

30 UNDER 30 CLIMATE CHANGE-MAKERS

Invitation to Tender: Content creation and facilitation 30 Under 30 Climate Change-Makers Programme

This is an invitation to tender for 'content creation and facilitation for the Northern Ireland 30 Under 30 Climate Change-Makers Programme.'

The Invitation to Tender (ITT) from Live Here Love Here contains the instructions and information on how to provide a tender; specification of requirements; evaluation framework; budget and timeframes.

Your submission should be written to address the key requirements detailed in sections 3-5 of this document and demonstrate how it meets the scoring criteria outlined under section 6. Any details not provided or not fully completed may constitute an admission of unsuitability/inability to fulfil requirements and may result in the tender being rejected at our absolute discretion.

- All submissions must remain valid for a minimum period of 90 days following the deadline for receipt of submissions.
- All proposals must be in English.

Prices contained within the proposal must be **exclusive of VAT** and be in Pounds sterling and must **include ALL fees**.

Please submit your proposal entitled '30U30 Delivery Support' in PDF form via email by 9am Wednesday 5th August 2026 to alex.hall@livehere lovehere.org. Please note Live Here Love Here will acknowledge receipt of your tender submission. **If you do not receive acknowledgement, please follow up to ensure tender has been received.**

1. Background Information - The 30 Under 30 Climate Change-Makers Programme

The 30 Under 30 Climate Change-makers Programme recognises, supports, and inspires the next generation of environmental leaders in Northern Ireland. Established in 2022, the programme has already engaged 120 diverse young participants, helping them develop as environmental advocates and changemakers across a wide range of sectors.

Aims:

- Equip 30 participants with the leadership skills and knowledge needed to become influential climate advocates.
- Recognise emerging environmental and sustainability leaders from diverse sectors across Northern Ireland.
- Build a network of like-minded young people working together to address climate and environmental challenges.

The programme is designed to elevate the voices of young people who are championing environmental action and sustainability, while equipping them with the skills, knowledge, and networks needed to drive positive change.

Participants take part in a development programme that includes:

- Six workshops led by climate, environmental, and industry leaders.
- Accredited Carbon Literacy Training.
- A variety of networking opportunities with peers and professionals.
- Collaborative group work to develop solutions to climate and environmental challenges.
- The opportunity to design and present an individual environmental project focused on an issue they are passionate about.

The programme combines leadership development, practical action, and collaboration, helping participants become effective environmental leaders while contributing to a more climate-resilient future for Northern Ireland.

Previous speakers have included:

- Mary Robinson - former President of Ireland, internationally recognised human rights leader, and prominent advocate for climate justice and sustainable development.
- Conor McKinney - Conservationist, Senior Ecologist and Broadcaster
- Debbie Caldwell- Climate Commissioner for Belfast City Council.
- Alan Mahon - Founder & Executive Chair of Brewgooder.
- Eimear Manning - Climate justice advocate and youth engagement leader.
- Jonathon Porritt - Environmentalist, writer and sustainability advocate.

- Gerry Hussey- Ireland's Leading Health, Wellbeing and Performance Coach and former coach to multiple Olympic Teams

The programme is made possible through the support of sponsors and partners who share a commitment to developing the next generation of environmental leaders and advancing climate action across Northern Ireland.

You can find out more information from previous years on [our website](#), including highlights and quotes from previous cohorts.

2. Specification of Requirements

Live Here Love Here is pleased to invite you to submit a tender for delivery support for the 30 Under 30 Climate Change Makers programme's 6 workshops.

The successful bidder will work closely with Live Here Love Here to deliver a capacity-building programme for the 2027 30 under 30 programme enabling participants to become influential change makers within their respective industries.

The successful bidder will design and deliver a programme of workshops, providing high-quality content based on the 6 topics below. The successful bidder will work closely with Live Here Love Here to develop each workshop. The workshops should include interactive breakout sessions as well as guest speakers and be designed to engage all participants, accommodating diverse learning styles and individual needs. Sessions must use a variety of interactive, visual, and verbal methods to keep everyone involved, with plenty of regular breaks built into the schedule to prevent fatigue. Content must be paced comfortably so that all learners can easily digest and apply the information.

Live Here love Here will sign off each workshop. You may propose a variation to the topics and programme order for consideration in this bid or during the design stage. Note that any variations to the costs and delivery plan of the successful tender submission must be agreed in writing.

Topics:

Workshop	Morning session	Afternoon session
1	Networking and personal sustainability motivations,	Update on current climate and sustainability issues (this will be delivered by Live Here Love Here).

	including how we cope with negativity and overwhelm.	
2	Influencing change and how to bring people on a journey with you.	How to handle challenging conversations, i.e. with colleagues or people who do not see sustainability as a priority.
3	Sustainability and social enterprise business start-ups.	Presentation skills. Creating the most impact in a short space of time.
4	Sustainability/climate policy and politics	NI specific sustainability goals and actions that are taking place.
5	Climate justice	Nature loss in NI and globally linking back to climate justice.
6	TBD – The bidder is welcome to input ideas for this session.	Individual presentations from the cohort with guest audience

The design of the capacity building programme invests significant knowledge and leadership skills into thirty young people each year, allowing them to play a larger role in shaping the future environmental trajectory of Northern Ireland. The programme design should also consider how the growing and diverse intake of young people from across sectors (business, government, education and NGO) can provide mutual support for one another as they navigate the programme and tackle issues encountered in their various roles.

The programme is delivered from January to June 2027, and planning begins at the point of award of this contract.

Requirements of the successful bidder:

- Lead facilitation for six one day workshops, one per month (January –June) of the 30U30 Climate Change Makers Programme. This will include introducing speakers, managing workshop activities and ensure smooth running of the day. Please note Live Here Love Here will arrange speakers for each session.
- Content creation for each of the six one day workshops using the topics outlined above. This content should be designed as interactive and engaging for the cohort. We expect each day to consist of 2-3 hours of speaker time. Workshop outlines and presentations should be available to Live Here Love Here at least one month before the workshop takes place. This content will be owned by Live Here Love Here upon completion of the project.
- Assist with all requests to provide information for reporting, including requests that extend beyond the annual project completion dates. This may include

quantitative data, and qualitative information including digital photographs illustrating the achievements and events.

- Maintain such insurances as are necessary to cover all possible liabilities and will ensure that adequate appropriate insurance is in place to cover liability for employees and participants in the programme.
- The provision of any materials that will be needed to fulfil the workshops.
- Overall event set up including health and safety.
- Input into deciding final speakers, and the topics covered – we expect discussion around these before they are finalised and welcome your input.
- Refer to the programme as the Live Here Love Here 30 Under 30 Climate Change Makers programme in all external communications.

Live Here Love Here will:

- Provide venues and catering for all events.
- Programme dates will be secured by December 2026.
- Book and pay speaker costs.
- Be responsible for advertising and recruitment of the 30 under 30 participants.
- Coordinate photography and film production elements of the events programme and will liaise with the successful delivery partner on media & PR opportunities as they arise during delivery.
- Manage all sponsor relationships.

3. Submissions

Tenderers must not make assumptions that Live Here Love Here has experience of their organisation or their service provision even if you're a part of a current or previous contract. Assessments will solely be based on the tender submissions received.

Submissions may be rejected if the complete information requested is not provided. Prices contained within the proposal must be **exclusive of VAT** and be in Pounds sterling and must **include ALL fees**.

Submissions must include the following information:

Cost - Please enter your costs into schedule 1 below.

Delivery Plan - Please provide an outline plan of content for the 6 workshops including timelines of delivery in schedule 2 below.

Track Record & Quality of Past Experience - Please provide an overview of your organisation in schedule 3 below.

Environmental Policy & Credentials - Please detail any practices or initiatives your organisation has in place to reduce your environmental impact in schedule 4 below.

4. Scoring Criteria

Tenderers will be scored according to the criteria outlined below:

Item	Weighting
Cost	30%
Delivery Plan	30%
Track Record & Quality of Past Experience	25%
Environmental Policy & Credentials	15%
Total	100%

5. Timeline

Activity	Expected Date
Tender opens	Monday 6 th July 2026
Deadline for submission of tender proposal	9am Wednesday 5 th August 2026
Notification of decision	Tuesday 18 th August 2026
Project start date	Monday 7 th September 2026

Live Here Love Here reserves the right to amend the timetable above if deemed necessary. Live Here Love Here reserves the right not to proceed with the tender for any reason.

6. Term of contract and draft contract

The contract is for one 30 Under 30 Climate Change Makers programme. A second programme year may be awarded subject to performance and agreement by both parties.

A draft contract can be found in Schedule 5 below.

7. Submission & Notable Conditions

Please submit your proposal entitled '30U30 Delivery Support' in PDF form via email by Wednesday 5th August 2026 to alex.hall@livehereandlovehere.org. Please note Live Here Love Here will acknowledge receipt of your tender submission. If you do not receive acknowledgement, please follow up to ensure tender has been received.

Submissions received after this deadline will **not** be considered.

By submitting a bid, you agree to deliver the services as presented in your response in schedules 1 to 4 and the conditions within this Invitation to Tender.

If you have any questions about this document, please contact Alex Hall, Project Manager at alex.hall@livehereandlovehere.org.

Schedule 1 – Costs.

Please provide a full-itemised breakdown of costs as detailed in Section 2 Specification of Requirements. All costs should be provided in **GBP Sterling exclusive of VAT**.

Item	Cost per full day	Total cost for programme (6 days)
Facilitation	£	£
Content creation	£	£
Additional costs: Please provide details for each cost. (each added in a separate line)	£	£
	£	£
	£	£
Total		£

Schedule 2 – Delivery Plan.

Please provide an outline plan of content for the 6 workshops including timelines on how you will deliver the work to meet the needs of the programme; Please refer to section 2 of this document for details of what we require from the successful bidder. Add extra pages in this document if necessary.

Schedule 3 - Track Record & Quality of Past Experience

Please provide an overview of your organisation details of the relevant experience to include information on the following.

Structure, size, capacity and expertise to undertake the work specified
Staff details, including details of relevant skills, experience and qualifications
Portfolio of relevant work showing the ability to deliver a quality programme/experience. Please give at least three recent examples
Please outline relevant insurance policies held.

Schedule 4 - Environmental Policy & Credentials

Live Here Love Here is committed to sustainable procurement and wishes to see tenderers adopt a positive environmental approach.

Please detail any practices or initiatives your organisation has in place to reduce your environmental impact.

This could include plans for reaching net zero, environmental considerations in procurement, and offsetting necessary carbon emissions. An environmental policy or statement (if available) should therefore be included with your tender submission.

Schedule 5 – Draft Contract.

DRAFT Contract for Provision of content creation and facilitation of the 30 Under 30 Climate Change Makers Programme.

This Agreement is made between:

1. **Live Here Love Here** (registered as Keep Northern Ireland Beautiful) having its registered office at Titanic Suites, 55-59 Adelaide Street, Belfast BT2 8FE. HMRC Charity No XR36767, NI Charity No NIC 102973, Company No NI38848, VAT Reg No 860 203657. (“LHLH”); and
2. **XXX**, whose registered office is **XXX**.

Together referred to as “the Parties.”

1. Purpose

LHLH appoints **XXX** to provide Delivery Support in line with:

- **Appendix 1** – Invitation to Tender (ITT) [**Date**]
- **Appendix 2** – **XXX** Proposal [**Date**]

Both documents form part of this Agreement.

2. Term

- The Agreement will commence on **Date 2026** and continue until completion of the services, anticipated by **Date 2027** unless ended earlier under clause 9 (Termination). A second year commencing September 2027 may be agreed subject to satisfactory performance and agreement by both parties.
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3. Fees and Payment

- The agreed fee is £ **XXX** (excluding VAT).

- **XXX** will invoice LHLH in following completion of the programme.
 - LHLH will pay invoices within 30 days of receipt.
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4. Responsibilities

- **XXX** will carry out the services outlined in the ITT with reasonable skill, care and in line with professional standards.
 - **LHLH** will provide timely feedback, information, and access to staff and stakeholders as reasonably required.
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5. Intellectual Property

- All intellectual property rights in the final agreed outputs created under this Agreement will belong to LHLH, once all fees are paid. This includes all content created for the programme.
 - **XXX** may retain copies for its portfolio and internal records.
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6. Confidentiality

- Both Parties will keep confidential any information marked as confidential or that could reasonably be considered confidential.
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7. Data Protection

- If any personal data is shared during the project, both Parties will comply with applicable data protection laws (including UK GDPR).
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8. Liability

- **XXX's** liability for any loss or damage arising from this Agreement is limited to the total fees paid under this Agreement, except in cases of fraud or deliberate misconduct.
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9. Dispute Resolution and Termination

9.1 Dispute Resolution as a Pre-Condition to Termination, except in cases deemed to be a material breach of contract.

- **Material breach of contract.** If the breach is deemed to be a serious and material breach of contract, the infringed party may serve immediate notice to end the contract. Conditions in 9.2 and 9.3 will still apply.
- **Mandatory Process for all disputes not deemed to be serious and material breaches.** The parties agree that the dispute resolution procedures set out in this section must be pursued before either party may terminate this Contract or initiate formal legal proceedings.
- **Notice of Dispute.** If a dispute or alleged breach arises, the aggrieved party must send a formal written Notice of Dispute to the other party. This notice must clearly state the nature of the dispute and the required remedy.
- **Management Negotiations.** Within seven days of receiving the Notice of Dispute, designated managers from both parties must meet in good faith to resolve the issue.
- **Mediation.** If the dispute is not resolved within fourteen days of the initial notice, the parties shall submit the matter to an independent, mutually agreed-upon mediator. The parties will share the costs of the mediation equally.

9.2 Termination Rights

- **Right to Terminate.** If the dispute remains unresolved thirty (30) days after the initial Notice of Dispute was served, and the parties have completed the mediation process, the non-breaching party may terminate this Contract.
- **Notice of Termination.** Termination shall become effective immediately upon the delivery of a written Notice of Termination to the breaching party.

9.3 Financial Settlement and Liability

- **Payment for Work Performed.** Upon termination, the Client shall pay the Bidder within thirty (30) days for all satisfactory and completed work performed in accordance with the Contract up to the date of termination. The Client is not responsible for paying for incomplete or non-compliant work.

- **Bidder Responsibility for Failure to Complete.** If the Bidder fails to complete the contract due to a material breach or abandonment of the project, the Bidder shall be liable for all direct costs and financial losses resulting from that failure.
 - **Scope of Bidder Liabilities.** The Bidder's liability shall include, but is not limited to:
 - The additional cost to hire a replacement contractor to finish the remaining scope of work.
 - Direct losses or penalties caused by project delays.
 - Administrative and legal expenses incurred by the Client in securing a replacement contractor.
 - **Right of Set-Off.** The Client may deduct any costs or damages owed by the Bidder under Sections 9.3. directly from any outstanding fees owed to the Bidder under Section 9.3.
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10. Governing Law

- This Agreement is governed by the laws of Northern Ireland, and the courts of Northern Ireland will have jurisdiction.
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11. Signatures

Signed for and on behalf of **Live Here Love Here**:

Name: _____

Position: _____

Date: _____

Signed for and on behalf of **XXX**:

Name: _____

Position: _____

Date: _____

Appendices (forming part of this Agreement)

- Appendix 1: Invitation to Tender: Delivery Support for 30 Under 30 Climate Change Makers Programme
- Appendix 2: XXX Proposal submitted in schedules 1 – 4 included in the bid.