



**Chartered  
Institute of  
Ecology and  
Environmental  
Management**

## **Tender Brief for Development and Delivery of Training Courses**

29 October 2019

CIEEM is seeking to appoint an independent contractor (or contractors) to develop a structure and learning materials for, and delivery of, a one-day training course: ***Introduction to Nature Conservation Legislation in the UK.***

### **About CIEEM**

CIEEM is the leading professional membership organisation for ecologists and environmental managers, providing benefit to society by setting professional standards, promoting best practice, supporting education and training, and delivering advocacy and influence for those championing a sustainable natural environment.

Established in 1991 and receiving our Royal Charter in 2013, we have members drawn from across the employment sectors including local authorities, government agencies, NGOs, environmental consultancy, academia and industry.

CIEEM engages in a wide range of activities, including:

- establishing and upholding standards of professional competence and conduct of those who practise ecological and environmental management as a profession;
- promoting the sharing of best practice through publications, networking and awards;
- supporting continuing professional development (CPD) through the provision of training and conferences;
- being an influential voice for the sector by advising governments on policy and practice in relation to management of the natural environment; and
- promoting an integrated inter-disciplinary approach to sustainable management of the natural environment.

### **The Project Brief**

As part of an initiative to increase the consistency and geographic spread of training courses CIEEM is seeking to appoint a training contractor (or contractors) to develop and deliver a one-day training course on the theme of Nature Conservation Legislation in the UK.

The primary target audiences for the training provision are:

- early career ecologists and environmental managers (including those working in consultancy, NGOs and local authorities);
- local authority planners;
- related professions (e.g. arboriculturalists, architects).

The course level is Beginner.

The contract will cover both development of the course and delivery of up to 5 training days over an 18-month period (but please see note on costs).

The key **learning outcomes** for attendees are defined as:

- Understanding of the international context for UK nature conservation legislation and our roles and responsibilities.
- Understanding of UK legislation on the protection of wildlife including protection of individual species and habitats.
- Understanding of the legal context for designated sites, including the hierarchy of protections.
- Understanding of how offences commonly occur, the implications of offences and enforcement responsibilities.
- Understanding of how offences are commonly avoided by derogations (e.g. protected species licensing).

It is intended that this will be a one-day training course and tenderers are asked to tender on this basis. Please be clear in your tender on any constraints or limitations on delivery as a result.

The training materials and resources will have CIEEM branding only and will need to be approved by CIEEM before delivery. Copyright of the course materials and resources will be assigned to CIEEM. Training delivery fees will be at CIEEM's standard day rate of £50/head for the first 10 delegates and £25/head for additional delegates.

CIEEM will be responsible for obtaining feedback from the attendees on the course content, how it was delivered and any improvements that can be made. This feedback will be shared with the trainer(s) to identify and agree any changes for delivery of subsequent training courses.

### **Outputs**

The following outcomes are required for this contract:

- An inception teleconference with CIEEM personnel to discuss the training courses and training materials in more detail.
- Preparation and provision of relevant course materials (including presentations) and resources, to be finalised at least 2 weeks in advance of the first training course. Electronic final copies of these materials and resources are to be made available to CIEEM.
- A discussion session with CIEEM personnel by telephone/videoconference, to agree any changes to the materials and resources post-delivery.
- Delivery of a minimum of 5 training courses over an 18-month period.

Contractors are expected to make recommendations as to any pre-learning that is required for delegates to be able to achieve the desired learning outcomes from the training course.

Please note that training courses will have a minimum course requirement and will not run if those minimum numbers are not reached. No costs for training delivery will be payable in the event of a course being cancelled for this reason.

### **Location**

For the purposes of estimating costs, tenderers are asked on the pro forma to identify those areas of the UK that they are willing to travel to in order to deliver the training course. It is not essential that trainers can cover the whole of the UK, although it is desirable.

### **Experience**

The successful consultant(s) will be expected to have significant experience of the design and delivery of effective training as well as a sound understanding and experience of the application of nature conservation legislation. Trainers should either have a training qualification, have undertaken

*'Train the Trainer for Ecologists'* training **or** have an extensive track record of designing and delivering training, preferably to an ecological audience.

### **Costs**

Tenderers are required to include within their tender the full costs of developing the training course as specified above, including VAT. Travel and overnight accommodation costs (where required) will be paid in addition to the training delivery fee and need not be costed.

### **Insurance**

Contractors are required to have full Public Liability and Professional Indemnity Insurance up to a value of £1,000,000 in each case.

### **Management**

A manager within CIEEM will be appointed and the contractor(s) will report directly to that nominated manager.

### **Format of tender**

Tenders should be submitted using the tender proforma provided.

The deadline for returning tenders to CIEEM is midnight on **Friday 13 December 2019**. Tenders should be submitted to **training@cieem.net**.

### **Decision-making process**

All tenders received will be reviewed by CIEEM. A decision to offer a contract to undertake the work will be made on the basis of a combination of:

- Affordability
- Experience relevant to the brief
- Availability

### **Contact details**

Any questions or queries in relation to this brief or the tender process should be directed to Siân Kear on 01962 868626 or by email at [siankear@cieem.net](mailto:siankear@cieem.net).