

Invitation to Tender: Devon Crayfish Ark Project Officer

Contract title: Devon Crayfish Ark Project Officer

Contract start: 9th March 2020

Contract finish: 30th November 2020



Brief for potential contractors

Background

The white-clawed crayfish is the only species of crayfish native to the UK; it has declined dramatically throughout much of its range since the 1970s. This decline is largely due to introductions of invasive non-native crayfish species and associated pathogens, primarily 'crayfish plague', a fungal pathogen, carried by the invasive American signal crayfish, which is fatal to white-clawed crayfish within days of exposure. Habitat degradation, pollution and changes to water quality have also contributed to the species' decline.

In Devon, white-clawed crayfish are restricted to just two native crayfish populations on the Rivers Creedy/Yeo and Culm. Non-native signal crayfish are present on both river systems and therefore both white-clawed populations are threatened with extinction within 5-10 years without intervention.

The Devon Crayfish Ark Project is a collaboration between the Wild Planet Trust (based at Paignton Zoo), Environment Agency, Nicky Green Associates, the Blackdown Hills AONB (focussing on the River Culm) and Bristol Zoological Gardens. The aim of the project is to safeguard white-clawed crayfish populations in Devon through the establishment of ark sites. This follows a highly successful community based project in the River Culm catchment. See <https://blackdownhillsaonb.org.uk/project/culm-community-crayfish/>

The group are producing the Devon Crayfish Action Plan which outlines the actions required to safeguard Devon's crayfish populations (draft available on request). Work has already started on some elements of the Action Plan, including surveys and initial ark site investigations in the Culm catchment and the setting up of a white-clawed crayfish hatchery at Paignton Zoo. This project will continue to develop the ark site works on the River Culm catchment and initiate a similar process to establish ark sites for the Creedy/Yeo white-clawed crayfish population. The successful candidate will work closely with the project crayfish specialist, Nicky Green, and local volunteers on both river catchments.

 01803 697513

 info@wildplanettrust.org.uk

 Wild Planet Trust, Totnes Road, Paignton, Devon TQ4 7EU, UK

Wild Planet Trust is an educational, scientific and conservation charity dedicated to protecting our global wildlife heritage.

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Detail of Requirements

Applications are invited to submit a tender for the following work by contract, for the period 9 March to 30 November 2020 inclusive. All work must be completed by no later than 30 November 2020.

The successful contractor will work toward objectives 1-4 as set out by the Devon Crayfish Action Plan. The overall strategic direction of the project will be led by the Devon crayfish steering group.

Action Plan objectives 1-4:

1. Establish distribution and movement of native and non-native crayfish.
2. Establish disease risk to native crayfish populations (proximity and transmission pathways of crayfish plague).
3. Establish at least two suitable ark sites for the Culm population within 5 years.
4. Establish at least two suitable ark sites for the Creedy/Yeo population within 5 years.

In order to achieve these objectives, the contractor will be supported to deliver the following project outcomes on behalf of the Wild Planet Trust and Devon crayfish steering group during the contract period.

River Culm catchment:

- Identify potential new ark sites and liaise with landowners
- Undertake preliminary site assessments
- Initiate baseline crayfish surveys (non-native checks), water quality and environmental data gathering by volunteers
- Commission and oversee additional specialist aquatic surveys (fish & freshwater invertebrates)
- Negotiate agreements with landowners for ark sites that are considered suitable including overseeing habitat improvement works.

River Creedy/Yeo catchment:

- Establish community engagement event to source local interest and expertise; promote project through various media; liaise with stakeholders



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- Set up local stakeholder interest group and recruit volunteers
- Collate existing crayfish records
- Plan surveys, liaise with landowners
- Survey historical range of white-clawed crayfish
- Undertake preliminary site assessments
- Initiate baseline crayfish surveys (non-native checks), water quality and environmental data gathering by volunteers
- Commission and oversee additional specialist aquatic surveys (fish & freshwater invertebrates)
- Negotiate agreements with landowners for ark sites that are considered suitable including overseeing habitat improvement works.

Other requirements & deliverables

- Communicate regularly with the Project Manager at Wild Planet Trust via telephone meetings.
- Maintain an ongoing database of survey results made available to the Devon crayfish steering group at all times.
- Provide information for external funding bids.
- Liaise and communicate with project partners and key supporters to ensure full engagement and provide timely updates and reports to all relevant organisations
- Attend & contribute to project steering group meetings.
- Hold a current licence to survey white-clawed crayfish CL11

A project summary report will be required, detailing activities and findings from the 2020 project period, and delivered before the contract end 30th November 2020. This report does not need to be designed or printed by the consultant (and costs for design and print should not be included in the tender response) but the summary report should be in a style suitable for publication.

Timetable of works

It is envisaged that the amount of hours spent per week on the project will vary over the duration of the contract. March – April will focus on setting up a Creedy/Yeo steering group, recruiting volunteers and identifying potential ark sites and will require a relatively low weekly input. The busiest time will be July – September when surveys of the Creedy/Yeo will be undertaken. The contractor must be able to commit to varying levels of input throughout the



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contract period. The overall time commitment for the contract is dependent on several factors including the availability of ark sites and volunteers, and the steering group accept that flexibility in their expectations will be required; however, the successful contractor will be expected to make best use of his/her time with the resources available.

Budget

The value of these works as outlined in the detail of requirements section, is budgeted at £7500 inclusive of VAT.

Payment schedule

Invoices will be submitted monthly and in arrears to the Wild Planet Trust, stating a brief breakdown of how time was spent in the relevant period. The contractor is expected to pay tax and National Insurance as a self-employed individual and to maintain at their own cost an appropriate policy of insurance including public and professional liability. They will need to provide Wild Planet Trust with details of contractor's health and safety, insurance and environmental credentials, including relevant biosecurity. Travel to be paid at a rate of 28-45p/mile (depending on engine size) for the first 50 miles and 25p a mile thereafter up to a maximum value of £1500. This is from a restricted travel budget controlled by Wild Planet Trust.

It is expected that the contractor will be home based, so will be expected to spend time in the field and work alone on occasions. Office space is available at the BHAONB offices in Hemyock

Equipment such as waders and traps will be provided. Access to GIS is available via BHAONB.

Skills/knowledge requirements for deliverers

We require potential contractors to detail the skills, knowledge and experience of all personnel who will be involved in the delivery of the contract. Detail must be given of how skills, knowledge and experience are relevant to the delivery of the contract and how they will help to make it a success.

Full CVs of all relevant personnel must be included with your proposal.



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Contractual arrangements

Contracts for the work will be drafted. It is important to note at this stage that contracts will include:

- Agreement to provide all information secured through the contract to the Wild Planet Trust
- Agreement that all intellectual rights will be held by the Devon Crayfish Ark Project Steering Group
- Agreement that the contractor will be bound by the General Data Protection Regulation 2018 and relevant employment law
- Agreement that the contractor will provide Public Liability Insurance (to the value of £10 million) for the contract.

Guidelines for tendering

To submit the tender, please provide:

- A current CV
- A statement detailing your suitability for the role with a proposed plan of delivery (max 500 words)
- An optional PowerPoint presentation of no more than 20 slides compressed into a pdf format may be included to complement your application.

Content to include the following:

- Your track record
- Your approach/ methodology
- Expected deliverable outcomes in line with project objectives and action plan (above)
- How you will deliver the outcomes
- How you will add value and link to other initiatives if appropriate
- A fixed price cost for the contract, in terms of a daily rate (per 7.5 hour day), inclusive of VAT and exclusive of travel expenses.
- A list of relevant qualifications and experience.

The contract will be awarded on the basis of the most economically advantageous and effective tender, as assessed against the following criteria:

- Value for Money – 20%



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- Skills/knowledge of proposed deliverers* – 30%
- Capacity to deliver – 25%
- Proposed approach to delivery – 25%

*Evaluation will be based on an assessment of the CVs held for proposed deliverers specified for each priority area (plus any supplementary information on these individuals contained in tender bids) against the skills/knowledge requirements for the contract (as set out in this specification).

The tender process

Please note we are not obliged to accept the lowest tender, or any.

Proposals can be sent electronically or by hard copy, and should be received **no later than 5pm 15th February 2020**, to the following address:

Tracey Hamston
Field Conservation & Research Department
Wild Planet Trust
Paignton Zoo
Totnes Road, Paignton,
TQ4 7EU

Tracey.hamston@wildplanettrust.org.uk

For an informal discussion and/or any questions relating to the work delivery please speak to Tracey Hamston on 01803 697514 after 3rd February 2020.

Timetable

Release of invitation to tender	25 th January 2020
Deadline for questions relating to tender	10 th February 2020
Deadline for submission of tender	5pm 15 th February 2020
Award of tender	26 th February 2020
Pre-project initiation meeting, signing of contract documents	tbc March 2020
Start of contract	9 th March 2020