

Oral histories: a landscape in flux -

Quote Brief



The Client

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Purpose of this Document

Quotes are currently invited from suppliers for a specialist consultant to deliver on behalf of DCRT an oral histories project on landscape change in the Lower Don area. The service is required as part of the **All Hands on the Don** project, which is mostly funded through a National Lottery Heritage Fund Heritage Grant.

The deadline for the quote response is **06 May 2024**. Any questions relating to the proposed scheme or the quote process should be directed to the All Hands on the Don Project Officer by email (alex.liversidge@dcrt.org.uk) before **29 April 2024**. All questions raised, and answers provided will be circulated to the parties who have been invited to quote for this work.

The grant secured for this work is **£8,000** (exclusive of VAT), and we would expect the quoter to work within this budget and provide a breakdown of their costs.

Overview

The Don Catchment Rivers Trust (DCRT) is an environmental charity with a mission to improve the rivers and streams of the Don Catchment for wildlife and people. The Don Catchment largely overlaps with South Yorkshire.

The Trust has received funding to deliver our All Hands on the Don: Transforming our River Together project. The aims of All Hands on the Don are;

- Realise the River Don's potential as green-blue infrastructure, and as a source of **health, wellbeing and skills development**
- Explain the **profound transformation** of the River Don and drive forward **biodiversity** gain
- Celebrate and promote **natural and historic heritage**

To achieve this, we aim to deliver an ecological restoration scheme in sites along the river corridor. We also aim to run an imaginative programme of volunteering, community engagement, work experience and training opportunities which will:

1. Increase health and wellbeing
2. Foster community action, inclusion and community cohesion
3. Increase skills and employability
4. Promote river access, celebrate river heritage and fostering understanding of the river and river issues

A map of the project area is presented in Appendix 1 and a more detailed overview of the project is provided in Appendix 2.

The Brief

We are looking for a specialist consultant to deliver an oral histories project, focusing on the memories and experiences of people who have knowledge of the change that has and is continuing to occur to the landscape that surrounds the Lower River Don. Particularly of interest are the cultural, social, industrial, historic and environmental aspects of this change, as well as people's associations with the River Don. The oral histories will be used:

- To engage with and inform communities in the All Hands on the Don Project area and beyond – for example during school visits, talk or during events.
- As part of presentations in a project exhibition at Doncaster Museum, and possibly other exhibitions in the future.
- On the DCRT website so they can be listened to online.

The consultant will need to:

- Recruit suitable people to interview (though DCRT will be able to recommend some people).
- Conduct the interviews using appropriate questioning to draw out information on the theme of landscape.
- Use their own equipment.
- Edit and process the interviews so that the recordings are the 'finished product', and ready to be used at exhibitions and events etc.
- Read and consider the National Lottery Heritage Fund's [good practice guidance on oral history](#).

It will be up to the consultant to propose the approach they wish to use to collect the oral histories. They should however take account of the following considerations:

- DCRT wish to continue to make use of the recordings after the conclusion of the All Hands on the Don project. Therefore it is important that:

- a. There are no significant maintenance costs.
 - b. There are limited dependencies (e.g. software) that could make it difficult for DCRT to use the oral histories in the future.
- The priority target audience of the oral histories are the communities that live in the area. Diverse topics should be chosen with the aim of capturing a wide range of material that will have a broad appeal, whilst fitting in with the aims of the All Hands on the Don project.
- DCRT do not have any recording equipment so the consultant will need to supply their own.
- As a contributor to the creation of a Digital Output, the contractor /supplier /consultant should be aware that DCRT require the ability to share the digital output under a Creative Commons Attribution 4.0 International licence or equivalent and will need to agree for the resulting work to be shared in this way. Where this is not possible, we will seek a written agreement to make alternative arrangements with us, such as an alternative Open Licence, prior to issuing any contract of work.
- The consultant is responsible for obtaining the appropriate written permissions from interviewees for recording, storage, use and sharing – this is very much essential for GDPR, safeguarding and ethical reasons
- Provide advice on free archival storage.
- Producing transcripts of each interview, or providing guidance for DCRT volunteers on how to do this, so that these can be used as a resource in the future.
- A transcript of the finished audio for exhibition purposes.

Timeframe

- The All Hands on the Don Project started on 4th August 2023 and will run for three years and conclude on the 4th August 2026.
- The oral histories project should be completed by **9 June 2025**. Community engagement and other activity that the visualisation can draw from will be running up to this date and beyond.
- Project exhibitions will happen between May and September 2026.

Quote Process

1. Timings

- Request for quotations issued **22 March 2024**
- Send queries about the project to the Project Officer by **29 April 2024**
- Quote period expires on **06 May 2024**
- We will notify the quoters the outcome of the quoting process before **13 May 2024**

2. Quote Proposal

You are invited to submit a quote proposal for the services requested and outlined above. Quote proposals should include the following:

- A short summary statement of your understanding of the services required
- A short commentary on the project
- Work within the budget to advise a scope of services to concur with those outlined in this document

- An outline timetable for completing the required work including dates and estimates of resources spent on services
- Provide an organogram of people involved in your bid and a short CV (no more than two pages) for the individual leading the commission, including relevant experience on projects of this nature.
- Provide one example from the last five years of your organisation undertaking similar projects (no more than one page per example)
- Fee proposal. Please make sure this is broken down so that it is clear what requested services cost.
- Please include day rates so that we can estimate what additional work will cost. All fees should be inclusive of normal disbursements and expenses but exclusive of VAT.

3. Response time for return of quote

Please return your quote electronically by the quote period deadline of **06 May 2024** to alex.liversidge@dcr.org.uk and info@dcr.org.uk

Quotes will be assessed by a project panel and each quote will be judged on merit by the panel and consideration will be given to cost and quality at a weighting of 50% and 50% respectively.

Quote Return

The quote is to be returned, along with any supporting/associated information, using the below form:

FORM OF QUOTE for the Don Catchment Rivers Trust

(Name and Address of Quoter)

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Relating to the services outlined above in support of delivering an **Oral Histories project**, as part of the All Hands on the Don project (“the services”). We offer to execute the whole of the services described in your Invitation to quote dated:

Total Price excluding VAT:

We confirm:

1. That we have not communicated and will not communicate to any person under any agreement or arrangement, the amount of this Quote;
2. That the amount of this Quote has not been adjusted under any agreement or arrangement with any person;
3. Having examined the Conditions and Specification for the above-mentioned services we offer to complete the services for such sum as may be ascertained in accordance with the Quote Documentation;
4. We undertake to complete the services comprised in the Contract within the time stated in the Invitation to Quote;
5. Unless and until an Agreement is prepared, executed and completed this Quote, together with your written acceptance thereof, shall constitute a binding contract between us;
6. We understand that you are not bound to accept the lowest or any quote you may receive.

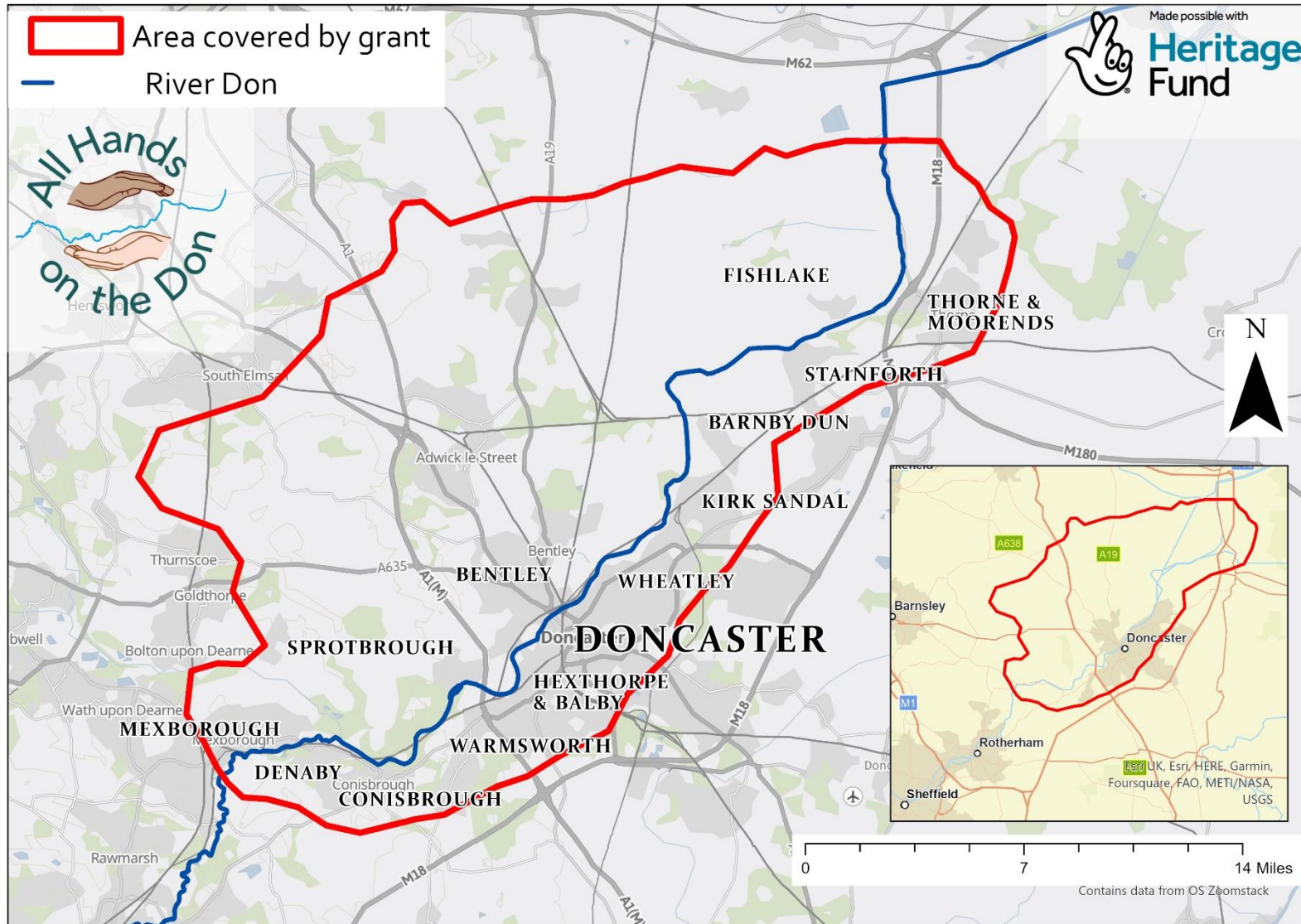
Name of Consultant/Consultancy :

Signature :

Print Name :

Date :

Appendix 1. Project Area



Appendix 2. Project Overview



The Don Catchment Rivers Trust has received National Lottery Heritage Funding for the 'All Hands on the Don' project. The focus of our project is the natural, historic and cultural heritage of the Lower River Don, bounded by Mexborough (upstream limit) and Thorne (downstream limit). The river, which has been radically transformed and engineered over the course of centuries, is central to the long and complex history of the area, being the main reason why Doncaster and a string of settlements that line its banks exist. These settlements, some of which are amongst the most deprived in England, have been dealt a hammer blow by the pandemic and the cost-of-living crisis.

Our ambition is to;

1. Realise the River Don's potential as green-blue infrastructure & as a source of health, wellbeing & skills development.
2. Explain the profound transformation of the River Don & drive forward biodiversity gain.
3. Celebrate and promote natural & historic heritage.

The project is based around the City of Doncaster from Mexborough at the upstream end, to Thorne at the downstream end. We will work with partners to deliver a range of engagement activities and will create habitats in the river corridor. The project area broadly covers the area seen in Appendix 1.

We will deliver an ecological restoration scheme involving the creation of a mosaic of floodplain habitats. The nationally rare Wild Tulip will be introduced, with the tulip serving as a charismatic species to inspire interest. Local people will grow plugs, sow seed, and plant plants, and learn about the River Don.

Our project will:

1. Increase health and wellbeing

We will provide activities that promote physical activity and good mental health by helping people from all walks of life find their feet in local nature. Fundamental will be increasing 'nature connectedness', with activities based around five themes; sensory experiences, emotional connection, appreciating beauty, finding meaning and feeling compassion. For example, we are interested in providing social prescribing and free angling sessions for people suffering with poor health and wellbeing and other issues. We also want to work more closely with local charities to involve people with disabilities in the project.

2. Foster community action, inclusion and community cohesion

The project team will apply disability awareness and positive adjustment training, to help ensure that we design and run an inclusive volunteering and events programme that caters to diverse needs. Changing Lives Doncaster and Doncaster Conversation Club will allow us to engage with

asylum seekers, refugees and women and children from immigrant backgrounds. To attract a wider audience we will blend activities with a broad appeal with more environmentally focussed ones. We will work with young people to get them involved in our activities to increase youth participation. Events such as nature festivals and fetes will bring the community together in celebration. We will create aesthetic improvements in the river corridor and partner with local art enterprises and commission artists to engage audiences in a different way. Children will take part in our River Guardians programme.

3. Increase skills and employability

We will take positive action to help and encourage under-represented groups from local communities to apply for work placements, as well as attend training opportunities. This will contribute towards improving employment prospects for local people. We will work with local charities to ensure some placements will be suitable for people with disabilities, and we will concentrate on developing core transferrable skills (e.g., team working, office skills). Local organisations which have great links with the community will help in the recruitment of suitable candidates for project initiatives. We will also work with a group of SEN (special educational needs) young people to introduce them to several technical-based creative vocations with the aim of helping them transition from leaving school to continuing their further education. The students will design and deliver digital content used on the project. For those interested in natural history a citizen science project involving Doncaster Naturalists' Society and Dr Deborah Dawson from the University of Sheffield will gather data on river corridor wildlife species of interest (e.g. water voles, otter, curlew).

4. Accessing and celebrating river heritage and fostering understanding of the river and river issues

Several local community groups want to improve access at riverside locations, and we will work with them to facilitate this. We will extend the Don Valley Way downstream beyond its current terminus in central Doncaster to Thorne, in partnership with the Friends of the Don Valley Way. A community grant scheme will be provided to support the activities of local groups to deliver projects that enhance access to or improve river heritage. Interpretation celebrating heritage in the river corridor will be installed at sites along the extended Don Valley Way in places such as the former Doncaster Railway Works, Hexthorpe Flatts Park, and Stainforth. To tell the story of the transformation of the Don and the wider landscape experts will give public talks, and will work with us to collect oral histories on the transformation of the river and landscape. We will collaborate with the South Yorkshire Biodiversity Research Group on the development of a visualisation of the river landscape in the sixteenth century using historic maps and records. Levels of educational achievement in the Borough of Doncaster are some of the lowest in the country, so to reach those who have had less educational opportunities we will run a 'Building confidence in environmental understanding' discussion group providing an introduction to key topics such as climate change, flooding, and drought. Finally, one of the culminations of the project will be an exhibition of the material generated by the project.