

Brief for Consultants -

Feasibility Study and Business plan for Glengarry Community Woodland

Introductory Statement

Glengarry Community Woodland Steering Group (GCWSG) is seeking to commission the preparation of a feasibility study and business plan to support their application to the National Forest Land Scheme to purchase the Invergarry Depot and Woodland from Forestry Commission Scotland. The woodland and depot has been valued at £200,000 and GCWSG is planning to apply to the Scottish Land Fund to part-fund the purchase if the NFLS application process is successful. The anticipated outcomes for the community are:

- A better understanding of the medium to long term viability of community ownership and management of the woodland and associated property
- Improved understanding of those development opportunities which provide the best social, sustainable economic and environmental outcomes
- Increased capacity to make a successful application to NFLS

Background information

We would refer you to our application on the FCS website for information on this – see link: <http://scotland.forestry.gov.uk/supporting/strategy-policy-guidance/communities/national-forest-land-scheme-nfls/current-applications/invergarry>

Work required

GCWSG wish to commission a consultant/team of consultants with knowledge and experience of community enterprise, woodland management, community consultation, and purchase of land on behalf of local communities, particularly in the Highlands and Islands area. The following areas of work will be expected:

- **Community consultation**

Firm up ideas already identified as possibilities by our survey; helping with selection of the ideas to take forward from that, and subsequent community consultation.

- **Consultation with stakeholders**

identify and maintain a relationship with key stakeholders on our behalf, including for example, Community Woodlands Association, Forestry Commission Scotland, Highlands and Islands Enterprise, Scottish Natural Heritage, Voluntary Action Lochaber, Highland Small Communities Housing Trust, Highland Council (ward manager and councillors), Glengarry Community Council, Glengarry Community Trust, woodland management companies, and any others identified as appropriate.

- **Feasibility study**

This piece of work will identify the sustainable economic and social potential of the property and will include: an examination of the value of the timber in both areas of woodland; an indication of any technical and financial implications involved in timber extraction and production of woodfuel; an indication of the commercial potential of the former depot and any technical and financial implications of these options; an indication of the social, environmental and sustainable economic benefits which are achievable through management of the property; and an indication of business opportunities that could arise from community ownership of the property.

The consultant(s) will be expected to make recommendations on the long-term viability of the potential options including an indication of how the options might be funded.

- **Business plan**

Once the recommendations of the feasibility study have been considered by the board, a business plan should be prepared including cash-flow projections for a period of ten years following acquisition, developed along the lines of the three phases identified in our financial outline (see draft management plan) This should include a realistic indication of funding mechanisms for the activities proposed in the business plan based on existing and impending funding schemes for community asset-owning organisations.

- **Additional support**

On-going part-time support will be required to be provided to GCWSG throughout the application process, including identification of and applications for short and long-term funding, support for marketing, provision of publicity where appropriate, and general administration. It is envisaged that this support should last for one year.

Evidence of Previous work

You will provide us with a CV along with background information and if feasible contact details for three recent projects you have worked on which are similar in type and scale to the current proposal. You may wish to collaborate with other consultants to bid for this tender, in which case each consultant should provide similar evidence.

Timescales

Issue of invitation to tender – 19th September
Return date for tenders – 9th October
Interview expected - 20th October (TBC)
Date of informing consultant - 24th October

Work programme:

Initial meeting with GCWSG and site visit – 27th October
Draft feasibility study submitted – Mid December
Public meeting to present findings and generate discussion on proposals – December 2015
Final feasibility study submitted – January 2015
Final business plan submitted to GWSG – January 2015
Application to SLF – April 2015

The interview 20th October will involve two steering group members and one external advisor We would expect to receive electronic copies of all documents and minimum one hard copy of both the final feasibility study and the business plan, to support our application to SLF.

Methodology

Please indicate your proposed methodology, stating how it will deliver the anticipated outcomes as expressed in the introductory statement, and how it will fit the proposed timescale.

Costs

Please separately itemise costs for the feasibility study, the business plan, additional support, to include VAT if applicable, and likely travel / incidental expenses incurred in carrying out the work. It is expected that the maximum cost for this piece of work, would be in the region of £9000.

Contact details

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