



Celebration Bournville: Delivery Consultant Brief

Procurement and contract management document (to be read with the ITT and the Project Information for Tenderers).

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1. Purpose of this brief

This brief sets out the role, outputs and working arrangements for a Delivery Consultant to support Celebration Bournville. It is designed to sit alongside the ITT during procurement and then act as the baseline delivery tool for managing performance once appointed. All project background, scope boundaries and core project description are provided in the separate Project Information for Tenderers document and are not repeated here.

Consultation and communications are a separate appointment and are excluded from this brief. Formal evaluation is also a separate appointment.

2. Commission model (lead consultant plus specialists welcomed)

BVT welcomes tenders from an individual, a company, or a consortium led by a prime consultant with specialist sub-consultants. BVT explicitly welcomes a lead consultant supported by specialist inputs (for example masterplanner/urban designer, heritage adviser, economist, business planner/financial modeller, governance and organisational development specialist, and fundraising specialist) rather than assuming a single multi-disciplinary firm.

Tenderers must:

- Nominate a single accountable lead responsible for day-to-day coordination, integration and quality assurance.
- Set out the proposed team structure, roles and responsibilities, including any specialist sub-consultants and how their outputs will be integrated.
- Confirm capacity and availability across the programme timeline.

3. Appointment summary

- Client: Bournville Village Trust (BVT) (accountable body).
- Partnership context: BVT is working in partnership with Mondelez International as a principal stakeholder and owner of assets within scope.
- Reporting line: Project Director (BVT), day-to-day managed via the appointed Project Manager.
- Key interfaces: Consultation and Communications Consultant; Evaluation Consultant; BVT finance, property, heritage and community colleagues; Mondelez representatives through joint governance arrangements.
- Working approach: hybrid, with in-person workshops and site walkovers in Bournville as required.

Indicative contract period: May 2026 to June 2027 (subject to the ITT).

Budget: £120,000 inclusive of VAT and expenses.

4. Role purpose and success measures

The Delivery Consultant will produce a coherent spatial framework and a set of investable programme recommendations, linking masterplanning, phasing, deliverability, viability, governance route and funding pathway. Outputs must be suitable for joint decision-making by BVT and Mondelez and for scrutiny by funders and statutory stakeholders.

Success looks like:

- A clear spatial options narrative leading to a preferred framework with phasing and an outline consents pathway, proportionate to the feasibility stage.
- A prioritised, package-able programme with transparent assumptions, risks and dependencies, suitable to underpin future capital bids.
- A credible, proportionate view of viability and organisational requirements, including what needs to be true for packages to be deliverable and sustainable.
- A practical funding and investment pipeline aligned to the programme packages, with a realistic action plan.
- Strong integration: consistent assumptions across spatial work, consultation evidence, viability logic and fundability.

5. Scope of services (work packages)

The Consultant will deliver the work packages below. Tenderers may propose refinements, but must cover the full intent and maintain clear interfaces with other appointments.

WP1 Inception and integrated working plan

- Confirm scope, priorities, decision points and information availability with BVT and the Project Manager.
- Agree assumptions, data requirements and an integrated plan that links spatial work, programme packaging, viability and funding pipeline development.
- Confirm touchpoints with the Consultation and Communications Consultant so that engagement is sequenced to inform options and priorities.

WP2 Masterplanning and spatial options

- Produce proportionate baseline spatial analysis: movement and access; public realm; heritage setting sensitivities; constraints and opportunities.
- Develop 2–3 spatial options with clear trade-offs and implications, suitable for consultation support materials (provided by the Consultation and Communications Consultant).
- Develop a preferred spatial framework and design principles, with clear rationale linked to evidence and stakeholder feedback.

WP3 Phasing, implementation and consents pathway

- Set out a phased implementation approach, identifying dependencies and early quick wins.
- Provide an outline consents and permissions route map (planning and heritage consents and other approvals) and indicative sequencing.
- Translate spatial phasing into programme packaging assumptions (what can be delivered when, and what must come first).

WP4 Programme packaging, viability and delivery model options

- Define investable programme packages aligned to the spatial framework: scope, benefits, dependencies, risks and indicative cost assumptions where available.
- Develop a proportionate baseline commercial and operational picture relevant to priority packages, including key sensitivities and data gaps.
- Develop practical options for governance and delivery arrangements that support stewardship and delivery in a mixed-ownership context (not legal advice), including organisational capacity implications.

WP5 Funding and investment pipeline

- Create a prioritised funding opportunities pipeline aligned to programme packages (capital and revenue where relevant).
- Provide project–funder matching and a sequencing plan, including assumptions on evidence requirements, lead times and match funding.
- Provide a practical action plan for funder engagement and applications, including recommended roles and resourcing assumptions.

Role boundaries and interfaces (non-negotiable)

This role must not duplicate other appointments. In particular:

- Programme management, reporting, procurement process, integration of all consultants, and governance packs are led by the Project Manager.
- Consultation design and delivery and communications outputs are led by the Consultation and Communications Consultant. This role provides technical content for options and uses consultation evidence to refine recommendations.
- Formal evaluation is led by the Evaluation Consultant. This role provides clear evidence and assumptions but does not write evaluative judgements.

6. Required outputs and acceptance criteria

The outputs below are minimum requirements (timings to be confirmed in the ITT and may be refined at mobilisation).

Output	Acceptance test (minimum)	Timing
Inception note and integrated working plan	Confirms scope, assumptions, information needs, interface plan, working rhythm and outputs timetable.	Within 3–4 weeks of appointment
Baseline spatial analysis pack	Clear diagrams and concise narrative: movement/access, public realm, constraints/opportunities, heritage setting sensitivities.	Early phase
Options pack (2–3 options)	Illustrative options with clear trade-offs, dependencies, risks and implications. Suitable for use in	Mid phase (for consultation)

	consultation materials (editable formats).	
Preferred spatial framework, design principles and phasing	Illustrative preferred framework with design principles; phasing diagram(s), dependencies and quick wins; clear assumptions register.	Late phase (draft)
Outline consents and permissions route note	Practical pathway and sequencing assumptions for planning and heritage consents and other approvals, proportionate to the stage.	Late phase (draft/final)
Programme packages, viability and delivery model options pack	Package definitions aligned to phasing; proportionate viability scenarios and sensitivities; delivery and governance options (non-legal) with capacity implications.	Late phase (draft)
Funding pipeline and final recommendations pack	Prioritised pipeline, project–funder matching and action plan; final recommendations narrative linking spatial framework, consultation insight, viability and fundability. Editable formats plus PDF.	End of commission

7. Working arrangements and performance expectations

The Consultant is expected to:

- Work collaboratively with BVT, Mondelez and other consultants, maintaining clarity of assumptions and avoiding duplication.
- Operate proportionately within the available budget, focusing on decision-ready outputs and the minimum evidence required to support future bids.
- Be transparent about uncertainties and data gaps and propose practical steps to improve confidence.
- Provide outputs in editable formats suitable for reuse and governance scrutiny.

Performance will be reviewed at agreed checkpoints against: delivery of outputs on time; quality and usability of options and recommendations; clarity of assumptions and risks; and effectiveness of integration.

8. Skills and experience

Essential:

- Demonstrable experience of masterplanning and place-based spatial frameworks in sensitive contexts.
- Experience in business planning or viability thinking in place-based or asset-related contexts.
- Experience developing practical funding pipelines and action plans (capital and/or revenue).

- Strong synthesis and report-writing skills, able to produce decision-ready recommendations and communicate with non-technical audiences.

Desirable:

- Experience in heritage-led regeneration or working with heritage and community assets.
- Experience of mixed-ownership programmes and partnership governance.
- Experience leading multi-disciplinary teams and integrating specialist sub-consultant outputs.

9. Budget and evaluation

Budget

Budget: £120,000 inclusive of VAT and all expenses. Tenderers should propose a proportionate methodology within this budget.

Submission requirements

Unless varied by the ITT, tenderers should submit:

- Method statement (maximum 5 sides A4) covering approach, integration method, assumptions management and quality assurance.
- Team proposal showing named lead and any specialist sub-consultants, with short CVs.
- Up to three relevant case studies with client references.
- Programme and availability statement aligned to the project timetable and key touchpoints.
- Fee proposal within the stated budget showing day rates, estimated days by role and key assumptions.

Evaluation

Evaluation will be carried out on the basis of Quality 60% and Price 40%.

Quality will be assessed against:

- Track record of delivering comparable masterplanning and investability work in sensitive contexts.
- Strength of methodology, including options development, packaging, viability logic and funding pipeline approach.
- Ability to integrate with consultation evidence and work collaboratively with BVT and partners.
- Capacity and suitability of the proposed lead and specialist team.