

**Invitation to tender for a contract to deliver:
Local Record Centre-led data provider training**

Supported by the NBN/Defra Contract 2011-14

Introduction

The NBN Trust has a modest amount of funding available under the Defra contract to contribute towards the provision of training to data providers by Local Record Centres.

In line with Defra priorities, the training must focus on enabling and encouraging the use of online recording, but it can target biological recorders in the voluntary, commercial or public sectors. Local Records Centres are invited to submit proposals for training that fulfils this remit. Proposals for the creation of training materials (e.g. video tutorials) will be considered, but preference will be given to proposals for face-to-face practical training as this has been shown to be more effective in engaging recorders in online recording.

The following criteria apply:

- The training must be delivered by 31st March 2012.
- The lead organisation must be an English Local Record Centre and the training must be delivered in England.
- Training may be organised and delivered by a partnership of Local Records Centres in order to reach a wider geographic coverage, but the application must be made by a named lead organisation.
- The training must encourage the use of online recording technology for record submission, verification and reporting.

Please send completed proposals by e-mail for the attention of Paula Lightfoot on: p.lightfoot@nbn.org.uk

The deadline for applications is the **12th January** and successful applicants will be notified on the 13th January.

As a guide, applications should be for up to **£1,000** per proposal. However, the NBN Trust might be able to make a larger contribution to support a collaborative project with the potential to reach a wide audience.

Should you wish to discuss your proposal prior to submission, please contact Paula Lightfoot on:

Tel: 07930 458737

Applicant details:

Organisation name:

Organisation address:

Contact person:

Position in organisation:

Telephone number:

E-mail address:

Names of other LRCs who will assist with the organisation and delivery of training (if applicable)

Description of training proposal

Cost of training event/s	
Breakdown of costs (e.g. tutor fees, venue hire, printing course materials)	£ £ £
Total cost of training	£
Requested contribution from NBN Trust	£
Who will the training be aimed at?	
Who will be invited to attend?	
Which geographic area is covered?	
What is the target number of participants?	
How will the training be publicised?	
Who will deliver the training?	
What specific skills, knowledge or experience will the training deliver?	
Entering records online	
Verifying records online	
Querying records online	
Appreciation of the benefits of online recording	
Understanding of online data flow	
Other (please specify)	
When will the training take place?	
Number of events	
Event date/s	
What will be the measures of success?	
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Reporting / Outputs

The project lead will provide the NBN Trust with a brief report by filling in all sections of the form below. This will help the NBN Trust gauge the contribution made by the training and the value of NBN Trust funding contributed as part of the NBN Defra Contract. These findings will influence the possibility of further funds being made available in the future.

Please provide your thoughts on how well the training you delivered with NBN sponsorship went:

What has been, or do you now expect to be, the impact on data provision to the LRC and broader NBN partnership?

How many people attended the training events in total?

Did the training events delivered the data provider skills and experience you intended?

Where there any additional benefits realised through the training events?

Would you welcome NBN Trust funding to sponsor LRC-led training events in the future?

If the NBN Trust were able to make funding for training available again in the future, how could it be used more effectively?

Many Thanks