

Community Energy Capacity Building

Project Brief

Lancashire County Council on behalf North West Net Zero Hub

FINAL FOR INVITATION TO TENDER – MAY 2022

Summary

Lancashire County Council is seeking the services of a sustainability advisor with good experience of public engagement and communications to support a national programme of awareness raising about Community Energy, and a programme of engagement with communities in the North of England.

The consultant advisor will support the Net Zero Hubs in England to promote the outcomes of the Rural Community Energy Funds. They will package materials that can be used by any organisation as tools through which community groups can engage with the Climate agenda and wider environmental issues.

The consultant advisor will support the Net Zero Hubs in the North of England to raise awareness of resources and networks that can support community action on the climate agenda.

Community Energy Awareness Raising

Background

Net Zero Hubs (previously local energy hubs) work with Local Government and Local Enterprise Partnerships to support energy projects and to align strategic plans with government energy and climate policy.



There are five Net Zero Hubs in the England.

- [Greater South East](#)
- [Midlands](#)
- [South West](#)
- [North East & Yorkshire](#)
- [North West](#)

The Hubs are funded by the Department of Business Energy and Industrial Strategy. BEIS has provided funding for a Rural Community Energy Fund, and the Hubs have administered this funding in their respective geographies.

Lancashire County Council administers the RCEF fund in the North West of England, it is acting as the commissioning organisation on behalf of other Hubs.

Project Aims

Since 2019 Net Zero Hubs in England have awarded over £10million of funding to community groups in rural areas to support them in considering the feasibility of rural community energy projects and additional funds to take these projects forward through design, planning and commercialisation.

There has been a strong response from communities across England to access the funding. The net zero hubs have supported groups to consider eligibility criteria and put forward robust proposals. There are now schemes being implemented from which lessons can be learnt for future projects.

Communities' readiness to respond to the climate agenda has been demonstrated to be variable, with some proactive communities driving forward in some areas, and in other areas communities are in the early stages of understanding the steps they might take. In the South of England there are umbrella groups that bring community organisations together and support them collectively. It is hoped that similar organisations might be developed in the North and Midlands in future where the community energy sector is less well networked.

The aims of this work are to:-

1. Produce summaries of RCEF funded projects in the form of case studies with associated map of projects.
2. Collating and presenting materials to promote a range of tools available to communities
3. Building capacity in the North of England by engaging parishes and other groups

An advisor is therefore sought to support these objectives and undertake the following activities.

Scope of Services

Activity 1 – RCEF Carbon Stories

RCEF grants have been used by multiple community groups around England to develop community owned low carbon assets within their communities. Stage 1 grants have been used to determine project feasibility and stage 2 grants have been used to progress those projects deemed feasible towards development.

The aim of this activity is to collate existing and complete new case studies for each of the RCEF projects, gathering evidence from this base and raising awareness of these projects among groups across England. Net Zero Hubs have worked to produce short '[carbon stories](#)' in the run to COP26. Some RCEF projects have been included in this. The advisor will provide support to the hub and community groups to complete case studies within the RCEF format agreed. This support may be through authoring, editing, producing illustrative photos or videos. This may also be achieved via group workshops. Case studies of community energy projects that were not part of RCEF, but which lack an online presence or presentation materials are also in scope.

Outputs

- ❖ Gathering of existing carbon stories and case studies – providing links to online information.
- ❖ Working with the hub to contact each community group that has undertaken RCEF and assisting them to create a case study/ carbon story.
- ❖ Encourage groups to share, learn and interchange their case study information.
- ❖ Collate case studies into groups representative of different types of projects
- ❖ Liaison with BEIS and Community Energy England so case studies are accessible
- ❖ A 'white label' presentation pack so community groups can share the information

Activity 2 – Promoting Net Zero Resources for Communities

A number of resources and tools have been developed by BEIS and sector organisations to help with awareness raising among communities. These materials, from various sources, shall be collated in a format that could be presented at meetings by communities themselves or organisations supporting the agenda. These materials will include signposting to 'how to' guides on the Community Energy England website and other tools that enable self-learning. For example:

- 'How to' on the Community Energy England website
- Summary of how to set up a community organisation
- The CSE impact tool for Parish carbon foot printing
- CES future Energy Landscapes
- Setting up an EV car club webinar
- Etc...

This pack of materials can then be used by hubs and sent out to groups or highlighted at workshops and webinars for dissemination by community energy groups.

Outputs

- ❖ Collation of tools and materials
- ❖ Plan for promoting these resources to be agreed by steering group
- ❖ Event for hubs to share resources and update on community engagement activities.

Activity 3 – Supporting capacity building in the North of England

Capacity building will be focussed on 2 activities:

1. Engaging and training new individuals and groups
2. Supporting engaged individuals and groups to form working groups that can work towards project progression through:
 - a) Training and upskilling
 - b) Support, through networks and peer to peer mentoring

Part 1:

This can be delivery of activities such as Carbon literacy training. The main objective will be to train 15 engaged community members to become Carbon Literacy trainers. These CL trainers can then work within their wider community to delivery carbon literacy training and upskill groups and individuals in the Net Zero delivery ambition.

Part 2:

Capacity building is centred on trying to move engaged people and support them to start to coalesce into working groups.

- a) This is through activities such as community energy workshops, action planning or training events.
- b) the second part of this capacity building is supporting those communities and groups that have formed, to scope projects and do action planning. A big part of this capacity building will be around forming peer to peer networks, sharing webinars and creating communities of practice.

Outputs

- ❖ Working with the 2 Northern Hubs to set up a Carbon Literacy training programme and inviting suitable candidates to take part.
- ❖ Continue to work with Carbon Literacy trainers and support them to deliver the Carbon Literacy programme within their communities.
- ❖ Work with the 2 Northern Hubs to engage and recruit people to join workshops (~4 workshops in the NW & comparable in the NEY)
- ❖ Work with the 2 Northern Hubs to deliver workshops (numbers as above).
- ❖ Work with the 2 Northern Hubs to support a 'community of practice' network
- ❖ Work with the 2 Northern Hubs to diarise 'masterclass' webinars and peer to peer support opportunities. (~4 across the North)
- ❖ Working closely with the CEE network coordinator.

Activity 4: Programme management

The advisor will programme manage and coordinate Activities 1 - 3.

- ❖ Organising and attendance at project meetings, every 2-3 weeks on average.
- ❖ A methodology received at tender will agree a budget across activities. However, the advisors will work flexibly to adapt time committed to each activity area.
- ❖ The majority of technical support activity will take place from April to March, and the programme contribution should be profiled on this basis.
- ❖ The consultant advisor should demonstrate capacity to provide adequate resources to support each of the tasks and work flexibly to short timescales.

Project Management

A project team will be used to support the development and delivery of this work. This team will be consulted at the kick-off of the project and in finalising the outputs at each milestone of the work. The contractor will ensure that the team is regularly updated as the work progresses and informed as to the contact and work undertaken with the community and supporting organisations during the course of the commission. In doing so, it will ensure that contact details will be made available to the net zero hubs to support their promotional activities.

During the course of this commission, the Net Zero Hubs may commission work on an Evaluation of the RCEF programme. The advisor appointed for this brief may be asked to share presentation materials and contact details with this contracted advisor compliant with GDPR.

Procurement Details

Project Management

The Net Zero Hubs will form a steering group to support the delivery of this project. This team will be consulted at the kick off of the project and in finalising the outputs at each milestone of the work. The contractor will ensure that the team is regularly updated as the work progresses.

Reports and presentation materials produced as outputs for the project will include relevant logos and will be proof read and graphic designed to a professional standard.

Budget

Maximum budget **£75K** EX VAT ; Maximum budget for Activity 1 & 2 combined £35K

The bidder in responding to this RFQ will estimate the budget required for each of the work packages set out in the project brief. The bidder will set out a proposed project plan for delivery of the work. This plan will be adaptable through mutual agreement between contractors and clients, so it can respond to the findings of each stage.

During the course of the project, the contractor will assess at each milestone whether unforeseen costs will be required in order to deliver the outputs. If necessary, the contractor will propose a variation in scope of the work package which will include an assessment of the impact on later work packages. Changes will be approved by the project team before proceeding.

Timetable

The timetable in relation to this RFQ s is as follows. Dates of award of contract may change.

- **Bids submitted:** 31st May 2022
- **Evaluation w/c** 31st May – 3rd June 2022
- **Award of contract:** 6th June 2022
- **Project initiation online meeting:** Be available for kick-off meeting 13th June 2pm
- **Contract end date:** 1st March 2023

Project Milestones

The commission is for 9 months of support from June to February, with one month for close out.

Outputs are expected to be delivered in the following timeline:-

| | JUNE | JULY | AUGUST | SEPT | OCT | NOV | DEC | JAN | FEB | MAR |
|-------|--------------|--------------------|--------|------|-----|-----|-----|-----|-----|-----------------|
| [A 1] | Activity 1 | | | | | | | | | |
| [A 4] | Activity 2 | | | | | | | | | |
| [A 3] | | Activity 3 | | | | | | | | |
| [A 3] | Mobilisation | Project Management | | | | | | | | Financial Close |

Procurement Evaluation

Responses to the ITT will be assessed for value for money, based on an assessment of the quality of the response and the quoted price.

The contract will be managed based on LCC Standard Terms and Conditions.