



22 November 2021

Dear Sir/ Madam

## REQUEST FOR QUOTATION

### Cornwall Mining World Heritage Site Partnership Board Governance Review

Cornwall Council would like to invite you to provide a quote for a review of the Cornwall Mining World Heritage Site Partnership Board to ensure it is compliant with World Heritage Convention Operational Guidelines and principles underpinning WHS governance and that it is fit for purpose to support delivery of the priorities outlined in the WHS management plan.

Please provide your most competitive price and all other relevant details including lead time and quotation validity.

### Background and Context

The State Party (UK Government) has a duty to ensure World Heritage Sites (WHS) within its jurisdiction are protected for present and future generations. Numerous government departments and agencies have a role to play in this. Many of the responsibilities are in practice delivered by other organisations most notably local authorities. Day to day responsibility for the care and management of many Sites sits with the owners or operators of the physical assets that represent the Outstanding Universal Value (OUV). For complex serial Sites, of which Cornwall Mining World Heritage Site (CMWHS) is an example, this means the responsibility for meeting the terms of the Convention sits with a wide range of bodies including public, charitable and private organisations and individuals.

To provide a structure for this complexity within the CMWHS, governance arrangements were put in place to bring together the principal management bodies as a WHS Partnership Board. The Board is responsible, on behalf of the UK government, for overseeing the production and implementation of the Management Plan and providing information for periodic reporting to UNESCO. The Board is advised by a Technical Panel, made up of professional staff from the Partner organisations with management plan related specialisms. The Board is currently set up as a Joint Local Authority Committee (comprising Cornwall Council, West Devon Borough Council and Devon county Council) with a Memorandum of Agreement and accompanying schedules that set out the remit and terms of its operation.

The Partnership Board, and its constituent Councils, have four key responsibilities, derived from the World Heritage Convention via the State Party (UK Government) described in the Management Plan: to protect, conserve, present and transmit the OUV of the World Heritage Site. The current Plan runs from 2020-2025 and incorporates UN Sustainable Development Goals (SDGs), outlining how the Plan's strategic actions support which of these Goals. Similarly, the constituent Councils have all declared a climate emergency which the Plan endeavours to mirror the approach taken in the Cornwall Council

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Climate Change Plan, outlining ways in which the CMWHS can lead, enable or influence the actions of its stakeholders. The overarching policies sit within the following key areas:

1. Protection – policies in this section are the basis for robust, long-term protection for the World Heritage Site. Their implementation by all Partner planning authorities and integration into strategic planning documents is essential to the preservation of the OUV and integrity of the Site.
2. Conservation and Enhancement – this section sets out how the Sustainable Development Goals and carbon neutral agenda interact with positive actions for improving the Site’s condition and distinctive character and vice versa.
3. Presentation – this looks at the policies designed to ensure that communication about, engagement with, access to, and enjoyment of the Site is sustainable and equitable.
4. Transmission – awareness of World Heritage Sites in the UK is relatively low compared to many other UNESCO member states. Actions in this section are closely aligned with those of Presentation – sharing the aim of engaging with a wider range of audiences to increase understanding of the WHS and its OUV.

The Partnership Board was last reviewed in 2014.

### Specification

The requirement is for the provision of a governance review of the Partnership Board – to carry out a thorough review of the governance arrangements of the Partnership Board and its associated Partnership Agreement paperwork to ensure this supports the delivery of UNESCO principles and the adopted Management Plan for the Cornwall Mining World Heritage Site.

To deliver on the Management Plan commitment and ensure that the Partnership governance, Board and its role and responsibilities is fit for purpose, this review is to be commissioned against the following:

- UNESCO principles for World Heritage Sites including UN sustainable development goals *“particularly based on the opportunity and demand for the CMWHS Partnership to:*
  - *Identify further SDG targets it is contributing to or could contribute to.*
  - *Develop a robust monitoring and evaluation system to track, understand and enhance the contribution.*
  - *Use its position to enable and influence others to engage, enhance their understanding and develop their own contributions to this shared metric of global progress”.*
- UK Government requirements for transparency and accountability.
- Cornish Mining WHS Management Plan Mission principles and opportunities.
- The impact of the climate emergency which has been declared by all three constituent Councils.
- Providing the executive team with the right strategic support structures to deliver and fulfil the potential of the 2020-25 Cornish Mining WHS Management Plan.

- That is does not put the Board or individuals on it, at odds with their wider constituent Councils' stated aims and objectives or create a conflict of interest and where possible, lends support to these to provide mutual benefit.
- Understanding the budgetary position of the CMWHS Partnership funders and income streams to ensure a sustainable business model, assessing appropriate options for models of governance and forms of delivery including opportunities for closer alignment with other protected landscape services and activity.
- Reviewing funding across the three constituent Councils in relation to ensuring the ongoing sustainability of investment in the wider context of budget constraints and changing priorities.
- Ability to, or clear expectations how to, fulfil the strategic actions outlined in section 7 of the Management Plan in and prioritise these in light of changes which have taken place since the adoption of the Plan, for example Covid recovery and renewal

The Provider will be responsible for a Partnership Structure and governance arrangements that:

- Has confidence and clarity in the funding model for the life of the Management Plan – 2020-25
- Has tangible work plans and structures to contribute to the strategic actions which form the means by which the obligations arising from the World Heritage Convention will be achieved
- Has in place reviewed, and where appropriate updated, documentation (The Partnership Agreement; first schedule (constitution of the Partnership); second schedule (Claims) and third schedule (Financial Matters)), systems and processes to enable the effectiveness, supervision and accountability of the WHS. Ensure documentation clearly sets out the individual and group expectation and responsibilities of the Partnership Board and how it works with other part of the structure (e.g. the WHS Technical Panel) to support the executive team. This could include requirements such as the right structures; experience of working with relevant key stakeholders and the ability to generate revenue for example, to support the Management Plan and the WHS Team's wider endeavours to deliver the Plan
- Has the tools to optimise its focus on the WHS strategic mission and key objectives, bringing to bear individually and collectively its sphere of influence and additional capacity to the small executive team for achieving these, advocating for and promoting CMWHS with bodies such as icomos, UNESCO, DCMS and LAs for example, whilst negating any conflict of interest with other responsibilities
- Proactively seeks and shares strategic position, collaboration, partnership and funding opportunities with other agencies, including the three local authorities, which support the WHS and its stated aims, particularly relating to climate and SDG impacts on the OUV.
- Understands its strengths and weaknesses in terms of relevant experience, skills and diversity so that it can make informed decisions about potential future recruitment to help ensure a range of abilities, knowledge and experience which compliments the mission and objectives of CMWHS.

- Has clarity around where any further organisational development/training may be required to support the executive team and the fulfilment of the CMWHS Management Plan.

### **Working together**

It is expected that the Provider will work with the Partnership Board, WHS team, Technical Panel and other associated bodies or individuals in the process of the review to seek their knowledge, input and understanding.

A task and finish group will be created from within the 3 local authorities on the Partnership Board, the executive team and the Technical Panel who will form the key go-to group for the Provider.

The Provider will work with the Council's Contract Manager to agree the final timeline and timescale.

### **Delivery**

The Governance Review will be carried out in accordance with the detailed delivery requirements and the quality requirements to an agreed timetable and cost plan. Final plan to be agreed with the Council's Contract Manager.

Based on the Provider's research and analysis, the recommendations will be presented in the form of a report outlining changes or amendments required in the Partnership Agreement and associated processes to achieve the outcomes.

Both a hard copy, electronic version and slide deck will be required, compatible with Microsoft Word. There will be two phases of report production:

- Draft report - for circulation to the Partnership, WHS team and other consultees.
- Final report

### **Budget**

The maximum indicative budget available for the project is £5000, net of VAT and inclusive of all costs.

- The contract will run from w/b 3 January to 31 March 2022.

### **Quotation**

Please provide:

- Examples of similar governance structure review work
- Examples of work relating to the UNESCO World Heritage Convention

Please provide a fixed and fully inclusive fee (excluding VAT) for delivery of the work confirming:

- Your price for delivery of this work

- The cost includes mileage and expenses

### **Invoicing Arrangements**

- Invoicing arrangements and payment terms will be agreed prior to contract.

### **Questions**

There is a question-and-answer period from 22 November to 3 December 2021.

All requests for clarifications should be sent to [sally.weston@cornwall.gov.uk](mailto:sally.weston@cornwall.gov.uk). Any questions asked will be shared anonymously with all of those invited to quote.

### **Evaluation of Bids**

The submissions will be considered by an assessment panel consisting of at least two representatives of Cornwall Council. The bids will be assessed using suitability for our requirements, quality of submission and fee submitted, with the tender that is considered to be the most economically advantageous tender selected. The award criteria shall be based on the principles of the Most Economically Advantageous Tender (MEAT). Formal award decisions shall be in accordance with the Contract Procedure Rules and the Council's decision-making requirements.

Proposals will be evaluated on the evaluation criteria and weightings below. Please provide your responses to each question in the 'Supplier response' column (the table will expand to fit the text you type in).

Proposals will be evaluated based on the following evaluation criteria and weightings:

Question no.	Criteria	Percentage of score	Supplier's response
1	Bidders are required to provide details of their experience of reporting against, or delivering to, the UNESCO World Heritage Convention or similar recognised designation requirements.	25%	Click or tap here to enter text.
2	Bidders are required to provide details of Partnership Board or equivalent governance review work they have undertaken. If not with a Partnership Board, please include how your work has parity to this specification.	25%	Click or tap here to enter text.
3	Bidders are requested to outline the method(s) they would use to fulfil this Partnership Board governance review.	25%	Click or tap here to enter text.
4	Please provide your price for delivery of this work, including mileage and expenses.	25%	Click or tap here to enter text.

Responses to Q1 and Q2 will be scored from 0-5, following Cornwall Council's scoring grid below.

5	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
4	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
3	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
2	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
1	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

Scoring Q4 - prices will be scored in relation to the lowest price received. The lowest cost will score the maximum of 25%.

#### Return Date

Please respond to this request for quotation electronically by 10 December 2021 to [sally.weston@cornwall.gov.uk](mailto:sally.weston@cornwall.gov.uk) with the subject heading "CMWHS PB Governance Review [ADD YOUR COMPANY NAME]"

#### Timescales:

Invitation to tender	22 November 2021
Question period	22 November – 3 December 2021
Submission deadline	10 December 2021
Assessment	13 – 17 December 2021
Successful agency informed	W/B 20 December 2021
Conference call inception meeting	W/B 3 January 2022
Contract start date	W/B 3 January 2022
Contract end date	31 March 2022

#### Ownership

Cornwall Council will own the copy outright to use (in whole or in part), edit, and update within any Cornwall Council related business.

### **Terms and Conditions**

In the event that we decide to move forward with your company an order shall be placed with you subject to Cornwall Council's standard Terms and Conditions of Purchase of goods and Services (under £50,000) a copy of which is attached.



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-conditons-under-10

Yours sincerely  
Dhywgh hwi yn hwir

Sally Weston  
World Heritage Site Interim Lead  
**Economic Growth Service**  
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