



*Asiantaeth Datblygu Gwledig
Rural Development Agency*

Cefn Mawr Coordinator

For

Cadwyn Clwyd Cyfyngedig

To appoint a coordinator to work in Cefn Mawr for 18 months

Invitation to Tender

August 2018



**Cronfa Amaethyddol Ewrop ar
gyfer Datblygu Gwledig:**
Ewrop yn Buddsoddi mewn Ardaloedd Gwledig
**European Agricultural Fund for
Rural Development:**
Europe Investing in Rural Areas



**Llywodraeth Cymru
Welsh Government**

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Cefn Mawr Coordinator

1 Introduction

- 1.1 Cadwyn Clwyd Cyfyngedig (hereafter Cadwyn Clwyd), in partnership with Cefn Community Council, wish to commission a Coordinator for Cefn community. We are looking for a dynamic, forward thinking and creative candidate, who will bring a fresh approach and vision to lead future regeneration projects. The role will involve engaging with the community, establishing volunteer groups and bringing together businesses from the area into a coherent voice. We feel this is an exciting project for the right individual.

2 Project Partners

- 2.1 Cadwyn Clwyd
Cadwyn Clwyd is the Contracting Authority, it will administer the finances for the project and a representative from Cadwyn Clwyd will also sit on the project steering group.
- 2.2 Cadwyn Clwyd is a not-for-profit rural development company that provides guidance, support and funding for community-led projects that seek to develop and diversify the rural economy. It is supported through EU funds, UK domestic funds and some private sector funds. The company focuses on actions that stimulate grass-root participation, partnership working and innovation to support projects for rural communities and sector groups. It works directly with local communities to assist in the development and implementation of projects that benefit the area's local economy.
- 2.3 The project has received funding from the LEADER scheme. LEADER is a fund for rural areas in Wales to explore innovative new approaches and experimental technologies to tackle poverty, create jobs and drive sustainable economic development. It is part of the Welsh Government Rural Communities – Rural Development Programme 2014 – 2020, which is financed by the Welsh Government and European Agricultural Fund for Rural Development (EAFRD).
- 2.4 Cefn Community Council
Cefn Community Council (CCC) will be responsible for the day-to-day management of the project and co-ordinator.
- 2.5 Cefn Community Council is based at the George Edwards Hall in Cefn, representing the Villages of Cefn Mawr, Newbridge, Rhosymedre, Acrefair, Pen y Bryn and Plas Madoc. There are 16 Councillors representing these wards on a cooperate basis; everyone represents

all villages, each Councillor takes his elected role on a voluntary basis, for the benefit and promotion of the community.

- 2.6 The Community Council employ 5 people at present, a Clerk, an Assistant Clerk, two Caretakers and a Community Agent. The Clerk is answerable to the Council; all others are answerable to the Clerk.
- 2.7 Much of the land CCC is responsible for is held in Trust. This this includes the playing field and Cenotaph, Bowling Green at Plas Kynaston, the George Edwards Hall, Trefynant Cemetery, 11 Play areas, parking at these venues and street lighting within the community.
- 2.8 CCC main stream of income is from their precept budget, though has income from the Hall, Cemetery and pitch rental, together with renting out the land on which Tesco stands, a telephone mast on the Hall and a solar farm.
- 2.9 There are already many voluntary groups in our communities, "Top of Cefn Residents Association", Cefn, Rhosymedre and Newbridge Community Association", Acrefair Tuesday Club, numerous football Clubs, Cefn, Rhosymedre and Newbridge Community Association. St Johns Church Group, Historical Society, Cefn Mawr Christian Fellowship, Maelor Boxing Club, Rhosymedre Cubs, Brownies and Guides, Hampden Bowling Club.

3 Background

- 3.1 Cefn Mawr is recognised as a commercial centre for the South of Wrexham area and became a designated conservation area in 2004. Many of the architecturally significant buildings and shop fronts have been restored under the Townscape Heritage Initiative (2004 onwards). Although there has been some improvement in commercial activity, Ebenezer Chapel was completely renovated with a full height glass extension but now stands empty. Cefn Mawr has been bypassed by major roads and no longer has a railway station. Even the bus route now goes via the TESCO superstore and no longer uses the high street. The overall impression is of a village that has been bypassed by the modern world, but that is also part of its attraction to potential visitors.
- 3.2 The area contains over 120 SME businesses including retail, garages, light manufacturing, service industries etc. The biggest single employer today is TESCO. There is local trust that operates from the restored Holly Bush Inn, Plas Kynaston Canal Group, who also has an interest in the regeneration of Cefn Mawr

- 3.3 The Library is next to Plas Kynaston Hall and playing fields, which host Coleg Cambria (Welsh lessons), CAB in the Library and a meeting place for local groups (young mothers, book club, ICT club, knitting club).
- 3.4 The networks and connections that exist within the Cefn community tend to reflect its development, with organisations set up in specific areas, eg “Top of Cefn Residents Association”, Cefn, Rhosymedre and Newbridge Communitte Association”. The Community Council provides an unifying force for the area and is becoming increasingly active after decades of centralisation. There is a Community Newsletter which is delivered to over 3,000 households and is also available online. There are many facebook pages set up to discuss local history. There is a structure in place to form Cefn Regeneration Partnership which could provide a platform where individuals and groups will be able to influence local development. The schools, churches and social venues are able to reach a high proportion of local residents and TESCO has appointed a community champion who will set up displays and conduct surveys of shoppers on behalf of local groups. 4 primary schools, a Methodist Church, Rhosymedre and St. Johns Church, Rhosymedre, 8 public houses and 4 social clubs also help form connections within the community.
- 3.5 Cefn Mawr is a stone’s throw from the Pontcysyllte World Heritage Site which is visited by 350,000 visitors a year, yet we fail to attract these visitors to our community.
- 3.6 Cefn Communities Industrial Timeline
The area often referred to as “Cefn Mawr” is in fact the communities of Acrefair, Cefn Mawr, Newbridge (Cefn Bychan), Pen y Bryn and Rhosymedre. Across the area there were small family units who, mainly by the use of shallow pits, extracted limited amounts of coal, clay, iron stone and sand stone. It is recorded that stone from Rhosymedre (Cefn Freestone) was used to build the Telford’s Pontcysyllte Aqueduct and for the window construction of Valley Crusis Abbey and St Giles Church in Wrexham.
- 3.7 This low volume practice was soon overtaken as local landowners began to lease their lands to large companies for the mass extraction of raw materials for both the supply and/or the manufacture of finished products. The area became a major influence on the Industrial Revolution. Exporting materials and products threw up a challenge which was met at first by Telford’s Pontcysyllte Aqueduct and later by the increase of the railway network. This explosion of industrial practices required large amounts of workmen, not forgetting women and children who were often exploited for profit. The records show how families moved into the district to fill these vacancies. Houses were quickly erected, often next to the quarry, pit, or chemical operation. Many houses were of one up – one down or the two up – two down constructions, housing large families and often lodgers, amounting to

fifteen per household. It was estimated that around 8 to 10,000 people were living within the area during the late 1700 – early 1800s.

- 3.8 Companies such as British Iron Company, Hughes & Lancaster, Butterley Co. and until lately Air Products had all occupied a large site in Acrefair and had all been involved in metal production. Coal was produced at Plas Kynaston and Wynnstay (Green) collieries. J. C. Edwards, terra cotta production spanned over 100 years at Trefynant. Graesser, Monsanto and the follow-on companies manufactured chemicals here from the early 1800's. Sadly these companies have now all gone leaving only the memories and some relics of the past.

4 Aims and Objectives

- 4.1 The project is focusing on building the momentum in the local community to support and contribute to Cefn Mawr's regeneration. This includes working with residents to develop a programme of events for the General Public to engage with. The recruitment, training and management of a team of volunteers to help with the wide range of practical and intellectual tasks is a key element of this phase. The development and pilot business partnerships between education providers, employment support organisations and the business community to ensure future skills and employability. This role will contribute directly by helping ensure that the widest range of people can become involved as volunteers and can benefit directly in terms of training and social inclusion. This will bring a number of initiatives together and help raise capacity and enable Cefn community areas to be a successful and self-sustaining community again.
- 4.2 The following pilot projects have been identified as a start to help Cefn atchieve their goal of reinvigerating the communities:
- a) Cefn Volunteer Banking - We see the right candidate forming and supervising these groups, which would encourage all age demographic to be involved, including the youth and elderly. We would expect to achieve a significant number of volunteers, during the first year we would anticapate a minimum of 50.
 - b) Cefn business Networks - Set up a business forum within our communities: We see the successful candidate forming a sustainable liaison group within the business community in all areas.
 - c) Cefn Employer Pledge – work with Cadwyn Clwyd and Cefn Community Council to resource all projects/employment.
 - d) Coordination of all groups - It will be expected that the successful candidate will unite all voluntary and business groups together in pursuit of a common goal for the Community.

- e) Future funding - We see this as a significant part of the role of the Coordinator in bringing funds into the Community from the grant funding sources available.
- 4.3 This role will last for 18 months, with a possibility of further opportunities.
- ## **5 Work Specification, Requirements and Outcomes**
- 5.1 The coordinator will be based at the Community Council Offices at Cefn Mawr.
- 5.2 The Community Council will provide a laptop and a mobile phone for the duration of the project.
- 5.3 The Coordinator will report to and take direction from a project steering group.
- 5.4 The project is seeking a Coordinator who would work approximately 2.5 days a week for the duration of the project. A working day is considered to be 7.5 hours long (excluding breaks). The project duration is 18 months and a minimum of 180 days work total is required.
- 5.5 The Coordinator will have access to a project delivery budget of £30,000 (separate to the £30,000 available for this role). This budget will be held by Cadwyn Clwyd and is the total project delivery budget available for the lifetime of the 18-month project. In order for these funds to be utilised, the Coordinator will be required to attain quotes in line with Cadwyn Clwyd procurement policy, then supply these to the Cadwyn Clwyd Project Officer who will commission and pay suppliers directly for goods and services needed on behalf of the project. It is envisaged that this budget will be used primarily for marketing, translation, event, professional fees, training and small-scale equipment costs needed for project implementation.
- 5.6 Main work responsibilities of the Coordinator Role:

Reporting

- i. The Coordinator will be required to organise, run and minute quarterly Steering Group meetings;
- ii. The Coordinator will be required to complete written quarterly reports;

- iii. In partnership with the Steering Group, the Coordinator will develop an Action Plan of work. This will be evaluated and amended over the course of the project;
- iv. The Coordinator will be required to work under their own initiative;
- v. Attending committees and meetings, report to Council on a quarterly basis;

Project Delivery

- vi. Implement the Action Plan developed in partnership with the Steering Group;
- vii. Actively look for project ideas and develop and deliver the projects;
- viii. Undertake marketing activities/exercises;
- ix. Maintaining databases and undertaking any other administrative duties;
- x. The project will need to follow Cadwyn Clwyd's Welsh language policy and publicity guidelines. All materials for public consumption must be produced bilingually (Welsh-English) and acknowledge the funding support;
- xi. Throughout the lifetime of the project, the Coordinator will be required to keep files of project activity evidence and supply copies of this evidence to Cadwyn Clwyd;
- xii. Attract grant funding into our Community. This will require the successful candidate to be able to successfully fill in and submit the relevant forms for grant funding;
- xiii. Work with relevant partner organisations including the network of local community groups to develop appropriate joint engagement and promotion approaches, including award schemes and an annual celebration event;
- xiv. Identify and assist the network in drawing down funds to implement project ideas. Some of these projects might be suitable for LEADER funding or from other schemes within the RDP.
- xv. Managing budgets and resources;
- xvi. Monitoring and evaluating activities and writing reports for funders and trustees;

- xvii. Actively seek funding from other sources to deliver project and extend the position of the coordinator after 18 months;

Coordinating Volunteers & Businesses

- xviii. Develop a database of existing voluntary groups and businesses in the project area;
- xix. Actively undertake a publicity campaign to engage local businesses, voluntary groups and individuals;
- xx. Establish new groups and networks where necessary. These should be constituted groups with regular meetings with minutes;
- xxi. Increase the number of volunteers;
- xxii. Manage the further development of volunteering, including the embedding of a personal development planning approach with formalised training content;
- xxiii. Manage the further development of business partnerships;
- xxiv. Work with existing volunteers, committee members and staff to develop and describe additional volunteering opportunities;
- xxv. Promote volunteering in the local community, and recruit and induct additional volunteers, particularly reaching those who would benefit most from volunteering as a learning/training/experience building activity and/or as an activity to avoid social isolation;
- xxvi. Ensure volunteers recruited through this project have up to date personal development plans and ensure that they are linked with appropriate training activities.
- xxvii. Researching and writing volunteer policies and procedures;
- xxviii. Liaising with work team within Cefn Mawr to understand how they work, develop partnerships and assess their volunteering needs;
- xxix. Generating appropriate volunteering opportunities and role descriptions based on the needs of the organisation and work teams;
- xxx. Ensuring there is appropriate support and training for volunteers;
- xxxi. Promoting volunteering (internally and externally) through recruitment and publicity strategies and campaigns;

- xxxii. Recruiting volunteers and ensuring they are appropriately matched and trained for a position;
- xxxiii. Supporting work teams in organising rotas and providing inductions and training;
- xxxiv. Monitoring, supporting, motivating and accrediting volunteers and their work;
- xxxv. Offering advice and information to volunteers and external organisations through face-to-face, telephone and email contact;
- xxxvi. Organising profile-raising events to attract new volunteers;
- xxxvii. Keeping up to date with legislation and policy related to volunteering and making any necessary modifications to accommodate changes;
- xxxviii. Working with multiple agencies across different sectors in order to establish good working relationships to influence local volunteering practice;

Skills required for the Role:

Essential

- a) The post holder must have proven experience of working with volunteers and an appreciation of the many reasons that lead people to get involved in volunteering;
- b) The post holder should have an understanding of issues relating to poverty, social exclusion and disadvantage, should be able to demonstrate an empathic approach, and should be able to demonstrate a work ethic that values the personal development needs of the volunteer;
- c) The post holder should be a strong organiser, creative, with strong interpersonal, communication and IT skills, able to analyse problems and devise appropriate solutions, self-motivated and enthusiastic;
- d) The post holder should be able to demonstrate high levels of numeracy and literacy and be able to pay attention to detail to ensure the public face of the group's work is accurate and presents a strong image.

- e) The post holder will demonstrate previous experience of project management and delivery

Desirable

- f) A bachelor's degree relevant to heritage, community development, or youth and community work is desirable although not essential.
- g) Proven track record of fund-raising and/or drawing down grant funds.
- h) The post holder should be Welsh speaking.

Outputs

As a minimum we would expect the coordinator to achieve these outputs

Nodwch sawl dangosydd perfformiad fyddwch chi'n ei gyflawni/ Please indicate the number of Performance indicators that will be achieved:		
Rhif / No.	Dangosydd Perfformiad / Performance indicator	Rhif i'w gyrraedd / Number to be attained
LD-CL.001	Nifer o astudiaethau dichonolrwydd rydych chi am eu cwblhau / Number of Feasibility Studies completed	
LD-CL.002	Nifer o rwydweithiau rydych chi am eu sefydlu / Number of Networks established	5
LD-CL.003	Nifer o swyddi rydych chi am eu diogelu trwy gefnogi prosiectau / Number of Jobs Safeguarded through supported projects	1
LD-CL.004	Nifer o weithgareddau peilot rydych chi am ymgymryd â nhw (dulliau newydd/cynnyrch newydd/prosesau newydd/gwasanaethau newydd) / Number of Pilot activities undertaken (new approaches/new products/new processes/new services)	5
LD-CL.005	Nifer y Canolfannau Cymunedol Number of Community Hubs	
LD-CL.006	Nifer o ymarferion cyflwyno gwybodaeth/hyrwyddo a/neu farchnata rydych chi am ymgymryd â nhw / Number of Information dissemination actions/promotional and/or marketing activities undertaken	10
LD-CL.007	Nifer o randdeiliaid rydych chi am gydweithio â nhw / Number of Stakeholders engaged	10
LD-CL.008	Nifer o bobl rydych chi am eu cefnogi / Number of Participants supported	50

6 Instructions to Tendering Suppliers

6.1 THE BUDGET AVAILABLE:

£30,000 (including VAT)

Your tender price should not exceed this figure.

- 6.2 To be considered for the work, the supplier will be required to submit a detailed tender submission with costs, which demonstrates that they can meet the requirements and that they have the necessary skills and experience to undertake the Contract in an effective and cost-efficient manner.
- 6.3 The consultant should provide the following information in their tender submission:
 - i. A detailed tender price with an itemised breakdown of costs to enable value for money to be assessed. Submissions must give an indication of the proposed number of days with day/hourly rates, taking into account travel, mileage and subsistence. A clear total overall price for undertaking the work must be stated and inclusive of VAT where applicable. A fixed sum of £30,000 (inclusive of VAT) has been secured for this role. The total overall price tendered should not exceed this value. All costs should be presented in British Pounds Sterling.
 - ii. The tender should provide a methodology for completing the project, identifying milestones and detailing timescales for the completion of the various elements.
 - iii. We would like to see examples of previous work and the name(s) and CV(s) of all personnel who will be involved in the project. Any sub-contracting arrangements must be clearly identified.
 - iv. Evidence to demonstrate the supplier has sufficient insurances.
 - v. A declaration that the supplier has not given, directly or indirectly, a benefit of any kind to anyone employed by, or otherwise connected with, Cadwyn Clwyd for the purpose of receiving favourable treatment.
 - vi. To avoid conflicting interests, the successful consultant must disclose any other commissions that may affect this commission.
 - vii. Two references from current/recent clients.
- 6.4 The tender must be signed by the person submitting the tender; or in the case of a Company, by a person duly authorised by the Company to sign on its behalf.
- 6.5 It is the responsibility of the supplier to obtain for themselves, at their own expense, all information necessary for the preparation of their tender.
- 6.6 3 hard copies of the tender submission and an electronic version on CD-ROM or USB Drive, compatible with Microsoft Word or ADOBE Acrobat Reader, should be submitted in a sealed, plain A4 envelope clearly marked:

Cefn Mawr Coordinator
Helen Williams
Cadwyn Clwyd
Llys Owain
Bridge Street
Corwen
Denbighshire
LL21 0AH

- 6.7 The identity of the individual or company submitting the tender must not be disclosed on the outside of the envelope. Any tenders that are marked in such a way will be automatically rejected.
- 6.8 Proposals submitted by facsimile or email will not be considered.
- 6.9 Submissions will be assessed on:

• Price (30 marks)	30%
• Approach, Experience and Knowledge	70%
○ <u>Response to the brief (35 marks)</u> Evidence that the consultant fully understands the brief and a clear explanation of how the contract will be delivered with proposed timescales	
○ <u>Experience of the Consultants (35 marks)</u> Relevant skills of the consultant and experience of working on similar projects	

- 6.10 The final selection of a supplier will be in accordance with Cadwyn Clwyd procurement procedures and Cadwyn Clwyd's decision is final. Cadwyn Clwyd will not be committed to accepting any of the tenders received, or the lowest of any of the tenders received. In addition, Cadwyn Clwyd is not obliged to enter into discussion with unsuccessful suppliers.
- 6.11 The supplier should have a single point of contact within the organisation that is responsible for their tender and contact details should be included in the tender response.
- 6.12 DEADLINE FOR RESPONSES:
- 2.00pm, 28th September 2018**
- Any tenders received after this deadline will be automatically rejected.
- 6.13 Tenders should be open for acceptance for up to ninety days.

- 6.14 Shortlisted suppliers may be asked to attend an interview. If this is the case, interviews will take place on the week beginning 8th October.

7 Timings

DATE	ACTION
31 st August 2018	Invitation to tender issued
28 th September 2018 (2.00 p.m.)	Deadline for submissions
Week Commencing 1 st October	Appraisal of tender submissions
Week Commencing 8 th October	Potential Interview Period
Week Commencing 8 th October	Offer of contract
May 2020	End of contract

Timings may be subject to change

8 Terms and Conditions

- 8.1 The client will be Cadwyn Clwyd Cyfyngedig
- 8.2 All material produced will be owned and copyright to the client. Copyright of all reports, any digitised information and photographs produced and any intellectual property rights will remain with the client.
- 8.3 The successful supplier will be obliged to enter into a written agreement with Cadwyn Clwyd for the delivery of the Contract. Cadwyn Clwyd has the right to terminate the Contract if not satisfied with progress made by the consultant at any point during the duration of the project.
- 8.4 The consultant will be required to liaise closely with the Cadwyn Clwyd Officer overseeing the project, provide updates when requested and assist with the evidencing of project activity and outputs.
- 8.5 Adequate insurances must be held by the successful supplier at all times. At least the following are required:
- Employers' liability coverage with a limit of indemnity of not less than £10,000,000 any one occurrence. (If the contractor / consultant is one person and they do not employ anyone else, then Employers' liability coverage is not required).
 - Public liability coverage with an indemnity limit of not less than £2,000,000 any one event.
 - Professional indemnity coverage minimum £250,000 any one occurrence.

- 8.6 The supplier shall notify Cadwyn Clwyd if they become bankrupt, insolvent or undergo a change in control after submission of its proposal but before the awarding of the contract, which shall constitute sufficient grounds for Cadwyn Clwyd to not award the contract to that supplier.
- 8.7 This project has been made possible by funding provided through the Welsh Government Rural Communities – Rural Development Programme 2014 – 2020, which is financed by the Welsh Government and European Agricultural Fund for Rural Development (EAFRD).
- 8.8 Projects must comply with Cadwyn Clwyd, European Commission and Welsh Government publicity requirements. All projects should publicise the support received when communicating the project to beneficiaries and / or the General Public. It is a requirement that Cadwyn Clwyd be informed of public relations initiatives relating to projects supported by Cadwyn Clwyd, and that Cadwyn Clwyd must sign off any prepared press releases before circulation. All printed and digital materials for public consumption must be signed off by Cadwyn Clwyd before publication.
- 8.9 Cadwyn Clwyd treats data privacy very seriously and complies with all aspects of the UK's data protection legislative framework, which includes the European General Data Protection Regulation (GDPR) and the UK's own legislation. You can view our privacy policy here <http://cadwynclwyd.co.uk/wp-content/uploads/Cadwyn-Clwyd-Privacy-Policy.pdf> which explains how we safeguard your personal rights.

9 Payment

- 9.1 The appointed consultant may have their fee paid in instalments on the completion of agreed stages of the Project to the satisfaction of Cadwyn Clwyd. The supplier may submit a proposed Programme of Work and Payment Schedule in their proposal. The final payment schedule will be agreed at the inception meeting between Cadwyn Clwyd and the successful supplier.
- 9.2 Cadwyn Clwyd cannot provide any up-front payments to Contractors / Consultants / Suppliers. All payments must be based on the completion deliverables and project stages. The suppliers must be able to evidence the work undertaken and completed on submitting invoices to Cadwyn Clwyd. Payment cannot be released without such evidence.

10 Further Information

- 10.1 To request further information or to ask a question about the tender please use the 'Ask Question' on Sell2Wales. All questions relating to the tender should be directed through the Sell2Wales website. This will ensure no one consultancy is placed at an advantage over other organisations wishing to tender. Responses to questions will be made available to all interested parties.

11 Cadwyn Clwyd Contact Details

Cadwyn Clwyd
Llys Owain
Bridge Street
Corwen
Denbighshire
LL21 0AH

Contact: Helen Williams

Tel: 01490 340 500

Web: www.cadwynclwyd.co.uk