



Request for Quotation

**Part-time Project Manager to administer an externally
funded program of resilience measures for the Nene
Rivers Trust CIO**

Overview

The Nene Rivers Trust is a small environmental charity with the following objects:

- Supporting the protection and recovery of the environment from climate change, limiting the detrimental effects of climate change, supporting the elimination of the causes of climate change, understanding the impact of climate change on the natural environment and supporting the natural environment and communities to adapt to the changing climate.
- The conservation, protection, restoration and improvement of the rivers of the Nene Catchment, their tributaries, their sources and the surrounding area
- The advancement of education of the public in the conservation, protection and improvement of the physical and natural environment, the cultural and natural heritage of the Nene Catchment
- The advancement of health and the promotion and protection of the physical and mental health and wellbeing of the public.

Information on our history, team and current projects are available via our website at

www.neneriverstrust.org

One critical thing to understand about Nene Rivers Trust is our commitment to Relationship. At our core we are relational as opposed to transactional. We recognise that authentic relationships are underpinned by trust, respect, reciprocity, accountability and consent and we hold ourselves to these qualities in all that we do. Rather than rushing to answers we prefer to take our time to fully understand the situation and to exercise curiosity in developing solutions that are appropriate to the context and, as such, are sustainable. Additionally, we seek to work with complexity rather than to deny it by racing towards simplistic fixes that have the potential to unravel unexpectedly.

Introduction

Since a financially challenging year in 2024 we have been working hard to re-build our small team and our organisational resilience and as part of that we are seeking an experienced Project Manager to take on the task of administering three supporting workstreams that are externally funded through The National Lottery Heritage Fund:

- A governance review and training with our Trustees to ensure that they are suitably structured and skilled to support the organisation
- An audit and refresh of our digital infrastructure to ensure that our hardware and software are fit for purpose, represent a cost-effective solution and can grow with us into the years ahead

-
- A process / workflow analysis to streamline processes to reduce lost time in work administration, establish a digital data system and naming convention to enable easy data sharing within and beyond the Trust and to deliver policy and manual updates to ensure legislative compliance with specific reference to changing employment law

These workstreams may work concurrently or be staggered but it is anticipated that the work will be completed by the end of June 2028 with final reporting due in September that year.

Each of these workstreams will be undertaken by an external provider with brief development and the tendering process being conducted by you working in close collaboration with the team at Nene Rivers Trust to fully define the aspirations and outcomes / outputs for each. A brief description for each is included below:

- Board Governance Review - A suitably experienced consultant will undertake an evaluation of the Boards performance against the charity governance code and identify recommendations for improvements to build on existing strengths and seize opportunities for further development. They will also review the existing governance structure, policies, processes and culture to ensure that it is fit for purpose, legally compliant and delivering maximum benefit for the catchment and the community. As we enter our 5th year as the Trust, the last of our founding Trustees (inherited from our previous structure) will depart in the year ahead. We are currently building the skills of our newer trustees through a training program supported by the Rivers Trust National and this work will build on that activity to streamline the functioning of the board and ensure that it is best placed to support the operations of our small charity.
- Digital Infrastructure Audit and Renewal - We will work with an IT specialist to undertake a thorough audit of our current digital infrastructure with a view to transitioning to a cost-effective system that can grow with us in the future. As the River Nene Regional Park CIO, we were hosted by a Council and inherited many of their systems for digital data management and IT. Since becoming independent of that structure, we have made ad hoc adjustments to keep ourselves functioning, none of which were designed for current ways of working. Our existing technology is antiquated, clumsy and expensive. We are aiming to equip ourselves with appropriate digital technologies and data storage systems that support our patterns of work, can grow with us over time and that can adapt to meet the rates of change we are all now experiencing.

- Address lost time inefficiencies - Our administrative processes have, like the IT above, developed over time without a big picture perspective. Many of our processes are not fit for purpose and a lack of consistency between team members is leading to inefficiencies and lost time. We feel this intensely as a small team and recognise that by working with a relevant QA and business systems professional we can develop systems that are consistent, proportionate to task and make use of the latest technologies available to streamline program administrative tasks.

We have undertaken some preliminary conversations with potential suppliers of these services to estimate the costs to support our application for funding. Upon appointment we will share these budget limits with you to inform your design of the tender briefs and administration of the work.

In addition to overseeing the delivery of these workstreams, as the successful candidate you will also lead on evaluation of the program. You will be expected to maintain appropriate records and undertake regular communications with the NRT team and external providers to enable thorough and accurate reflection on the program and reporting to the Heritage Fund.

Methodology

What we seek from you is a clear methodology for how you plan to approach this work to meet the aims and objectives as identified.

Here are our expectations:

- During the initial stages you will work with NRT Team Members and the Board of Trustees to develop a comprehensive understanding of the problems we are seeking to address and the needs we are seeking to fill.
- You will consistently liaise between suppliers and key personnel in the Trust during delivery.
- You will monitor milestones and deliverables with external suppliers.
- You will support evaluation of the entire program through maintaining relevant records and noting your observations (both positive and negative) of the process.
- A draft methodology for project evaluation.
- You will prepare a final report for NRT and The Heritage Fund that describes the process, links to copies of relevant project paperwork (including tender briefs and assessments) and provides an honest reflection on the process including outputs and outcomes.

Outputs/deliverables

The outputs / deliverables for this contract are as listed in the Introduction section above. As well as successful delivery of the three workstreams described a Program Evaluation Report will be required that provides a record of the delivery including any adaptations or shifts in delivery timelines and that details the successes and learnings. Ongoing evaluation of this program during delivery will be critical to maximising the benefits of this resilience program. As the Project Manager your role in that is central.

We are undertaking this work as part of a broader organisational review and resilience process and have chosen to reduce the administrative burden on our small team by outsourcing the project management of these three workstreams.

We are seeking the services of a suitably experienced project manager to oversee this work on our behalf and will expect to see evidence of your previous experience upon application.

We anticipate that over the 20 months that the resilience program runs the successful individual / company will;

- Maintain a gantt chart for the entire resilience program that clearly identifies milestones and responsibilities such that successful delivery of each component can be assured
- Coordinate meetings between and within the NRT team and contractors to ensure that workstreams remain on track and have the potential to adapt to shifting priorities as they emerge
- Provide regular (monthly) updates to the CEO
- Act always with integrity and honesty and behave in a way which maintains the reputation of the Nene Rivers Trust at all times
- Work with the CEO and Business Manager to prepare grant payment requests and project reports for The Heritage Fund via their portal.
- Produce a final program report for the NRT and The Heritage Fund that honestly reflects on the program highlighting challenges and successes and the quality of the outcomes / outputs against the aspirations

Contract management

We anticipate work commencing in November 2026 and being completed in June of 2028. We have allocated a total budget of £54,000 inclusive of VAT and expenses.

Nene Rivers Trust CEO will manage the contract on behalf of the Trust and will be the first point of contact.

You are invited to present a proposed payment schedule in your bid that is tied to key milestones. A Payment schedule and detailed timeline for delivery will be agreed at the inception meeting.

Award criteria

To facilitate evaluation of your submission proposals must include;

- A covering letter demonstrating understanding of the work proposed here
- A detailed methodology of how the work will be undertaken that includes a proposed timeline for delivery
- A demonstrated understanding of the Heritage Fund's grant requirements
- A demonstrated understanding of the Heritage Fund's evaluation good practice
- Details of Lead Person that includes examples of relevant experience
- Details of any support staff with examples of their work on similar projects
- A detailed quotation for the work with a proposed payment schedule – we are seeking a lump sum quotation inclusive of VAT and expenses as well as day rates for key personnel.

Decision Criteria	Weighting (%)
Understanding of the work demonstrated in the bid	20
The appropriateness of the methodology and delivery timeline	20
The degree of experience to complete the work	30
Price	30

Procurement timetable

Our timetable for procurement is below:

Issue invitation for quotation week commencing October 26th, 2026 with submissions closing midday November 13th.

Submission assessments will take place in the week commencing November 16th with interviews taking place on Friday November 20th via Zoom.

Written submissions should be sent to the Chief Executive of Nene Rivers Trust via email (kathryn@neneriverstrust.org) no later than midday on November 13th, 2026.

Questions in relation to this RFQ may be directed to the same.