



## ENGLISH RIVIERA UNESCO GLOBAL GEOPARK

### COMMISSIONING BRIEF

**Title:** Financial Modelling

**Project:** TerraFirma

**Commissioner:** English Riviera UNESCO Global Geopark

**Contract Period:** 12 May 2025 to 30 August 2025 Closing

**date:** 2 May 2025

**Client Contact:** Melanie Border, Coordinator English Riviera UNESCO Global Geopark

### Overview: About the English Riviera UNESCO Global Geopark

The English Riviera UNESCO Global Geopark (ERUGGp), the Geopark, is one of Earth's extraordinary places, covering the whole of the unitary authority of Torbay. The Geopark, incorporating the three towns of Torquay, Paignton and Brixham, celebrates, conserves, enhances, and protects the unique and diverse natural and cultural heritage of this naturally inspiring area of South Devon. Working with multiple local and regional partners it is a driver for community education and engagement, expansion of the tourism offers, and sympathetic regeneration through sustainable social and economic development.

The Geopark aims to reconnect human society at all levels to the local area, to the wider environment, and to celebrate how Torbay's 400-million-year long history has shaped every aspect of our lives and our societies - past, present and future. Mindful of the climate and ecological emergencies, it seeks to raise awareness and lead by example, supporting our communities to value, protect and engage with our natural environment.

The Geopark encompasses a landscape of international geological significance, holistically managed across protection, education and sustainable development. It is one of 213 UNESCO Global Geoparks across 48 countries (9 in the UK). 46% of our Geopark is undeveloped, incorporating the whole of Torbay: 64.2km<sup>2</sup> of land and 42.5km<sup>2</sup> of marine environment. The designation is based upon the international importance of 32 geosites and their significant historical contributions to geological and archaeological sciences. Designated collections at Torquay Museum, alongside finds held in National collections, evidence earliest modern humans in north-west Europe; human settlements shaped by geological foundations, natural harbours leading to growth of fishing industries, providing safety for naval fleets, a catalyst for building Napoleonic Forts at Berry Head; extensive sandstone and limestone quarrying, marble and terracotta industries. Built heritage assets, many hewn from extraordinary coastal and inland quarries, are testament to Torbay's

diverse geology, cultural past and inhabitants. The landscape has shaped intangible heritage that root the collective past through stories, memories and ways of life.

The English Riviera UNESCO Global Geopark is not a standalone organisation. Its activities are delivered collaboratively by Core Partners and supported by Associate Partners, a combination of public, private and voluntary organisations. The English Riviera Geopark Organisation Ltd (ERGO Ltd) is the overarching body responsible for the management of the Geopark. All Core Partners have a seat on the Geopark Management Group (GMG) - the decision-making body. The Geopark has a ten-year Management Plan 2023-2033 with five key objectives:

1. Ensure compliance with UGGp Statutes and Guidelines for the retention of the UNESCO recognition for Torbay
2. Review and act to focus the effectiveness of operations, partnerships, and programs to meet the vision
3. Broaden the reach of the ERUGGp in order to maximise the benefit of the designation to the local area socially, economically and environmentally
4. Increase opportunities for public awareness and involvement
5. Embed the principals of the Sustainable Development Goals and support Torbay's ambition to be Carbon Neutral by 2030

The full, two part Geopark Management Plan is available [here](#) which provides further detail of the ERUGGp's governance and management structure, funding, partners, activities and operations.

## **About the Project**

Project TerraFirma is made possible with The National Lottery Heritage Fund. Thanks to the National Lottery Players we will be able to strengthen the foundations of the English Riviera UNESCO Global Geopark to achieve a more resilient organisation, creating a clear roadmap and delivery structure, robust business model and effective leadership for a 20+ year vision, within the framework of the Geopark Management Plan.

The project is an in depth analyse of the Geopark and how it can become effective to support the local community and partners. It will also address new engagement strategies and resources including: website development, volunteer engagement, education provision, interpretation tools, each informed from in-depth analysis and feasibility work.

TerraFirma will include three key strands of work:

- 1) Organisational Resilience
  - Design and implementation of a new governance and management framework;
  - Establishment of the new leadership group, diversifying and upskilling the Board;
  - Financial modelling to analyse and articulate the true cost and value of the Geopark;
  - Review/recommendations on diversifying and growing the income portfolio towards financial sustainability.

## 2) Engaging Communities & Audiences:

- Development of a new website with pathways accessible for general/educational audiences and scientific community;
- Social media campaign work to grow and diversify audiences;
- An Education & Interpretation Strategy with Enabling Toolkit, focusing on youth & underserved communities, with a pilot engagement phase prior to implementation.

## 3) Developing People & Partnerships:

- Give & Gain analysis to inform a roadmap for sustainable volunteer engagement;
- Volunteering & Skills Coordination, embedding engagement, skills & opportunities;
- Fundraising support to secure key roles/activity beyond project duration;
- Opportunities for practice exchange with UNESCO partners and global comparators;
- Rigorous, transparent, inclusive evaluation, feeding into network learning.

## About the Commission: Financial Modelling

The successful consultant will have extensive experience in financial modelling, economic analysis, value calculation in organisations serving a public benefit remit over natural and environmental heritage. They will demonstrate successful delivery of analysis of the economic benefit and value of organisational models.

The consultant may wish to consider other TerraFirma commissioning briefs which may align to this commissioning:

- Organisational structure
- Revenue Resilience
- Professional support on recruitment of Board members
- Scoping a Geopark Interpretation and/or Visitor Centre

The Geopark has a fixed operating overhead funded by an annual grant. However, these costs do not reflect the true costs of operating the Geopark across Torbay as partner organisations are allocating time and resources to delivering the remit of the Geopark. Associated with these wider costs are benefits and advantages of maintaining the designation. The Financial Modelling consultant is tasked with devising a “modelling calculator” for evaluating and quantifying the costs and value to the UNESCO Global Geopark designation.

The brief will require interviewing and researching Geopark partner organisations. Ensuring and safeguarding all commercially sensitive data will be an important overarching principle.

## **Key Relationships**

To deliver the brief successfully, the contractor will engage with:

- ERGO Ltd board, Strategic Oversight board
- Geopark Coordinator
- Geopark Core Partners
- Commissioned project consultants
- Geopark Associate partners, including ambassador artists
- Torbay Council, various Divisions/Service groups including: Destination Management Group; Principal Historic Environment Officer (Heritage Places)
- Geopark Management Group and any subcommittees
- UNESCO Global Geoparks Network, UNESCO UK, other UNESCO SW sites

## **Scope of Activity**

The main tasks are:

- Assessing the organisation's costs and the partner costs
- Engaging with 13 core partners and 27 associate partners and wider stakeholders
- Devising a modelling calculator
- Researching and calculating the economic benefit to quantify the Value of the Geopark for Torbay and the local economy.
- An assessment of corporate structures to deliver maximum returns
- Scoping and stress testing a modelling calculator
- Critical review of the benefits and drawbacks from operating models.
- Supporting the application of the modelling calculator.

## **Project Deliverables**

The key deliverables are:

- A report on the Value and Cost of the Geopark designation to the local and regional economy
- A modelling calculator
- Supporting in applying the modelling calculator

## **Contracts and Payments**

There is a total allocation of £12,600 inclusive of VAT and inclusive of travel and expenses.

The payment schedule will be:

<b>Estimated Date [by]</b>	<b>Amount</b>	<b>Milestone/Deliverables required at payment point.</b>
End of May 2025	2000	Methodology and approach agreed with Project Board
June 2025	4000	Research, conversations, engagement and assessment of Value and costs
July 2025	3000	Future modelling calculator recommendation and support in applying
30 August	3600	Publication of final report on Value and cost of the Geopark after presentation to Project Board
<b>Total</b>	<b>12,600</b>	

The Contractor is required to have relevant insurances in place including Professional Indemnity and Public Liability Insurance to the value of £5,000,000 and, if appropriate, Employers' Liability Insurance as required by law.

On appointment, the contractor will need to provide a statement about how they manage personal data to GDPR standards.

Please note, if they are unable to perform the services themselves, the successful contractor will be expected to provide (at their cost) a suitably skilled and qualified substitute to perform the services on their behalf to comply with the terms of the contract.

The substitute must be able to meet all the criteria of this brief and be approved in writing by the ERGO Ltd

The commissioning contract will contain the below clauses:

#### Copyright and Ownership

The copyright and all intellectual property rights in the works will remain vested in the contractor or the person responsible for the production (as the case may be).

The contractor grants to the Client a perpetual, irrevocable, non exclusive royalty free licence to copy, use and to reproduce all the submitted proposals, designs and associated Intellectual Property Rights produced and/or provided by the contractor in the connection with the performance of Services for any purpose.

Digital Outputs must be shared under a Creative Commons Attribution 4.0 International licence or equivalent.

## Insurances

Third Party Liability Insurance: The minimum limit of indemnity for insurance in respect of loss of or damage to property and liability for bodily injury to or death of a person (not an employee of the contractor) caused by activity in connection with this contract for any one event is £5,000,000 (five million pounds sterling) each and every claim or series of claims arising out of one occurrence.

## Tax Liabilities

The Contractor will be responsible for all income tax liabilities and National Insurance or similar contributions relating to the Payments and Employees of the Supplier.

## **Submission Requirements**

Your Expression of Interest should be sent as a PDF via email

**enquiries@englishrivierageopark.org.uk** by 5pm on Monday 28th April. The submission should include:

- An up-to-date CV for individual and/or team members allocated to the project.
- Your proposal outlining an approach to meeting the brief as outlined above.
- Statement confirming that you would be able to complete the project within the timescale stated and attend an interview on Tuesday 6th/ Wednesday 7th May by Zoom/Teams.
- A cost/fee proposal with confirmation of the daily charge rate of individual staff involved.

## **Award Criteria**

Criteria for selection will be:

1. Quality of previous work and relevant experience (40%)
2. Proposal outlining approach & working practice and how it addresses the project aims (60%)

## **Procurement**

The procurement timetable will be:

2 May	Application deadline
5 May	Shortlisting
6 May	Successful candidates invited to interview by
9, 12, 13 May	Interviews held
14 May	Candidates informed of outcome
19 May 2025	Contracting period
19 May 2025	Contract start

**Contact details**

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