



## ENGLISH RIVIERA UNESCO GLOBAL GEOPARK

### COMMISSIONING BRIEF

**Title:** Education Toolkit

**Project:** TerraFirma

**Commissioner:** English Riviera UNESCO Global Geopark

**Contract Period:** 15<sup>th</sup> September 2025 to 17<sup>th</sup> July 2026  
(for use at start of 2026 academic school year)

**Closing date:** 8th August 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 229 UNESCO Global Geoparks across 50 countries (10 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 analysis 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 campaigns work to grow and diversify audiences;
- An Education & Engagement 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: Education Toolkit**

The commission is to develop a Geopark Educational Toolkit for use in schools and by organisations to stimulate enquiring minds, interest and creativity around the stories of the Geopark and the resulting natural environment seen today.

Our ambition is to develop an innovative and impactful education and engagement programme that is befitting of our UNESCO Global Geopark status. A programme that significantly raises awareness of and engagement with the English Riviera Global Geopark locally and globally. The Educational Toolkit will be crucial to achieving this goal.

The commissioning consultant will work closely with the Geopark Education and Engagement Consultant who is tasked with developing an Education and Engagement strategy. This toolkit will be an important asset to communicate the story of the Geopark.

The toolkit will consist of downloadable digital educational resources and could include physical assets such as loan-boxes, sand trays, rock and artifact displays.

The toolkit will provide clear links to the Geopark using the National Curriculum framework so the consultant will need to be able to demonstrate a good working knowledge of it..

The toolkit will be an exciting and innovative resource to tell the stories of the Geopark. The toolkit will be compliant with teaching asset requirements and aligned to the needs of the educational establishments. The toolkit may include assets around the geological processes such tectonics and continental collisions, mountain building, rock formation, mega floods, mass extinctions, dinosaurs, mammals and evolution of humankind over the last 500,000 years, the survival during Ice Ages and the land bridges that connected the Geopark to continental Europe. The toolkit will also use the Geoparks geology and environment to help understanding of climate change alongside raising awareness of the UNESCO Sustainable Development Goals.

The commission will include a pilot test in selected schools (primary and secondary), to be referred to as GeoSchools. The target is 8 schools and another organisation from outside formal education to be involved in a trial over a 3-month period, engaging 120 pupils each = 1080 children and young people. Four teachers/year-reps per school will use toolkit and feedback = 36 teachers engaging/developing teaching/learning skills.

## **Key Relationships**

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

- Project TerraFirma Education & Engagement Consultant
- Schools
- Young people and children outside of the formal education system
- Direct engagement with children and young people.
- Imagine this...Partnership
- Community Engagement
- 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
- Strategic bodies in the area including Torbay's Heritage & Culture Organisations, Destination Management Organisation, Torbay Place Leadership Board, Devon LVEP.
- UNESCO Global Geoparks Network, UNESCO UK, other UNESCO SW sites

## **Scope of Activity**

The main tasks are:

- Working with the Education and Engagement Consultant develop the following products:
  - Research on Geopark-informed materials with curriculum links
  - Develop and design Education toolkit for primary schools
  - Develop and design Education toolkit for secondary schools
  - Consider the design of toolkit for use by youth groups
- Select up to 9 formal and non formal educational establishments to pilot the toolkit over a 3 month period
- Working with Geopark partners, test the toolkit in a general public setting
- Develop pragmatic approach to sharing any physical assets forming part of toolkit (loan-boxes, sand-trays, artefact)
- Adapt the toolkit for use by learners with particular needs

## **Project Deliverables**

The key deliverables are:

- Develop the Geopark Education toolkit
- Engage with at least 120 pupils at each of 9 establishments (1080 in total)
- Engage with at least 4 teachers or school representatives per school (36 teachers) to use toolkit and provide feedback
- Work collaboratively with Geopark and TerraFirma teams
- Develop a process to disseminate the toolkit more widely
- Deliver a plan to roll out toolkit to schools in September 2026 and for the toolkit to be “alive & relevant” and easy to update beyond the project period
- Hand over process to Education and Engagement Consultant for roll out to all participating establishments at the start of 2026/27 academic year
- Creating content for communications & social media.

## **Contracts and Payments**

There is an allocation of £8,500 inclusive of VAT for this commission, inclusive of travel and expenses. The project also includes an additional budget of £3,000 towards design and making the resources available online. A further £4200 to support testing and piloting the product in up to 9 primary schools, which will be collectively known as GeoSchools, and/or at other general public venues, (Geopark Partner sites and operations). This could be used for producing loan-boxes.

The payment schedule will be:

<b>Estimated Date</b>	<b>Amount</b>	<b>Milestone/Deliverables required at payment point.</b>
Dec 2025	4000	Develop and deliver Education Toolkit providing high-quality Geopark-informed materials with national curriculum links
Feb 2026	1500	Manage the design of the toolkit and prepare for test period (additional £3,000 for design)
Jun 2026	2000	Oversee and report on testing of toolkit in 9 schools (additional £4,200 for resources to aid testing)
Jul 2026	1000	Refine and hand over to Education Coordinator
<b>Total</b>	<b>8,500</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 to:

Melanie Border, Coordinator English Riviera UNESCO Global Geopark

[enquiries@englishrivierageopark.org.uk](mailto:enquiries@englishrivierageopark.org.uk)

+44 7767770452

via email by 5pm on Friday 8th August 2025. The submission should include:

- An up-to-date CV for individual and/or team members allocated to the project.
- Proposal outline your approach to the project and meeting the brief as described above.
- Statement confirming that you would be able to complete the project within the timescale stated and attend an interview on 26<sup>th</sup> Aug 2025 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:

8th Aug 2025	Application deadline
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9 <sup>th</sup> – 15 <sup>th</sup> Aug 2025	Shortlisting
18 <sup>th</sup> Aug 2025	Successful candidates invited to interview by
26 <sup>th</sup> Aug 2025	Interviews via Teams
31st August 2025	Candidates informed of outcome
15 <sup>th</sup> Sep 2025	Contract start

### **Contact details**

Sarah Cook, TerraFirma Project Manager

[sarahjanecook1@outlook.com](mailto:sarahjanecook1@outlook.com)

+44 7927431456

Melanie Border, Coordinator English Riviera UNESCO Global Geopark

[m.border@englishrivierageopark.org.uk](mailto:m.border@englishrivierageopark.org.uk)

+44 7767770452