

**Habitat Management and Monitoring Plan**

**Training Course Development and Delivery**

**Tender Proforma**

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| --- | --- |
| 1. | **Please give the name, main address and contact details for correspondence**.Name: Position:Company: Address:  Telephone:Email:Website:  |
| 2. | **Type of Company or Organisation (*e.g*. Limited, LLP etc.)** |
|  |  |
| 3. |  **Company Registration Number (if applicable)**  |
|  |  |
| 4. | **If any of the following circumstances apply to your organisation, please provide details below and indicate how the potential conflict of interest would be managed:** * Partners, Directors or Senior Staff have been employed by CIEEM
* Partners, Directors or Senior Staff have relative(s) employed by the CIEEM
 |
| 5. | **Please identify who would be involved in delivering this brief, naming all personnel and stating their specific roles:** |
| 6. | **Please describe your/your team’s qualifications and experience in developing and delivering training courses, indicating (if relevant) the target audiences involved:** |
|  |  |
| 7. | **Please describe your knowledge, understanding and practical experience in relation to Habitat Management and Monitoring Plans:** |
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| 8. | **Please outline, with reference to the proposed learning outcomes, how you/your company or organisation would deliver the brief, including the proposed delivery model, teaching techniques, and any constraints or limitations on delivery. Please indicate what level of prior knowledge is required.** **Please also include details of maximum course numbers and any likely venue requirements.** |
|  |  |
| 9.  | **Please indicate which areas of the UK and/or Ireland you would be happy to deliver training in** (subject to appropriate travel and accommodation costs being covered and the training topic being appropriate for the location).Select all that apply or state ALL if applicable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **England** | **Please tick** | **Scotland** | **Please tick** | **Ireland** | **Please tick** |
| South East |  | South |  | South |  |
| South West |  | Central |  | East |  |
| West Midlands |  | North |  | West |  |
| East Midlands |  | **Wales** |  | **Northern Ireland** |  |
| East of England |  | South |  |  |  |
| Yorkshire & Humberside |  | West |  |  |  |
| North East |  | North |  |  |  |
| North West |  |  |  |  |  |

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| 10. | **Please provide your costs up to a maximum value of £3500 inclusive of VAT (excluding training delivery, travel and accommodation) for delivering this tender brief. Costs should be inclusive of VAT (if applicable).**  |
| 11. | **Please provide details of two referees from organisations that you/your project team have previously delivered training for and / or can comment on your experience relevant to the brief. If you are currently a CIEEM trainer then no referees are required.** |
| 1st referee | 2nd referee |
| Company name: |  | Company name: |  |
| Contact name: |  | Contact name: |  |
| Email: |  | Email: |  |
| Tel no: |  | Tel no: |  |

I confirm that I am authorised to submit this tender document on behalf of my company or organisation:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in company/organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenders should be submitted on or before 12 noon on 10th February 2025. Tenders should be submitted to training@cieem.net. Tenderers must be available to be interviewed remotely, if required, on the 14th February.

Please direct any questions or queries in relation to this brief or the tender process to Craig Willcock-Orme, Professional Development Manager, at training@cieem.net.