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**Brief: To develop a Bilingual online training module on the recording of Invasive Alien Species, and to deliver interlinked practical training sessions to a minimum of 100 persons on behalf of the LIFE Celtic Rainforests Project**

## **Project Overview**

### *The LIFE Celtic Rainforests Project*

This 9 year project is primarily funded by the European Commission via their LIFE Nature and Biodiversity programme, and the Welsh Government. The Celtic Rainforests LIFE draws together a host of partners who share a desire to protect and restore the majestic temperate rainforests of Wales. Focussed on five Special Areas of Conservation (SACs), the pan-Wales project seeks to secure the long-term future of these internationally protected habitats. We aim to do this by undertaking a host of practical conservation-based interventions, such as Invasive Non-Native Species removal, Conservation Grazing and Ancient Woodland Restoration, in addition to raising the awareness and enjoyment of the woodlands amongst stakeholders. Running until July 2027, project partners include the Eryri National Park Authority (ENPA - lead partner), RSPB Cymru, Coed Cadw / The Woodland Trust in Wales, Cyfoeth Naturiol Cymru / Natural Resources Wales and Dŵr Cymru / Welsh Water.

## **Background Information**

### *Invasive Alien Species (IAS) / Invasive Non-Native Species (INNS)*

The EU Regulation (retained in UK law following Brexit) on Invasive Alien Species (IAS); specifically Regulation (EU) No 1143/2014; aims to prevent and manage the introduction and spread of invasive alien species within the European Union. This regulation focuses on minimizing the adverse impacts of IAS on biodiversity, ecosystems, and the economy: IAS cost the British economy nearly £1.9 billion in direct costs per annum.

## **Reason for Tender**

One of the primary objectives of Celtic Rainforests LIFE is to eradicate Invasive Alien Species from within five target SACs (Eryri, Meirionnydd Oakwoods and Bat Sites, Coed Cwm Einion, Coetiroedd Cwm Elan / Elan Valley Woodlands & Coed Cwm Doethie – Mynydd Mallaen) and surrounding buffer zones. Our primary target IAS is *Rhododendron ponticum* (Rp), but also includes Himalayan balsam *Impatiens glandulifera*, Japanese knotweed *Reynoutria japonica*, American skunk cabbage *Lysichiton americanus*, and Common montbretia *Crocus × crocosmiiflora*.

Having worked on IAS eradication since project commencement in Aug 2018, one of the project objectives (C3) is to “establish and implement mechanisms to ensure the target habitats and buffer areas are maintained free of *Rhododendron ponticum* [and other IAS] in the long term”. This will be a key feature of the After-LIFE plan and project legacy, ensuring a bank of volunteers protecting these habitats through swift reporting of re-infestation of invasive species.



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### **Scope of Works**

ENPA wish to appoint on behalf of the Celtic Rainforests LIFE an individual or consortium (the Contractor) to:

- I. deliver on the creation of an online bilingual Invasive Alien Species Reporting training resource.
- II. deliver practical training sessions to a minimum of 100 people in targeted project areas based on the Invasive Alien Species Reporting training resource.
- III. gather feedback from online participants and attendees of the Invasive Alien Species Reporting training, collate and present findings in a short report.

For the purposes of this commission the Client will be ENPA.

### **Specific Requirements**

#### ***Bilingual IAS Reporting Training Resource***

The Contractor will be responsible for developing a comprehensive training resource on the identification and reporting of Invasive Alien Species (IAS), ensuring it is fully bilingual in Welsh and English. The resource must incorporate the use of the INNS Mapper website and / or app as a centralised reporting tool. The resource should be compatible with the structure and guidelines of the Llysgennad Eryri / Eryri Ambassador programme enabling it to function as a standalone module within the scheme. The final product must be made available in both digital and print-ready formats and include trainer notes to support delivery in face-to-face or blended learning sessions.

#### ***Volunteer Recruitment and Training***

Building on the training resource, the Contractor would be responsible for leading on the recruitment and training of a 100 volunteers in the recording of IAS, ensuring it is available bilingually in Welsh and English. Of the total training sessions, a minimum of 50% should be delivered in the field and at least 50% of all participants should attend face-to-face sessions. Recruitment and training sessions can be a combination of indoor sessions (face to face and / or online classes), and field sessions (or a combination of both).

These volunteers could constitute (but are not limited to) project stakeholders, staff from statutory agencies, professionals from relevant sectors, NGOs, local volunteer groups and the general public. The sessions should engage stakeholders within the 13 target communities of *Porthmadog, Beddgelert, Blaenau Ffestiniog, Maentwrog, Penrhyndeudraeth, Dolgellau, Abermaw, Harlech, Ffwrnais, Eglwysfach, Machynlleth, Llanyddydri and Y Rhaeadr.*

Field visits can be undertaken on project partner owned sites e.g. Coed Cadw / The Woodland Trust, RSPB Cymru, ENPA, or on privately owned sites provided landowner permission is gained. On privately owned sites, the Client will be expected to lead on gaining all relevant landowner permissions. A member of the Celtic Rainforests LIFE staff[s] will be available to support the applicant in the delivery of face-2-face training sessions.



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## **Feedback Report**

The Contractor is expected to collect and collate feedback from volunteer training sessions using an appropriate method e.g., SurveyMonkey, paper surveys at sessions, emails & apps. Information on feedback, and stats in terms of the number of sessions delivered and volunteers recruited will be provided to the Senior Project Manager at the end of this contract. The format of delivering statistics can be discussed and agreed with the Senior Project Manager following the awarding of the contract - however, we envisage this to be in the form of:

- A short written summary report of the work
- A Microsoft Excel spreadsheet outlining number of persons recruited and trained
- Collation of the feedback provided
- Photographs from the training events held

## **Considerations**

All training resources, sessions, and written materials must be delivered bilingually (Welsh and English). This includes any online content, printed resources, presentations, and on-site activities. Any translation fees should be included within the quote provided.

The Contractor will be expected to undertake all necessary Risk Assessments associated with field work, including pre-session visits, unless otherwise agreed with the Celtic Rainforests LIFE Senior Project Manager. The Client can provide Risk Assessment templates to the successful applicant if required. The Contractor must provide proof of them (or other relevant staff) being First Aid trained, including +F. Also, the successful applicant must provide proof of Public Liability Insurance, and when employing others, Employers Liability Insurance, both for a minimum cover of £5,000,000.00.

Any transportation required to take volunteers to / from sites [if required] should be arranged by the Contractor, with related costs included in this tender quote. In addition, we encourage applicants to include within their application sufficient monies to cover all overhead costs which may be incurred i.e. printing of resources, refreshments, hire of venues, accommodation etc, in addition to monies to cover the cost of purchasing any materials which may be required in the delivery of the training sessions.

The Contractor must ensure all personal data (including photos) collected as part of this commission must be handled in accordance with GDPR, and all photographs taken during training sessions should be captured with participant consent. Ownership of all materials and data collected shall rest with the Client.

The Client will provide the successful applicant with relevant logos and branding requirements for use in resources. The Client will work with the Contractor to ensure correct online format used for the Llysgennad Eryri / Eryri Ambassadors Scheme portal.



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## **What we are looking for & Scoring Matrix**

The applicants must be able to provide or demonstrate the following, on which applications will be scored:

Proposed fee	30 %
Ability to demonstrate previous experience of recruiting volunteers and delivering volunteer training sessions in relation to IAS, or other relevant environmental based topics	20 %
Ability to demonstrate previous experience of producing written material on INNS, or other relevant environmental based topics	20 %
Ability to demonstrate the delivery of projects and / or work packages on time and on budget	15%
Demonstrate their ability to work through the medium of Welsh	10 %
Written references	5 %
<b>Total</b>	<b>100 %</b>

***We will be scoring applications across a number of criteria, as outlined in the scoring matrix, which aims to assess the overall value for money in relation to quality and delivery capability.***

## **Timeline**

<b>12pm 18<sup>th</sup> September 2025:</b>	<b>Closing Date</b>
<b>Start Oct 2025:</b>	<b>Successful Applicant Appointed</b>
<b>Week Commencing 14<sup>th</sup> Oct 2025:</b>	<b>Pre-commencement meeting with Celtic Rainforests LIFE staff</b>
<b>March 31<sup>st</sup> 2026:</b>	<b>Online content completed</b>
<b>April 2026:</b>	<b>Volunteer Training Program starts</b>
<b>30<sup>th</sup> Oct 2026:</b>	<b>Contract completion and provide statistics</b>



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### **Tender rules**

We will not consider the tender of any company that directly or indirectly canvasses a member of ENPA staff, or anyone acting on behalf of ENPA, in relation to the award of this agreement. Furthermore, we will not consider the tender of any company that:

- i. Agrees with another company not to submit a tender, or discusses and/or agrees the amount of its tender with another company beforehand;
- ii. Offers, promises, or agrees - either directly or indirectly - to give any financial or other advantage to any person as an inducement or reward for doing, refraining from doing, or having done anything in connection with this tender.

### **ENPA reserve the right to reject any applications.**

You will declare the above by signing the accompanying form and returning it as part of the tendering process.

Tenders should be submitted by mail or via e-mail as follows:

#### **Mail**

Delivered to the below address in an anonymous, sealed envelope:

**Invasive Species Recording Training & Volunteering Tender – Celtic Rainforests LIFE**  
**Director of Corporate Services,**  
**Snowdonia National Park Authority,**  
**National Park Offices,**  
**Penrhyndeudraeth,**  
**Gwynedd,**  
**LL48 6LF**

#### **E-mail**

Please send tenders to [Submissions@snowdonia.gov.wales](mailto:Submissions@snowdonia.gov.wales) using the e-mail heading  
**Invasive Species Recording Training & Volunteering Tender – Celtic Rainforests LIFE.**

**The closing date for applications is 12pm on Thursday the 18th of September 2025.**

Should you be interested in tendering for this work and have any further questions, please contact the Project Support Officer, Rhiannon Jones, on [rhiannon.jones@eryri.llyw.cymru](mailto:rhiannon.jones@eryri.llyw.cymru) or on 07887 452 469.



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### **Declaration – Response Form**

I am authorised by the Tendering Organisation [and companies, partners and sub-contractors] to provide the information given in this bid. I declare, on the date of signing this statement, that the information given is complete and right to the best of my information, following making reasonable inquiries.

The Client has our permission to:

- complete all necessary actions to verify the information provided;
- to pass the information provided to third parties (project partners) for the purposes of evaluating the responses.

I recognise:

- it is an offense to offer any donation or consideration to the employee of a public body as a reward or incentive in relation to awarding a contract, and that such an act gives the Client the right to expel the Tendering Body from the tendering process;
- that any price stabilisation or co-plotting in relation to the work will allow the Client to expel the Tendering Body from the procurement process and may result in a crime.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Company: \_\_\_\_\_

Value of bid: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: This statement must be signed (as applicable) by an authorized signatory on behalf of the Tendering Body (and any associated companies, partners or sub-contractors). Please return this form with your tender.**