and how local people feel about the recent demolition of the iconic cooling towers. Another group based along the River Dove may explore the stories of the pillboxes that sit along the riverbanks, asking their parents and grandparents for stories of how they played in and around the pillboxes. A group based in Burton might explore the development of the town over the years. This may mean that several groups of young people are completing this project concurrently, and can come together in a final exhibition to share their experiences and discoveries.

The final exhibition should be planned with the input of the young people involved in the project, and should be a celebration of the achievements of the young people as well as showcasing the stories of the Trent Valley. The exact details of the exhibition should be led by the young people, but should include a physical aspect that can be 'toured' through the landscape and hosted at different sites such as libraries and community centres, as well as an online resource that can be hosted on the Transforming The Trent Valley website. The audience will be those who have contributed to the project, as well as individuals who are interested in the social history of the area.

You should consider how you will promote the Transforming the Trent Valley scheme throughout the project, and ensure you are using our logos and branding correctly according to our brand guidelines.

You should also consider how you are going to evaluate the outputs and outcomes of the project, in line with the agreed outputs and outcomes agreed with the National Lottery Heritage Fund, which are outlined in the project plans in the Landscape Conservation Action Plan (<https://www.thetrentvalley.org.uk/resources.php>).

Due to the nature of the project, organisations must have an up to date safeguarding/child protection policy, and ensure that staff working with the young people are DBS checked.

It is expected that this project should be concluded no more than **12 months** after the contract has been awarded.

Scope of the brief

- Review the work already completed by the Community Engagement Officer and Cultural Heritage Officer, which has begun to establish the desire for people in the community to engage with this project and the themes and stories which are emerging. Some online engagement and posters/graphics have been produced that can be used to give inspiration to the youth groups. This can be found on our website <https://www.thetrentvalley.org.uk/childhoodmemories.php>
- Find youth groups/young people to help plan the project and conduct interviews/edit footage/plan the exhibition. A minimum of 15 young people should be engaged through the project. The Community Engagement Officer can support with this work through the networks already developed through the TTTV scheme.
- Find interested people willing to be interviewed about their lived memories of the Trent Valley. A minimum of 25 adults should be engaged through the project. The Community Engagement Officer and Cultural Heritage Officer can support with this.
- We are particularly interested in hearing from under-represented voices in the scheme area to ensure we capture a wide and varied range of memories through this project. You should be using a variety of engagement tools, such as social media, local press, community forums and established relationships to promote the project.
- Support the young people through the process of writing interview questions, filming or audio recording the interview, editing the footage.
- Work with the young people to plan a final show/exhibition to showcase their work.
- The following outcomes should be met:
 - Heritage will be identified and recorded
 - People will have developed skills, learnt about heritage and volunteered time
 - Within communities, more people and a wider range of people will have engaged with heritage
- Evaluate the project in accordance with the outputs and outcomes stated above.

Ensure the correct paperwork is adhered to with regards to photo/filming permissions and permissions to archive media files, and monitoring of volunteering time from young people and interview subjects.

Project budget

The maximum budget available for this work is **£10,000** inclusive of VAT.

It is essential that your quotation does not exceed the total budget available. All costs must be shown with the VAT detailed. The successful consultant will be required to submit detailed invoices clearly stating the line of expenditure with the net, VAT and gross costs.

Suggested budget (but not limited to):

Professional fees

Room hire

Travel expenses

Refreshments

Printing/production of exhibition

Quotations

Quotations will be assessed based on their demonstrable value for money. Quotations exceeding the budget will not be considered.

Eligible quotations must include the following information:

Previous experience	Demonstrate your ability to undertake youth led projects (with young people aged 13-21), oral history projects and media skills including audio and visual filming and editing.
Methodology	Details on how you will meet the requirements of the specification, using examples from previous experience.
Suggested timetable of works	Showing key objectives and milestones, taking the specification and scope of the brief into consideration.
Breakdown of costs	Details on how the budget will be used against the requirements of the specification, including a spend forecast.
Added value and additional offer	Please detail suggestions for added value that can you offer to the scheme or additional information or proposals that exceed the specification and scope of the brief.

Award criteria

Quotations that fulfil the essential requirements will be evaluated on the basis of the most economically advantageous quotation, taking the points above into consideration.

The score for the total cost will be generated as a percentage of the lowest quotation cost using the following formula:

$$\frac{\text{Total cost of lowest quotation}}{\text{Total cost of quotation}} \times \text{Percentage weighting}$$

Criteria	Weighting
Total cost	25%
Demonstrate relevant previous experience	20%
Quality of proposed methodology	20%
Conformity with specifications	25%
Added value and additional offer	10%

Timetable

Your quotation for the above works, along with any accompanying information or evidence, should be emailed to **Nicola Lynes by Friday 28th January 2022**.

Only quotations submitted in accordance with the details given within this document will be considered. Any quotations that are incomplete, or received after the time indicated may be disregarded.

If you have any queries relating to this specification prior to submitting your quotation, please email Nicola Lynes clearly stating the nature of your query. The deadline for queries is **Friday 14th January 2022**

Nicola Lynes
Nicola.lynes@supportstaffordshire.org.uk
 07837127165

Deadline for all queries	Friday 14 th January
Quotation submission deadline	Friday 28 th January
Contract awarded	Friday 4 th February
Project initiation meeting	W/B 14 th February
End of contract	4 th February 2023