

Brief for Community Archaeology Co-ordinator

Introduction

The Forest of Bowland Area of Outstanding Natural Beauty (AONB) is the lead partner of the Pendle Hill Landscape Partnership (LP). This exciting programme of activity looks to re-connect people with their landscape and their past, to safeguard the area's wildlife and heritage and to improve people's access to this popular countryside area. We will do this by providing opportunities for training and volunteering; by supporting research and devising digital interpretation to inspire a new generation about our heritage; by restoring important landscape features, and by working with communities to re-tell the stories of radical Pendle people. This programme will increase pride in this special place and raise aspirations amongst communities, and it will bring in new investment to support the environment and the economy.

The Pendle Hill LP scheme has three themes:

- To improve the environment
- To build the local economy
- To provide opportunity for everyone to get involved

These themes incorporate a number of projects, and you can read more about these and the area and its heritage here <http://www.forestofbowland.com/Pendle-Hill-LP>. The themes will be gathered together with a series of creative and digital threads, bringing the two sides of the hill together and inspiring and involving people in this special place.

This brief is to provide a co-ordination role for the Community Archaeology project.

Introduction to the work

Within the Pendle Hill LP scheme project 12, Community Archaeology, aims to provide skills and support to volunteers wanting to discover more about the area's largely unknown archaeological sites.

During the LP Development Phase the Archaeology department at the University of Central Lancashire (UCLan) provided two 10 week internships to undertake survey and consultation work. This resulted in identifying a shortlist of sites which were of interest and supported by local history groups and archaeologists. UCLan remain committed to supporting the project and will provide further placements each summer, and they will also look to provide opportunities for students and academics to carry out further studies linked to our finds.

The project has also received backing from a number of local history groups and individuals who are keen to learn more about archaeology, and so the project has proposed that we support these groups in developing their research skills and in discovering more about their local sites (which include Iron Age hill forts, Bronze Age burial mounds, ancient field enclosures, deserted medieval settlements and lime kilns).

The project will commission a series of training courses each year and co-ordinate an annual forum and Discovery Day.

The co-ordinator role is to programme and promote these events and to provide specialist support to the groups and their sites.

Key objectives are to:

1. Provide at least 20 days a year of time to the role, on a 'call off contract' basis
2. Commission, programme and promote at least 5 specialist training days a year
3. Provide 1 to 1 support to individuals and groups investigating local archaeology
4. Provide information and support to the annual student internship, and liaise with UCLan over this and the excavations planned as part of the project in 2018 and 2020
5. Organise and support an annual Archaeology Forum each Spring and a Discovery Day each October
6. Co-ordinate the technical input to a number of interpretation products over the project life (videos, self-guided walks and an interactive timeline)
7. Seek to engage a wider audience in learning about and enjoying archaeology in the Pendle Hill LP area

Further Information

The role of co-ordinator is crucial to the delivery of the Community Archaeology project. We are looking for someone who can provide commitment and enthusiasm to the project and a willingness to engage with new audiences as well as interested archaeologists and volunteers. The role will be largely self-starting and supervised by the Landscape Partnership Community Officer, with input from a small advisory group involving UCLan and others.

For further information about the research work carried out to date please see the attached reports.

The local groups we wish to work with include:

Pendle Forest History Group

Downham History Group

Pendleton History Group

Read and Simonstone History Group

Pendle Heritage Centre

We have also engaged with local archaeologists John Trippier and John Clayton.

Our aim is to co-ordinate an annual Archaeology Forum with these groups to review the training and site based work each year and identify the need for further courses and support.

The Discovery Days will be site based and held as part of the national Heritage Open Day initiative. They will be an opportunity for groups to engage with the public and to showcase their work.

In the summer of 2018 we hope to host an International Institute for Field Research excavation in the area, led by Charles Orser, Research Professor at Vanderbilt University in Nashville, USA. Working with a small team of international and local students we hope to excavate a medieval homestead site linked to the story of the Pendle Witches. In addition we hope to plan some targeted excavation at the Portfield SAM Iron Age Hillfort near Whalley in the summer of 2020, and possible consolidation of a lime kiln SAM near to Downham. Supervision of these works is not part of the contract, however we will require co-ordination of community open days, tours and other learning opportunities.

Training for volunteers is planned for at least 5 sessions a year, to include:

- desk based research
- use and interpretation of LIDAR and aerial surveys
- drone use and 3D photogrammetry
- geophysical surveys and analysis (surveys to be provided by UCLan)
- field walking, mapping and surveying
- excavation and archiving (linked to excavation projects)
- completing a project and production of reports

This training will largely be commissioned from technical specialists, however, if the co-ordinator can provide some or all of these courses themselves then this element of work may be added to the co-ordinators contract in agreement with the LP Community Officer and advisory group.

The annual internships will each have a defined piece of research to complete, we anticipate these may be as follows:

2018 – support to the IFR excavation, including cataloguing finds and writing up

2019 – review of previous research and further surveys leading to a research question and plan for excavation at Portfield

2020 – support to the Portfield surveys and excavation, links to LP Summer School

2021 – Worsaw Hill geophysics and/or lime kiln consolidation works

Outputs

Key outputs identified in the project plan for the four years are:

- 20 training days held
- 100 people trained
- 400 volunteer days
- 2 excavation projects
- 2 archaeology themed walks created
- 3 Discovery Days held

Timescale and Budgets

It is envisaged that the work will commence in April 2018 and be completed by March 2022, with a mid-term review and break clause in the contract in April 2020. A minimum of 20 days each year is required from the co-ordinator, this may be in blocks of time during busy periods, and also as individual days throughout the year as required to supervise activity or provide support.

A total budget of £20,000 is available for the co-ordinator role over 4 years, ie £5000 per year. The training budget is for £10,000 total, and £11,500 is allocated to providing supervision of the excavation works at Portfield in 2020.

Management

It is expected that the co-ordinator will keep in regular contact via email/meetings with the LP Community Officer

For details of when and how to submit your quotation, and how we will assess it, please see the appendix attached

Enquiries

Please contact:

Cathy Hopley, Forest of Bowland AONB (Funding & Development Officer) on 01200 448000 or 07891 537835
cathy.hopley@lancashire.gov.uk



Appendix I: Procurement

Procurement Procedure

As the Forest of Bowland AONB Partnership is managed by Lancashire County Council we are bound by their procurement rules in addition to those of the Heritage Lottery Fund. We therefore propose the following procedure:

Contracts with a value of £50,000 or more will require public advertisement via the LCC e-portal

Contracts between £6000 and £50,000 will require three written competitive quotations which have been invited openly and/or from the LCC suppliers database when relevant suppliers are listed.

In addition the Pendle Hill LP scheme will advertise opportunities to quote at www.forestofbowland.com/opportunities

Selection of a contractor will be based upon the following criteria:

Quoted price or where contracts are offered at a fixed price then the most economically advantaged tender will be selected based on a range of published evaluation criteria (see below if relevant)

Contracts with a value of less than £6000 do not require three quotes and can be awarded to a contractor based on an acceptable written quote. However, the Pendle Hill LP scheme may decide to request more than one quote when identifying a suitable competent contractor, even for small contracts.

In accordance with the LCC Procurement Strategy wherever possible, when we procure goods, services and works we want to deliver economic benefit to Lancashire's businesses and people through employment, training and supply chain opportunities. Our approach will be to ensure that smaller and local suppliers are not precluded from tendering for contracts individually, as consortia, or through roles within the supply chain. When letting contracts, we will be clear that bids from small, local, third sector organisations are as welcome as those from larger, private sector companies. We want to keep the cost of doing business with the County Council as low as possible. Effective procurement processes and a commitment from the County Council to conduct its business in the most transparent, efficient and cost-effective way will ensure that the cost to our suppliers is minimised.

Evaluation criteria for selection

In this instance, quotations will be evaluated using the following criteria:

1. Evidence of experience of community archaeology work
2. Realistic and acceptable day rate
3. Commitment to a call off contract and sporadic work pattern
4. Experience of organisational and promotion work
5. Interest in and commitment to the Pendle Hill area
6. Knowledge of community engagement techniques and a commitment to widen audiences

Appendix 2: Quotation Response

Please submit a brief (**maximum 4 sides of A4**) proposal setting out your suitability for this role, together with suggestions as to how you would fulfil the key objectives and outputs. You may also submit a current CV.

Please include the following:

1. A professional CV setting out your relevant experience and qualifications, including contact details of two referees
2. A single case study of previous community archaeology experience. Please do not submit large reports, a single case study will suffice plus any web links to projects or references to publications you have produced.
3. Your proposed day rate (including VAT, travel and expenses) and total numbers of days you can offer to the contract
4. Your proposed schedule for supporting the activities outlined above setting out how the 20+ days might be apportioned each year
5. If you wish to also tender to provide some or all of the training and supervision, please provide additional information as to your qualifications and experience, an outline of how you would deliver the work, plus the cost of this provision

Please ensure that you also include the following in your proposal:

1. References

Please provide details of two referees relating to service provision.

2. Capability

Please outline your experience of work similar to that required. You may include electronic links to published documents or summary hard copies.

3. Quality Assurance

What quality assurance systems do you have in place and how would these benefit the Landscape Partnership?

4. Insurance

Please provide evidence of relevant insurance cover as required by this contract

5. Fixed price proposal

There is a budget of up to £20,000 for this work, this is for four years and would include any costs for rent, post/phone/IT, travel, subsistence and necessary expenses included in your activity.

Please also state if you will be sharing or sub-contracting any elements of the contract and if so how this work will be procured, or, if already known, provide relevant details of the contractor or associate you will bring in.

Submitting your quotation

Please submit your quotation electronically to:

Cathy.hopley@lancashire.gov.uk marked 'CONFIDENTIAL: PHLP Quote for Community Archaeology Co-ordinator'

Submission closing date and time: 9.00 am Monday 16th April 2018

Potential interview date: Monday 23rd April 2018

Proposed start-up meeting date: Friday 27th April 2018

Please contact Cathy Hopley for any further details or queries on 01200 448000 or 07891 537835