Live Here Love Here

Invitation to Tender- Website Development

About Us

Live Here Love Here is an independent charity. Through education, engagement and empowerment, we seek to inspire change by connecting people to nature.

Activities include:

Community Engagement – we deliver a positive, people-powered campaign that encourages volunteers to appreciate and care for their local areas through regular clean-ups, biodiversity and community gardening projects. Some of the key Community Engagement programmes are Adopt A Spot, The BIG Spring Clean and Healthy Oceans Healthy Minds.

We also deliver accreditations that recognise and reward well managed green and blue spaces across Northern Ireland, particularly through the Green Flag for Parks and Green Spaces, Blue Flag for Beaches and Marinas, and Seaside Awards.

Environmental Education that focuses on educating children, young people, communities and businesses on environmental issues and inspiring climate action. This includes Eco-Schools, the 30 Under 30 Northern Ireland Climate Change Makers and various climate awareness programmes.

In addition, we produce **annual litter reports**- the Cleaner Neighbourhoods and Marine Litter Reports.

Live Here Love Here is a sister organisation of the below organisations. Their websites may be useful to reference:

Keep Britian Tidy

Keep Wales Tidy

Keep Scotland Beautiful

Project background

In May 2026, Live Here Love Here rebranded from Keep Northern Ireland Beautiful- adopting the name of our flagship community campaign.

This rebrand was intended to simplify our brand architecture, improving the clarity and cohesion of our external communications.

At the same time, we launched our 2026-2030 strategy.

As a result of this strategy, we are streamlining Live Here Love Here programmes into two key pillars- Community and Education. Our litter reports currently sit outside of these two pillars, as research that underpins all of our work.

We are seeking to develop a new Live Here Love Here website that supports our new brand and strategy.

Live Here Love Here currently operates three organisation websites:

- www.liveherelovehere.org - main organisation site
- www.livehereloveherecommunity.org - community engagement site
- www.eco-schoolsni.org – Eco-Schools programme site.

To support our new strategy, we would like to replace these three existing sites with one user-friendly website.

In addition, we manage www.myearth.org.uk – a sector wide platform that brings together opportunities and resources from 50+ delivery partners, and acts as a portal for schools completing Eco-Schools Green Flag applications.

While myEARTH is not part of this brief, the new Live Here Love Here website should compliment, rather than duplicate myEARTH content and functionality.

Project Objectives

Create a new website that:

- Delivers a positive user experience that attracts new audiences, strengthens relationships with existing stakeholders and amplifies the impact of Live Here Love Here's work. Users should be able to easily navigate the site and find relevant content.
- Drives action- making it easier for users to engage with our campaigns and calls to action.
- Serves as a highly effective promotional tool- clearly communicating Live Here Love Here's mission, work and impact, and successfully bringing our new brand to life. This should include improving awareness of the full range of programmes delivered by Live Here Love Here.
- Better aligns with Live Here Love Here's 26-30 strategy. This includes the streamlining of various programmes under Community and Education pillars and 'Creating pathways'-making it easier for people to benefit from the full range of Live Here Love Here programmes.
- Supports business development and fundraising work.
- Communicates accurate, easily maintained information about our programmes in an accessible way.
- Signposts to other relevant content (e.g. myEARTH.org)
- Prioritises web accessibility- making sure all audiences can use our website with ease.
- Is easily updated by staff without IT knowledge/ experience.

Key audiences

- **Community participants**- those who participate in or are considering participating in our programmes. This includes community groups, individual volunteers, and young people.
- **Educators**- teachers and other educators/ environmental education stakeholders.

- **Green/ blue space site operators**- councils, public bodies, private, community and other site operators who participate in our Green and Blue Flag and Seaside Award programmes.
- **Partners/potential partners-** including project partners, delivery partners, funders and corporate sponsors.
- **Donors/ potential donors.**
- **Potential members of staff**- those considering applying for a role with Live Here Love Here.
- **Media-** journalists looking for information about our research or other areas of work.
- **General public-** those seeking more information about us, or a particular programme of interest.

Project Deliverables

The successful bidder will be expected to develop a new Live Here Love Here website that delivers the following functionality and design features.

Feature	Description
Clear and intuitive navigation menus and site structure.	The new website should prioritise smooth user experience. Website structure and design should reflect two key content pillars- Community and Education. Further information on required content sections can be found below.
Search functionality	Ability to search the entire website for specific content.
Colour schemes, fonts and visual identify that are consistent with Live Here Love Here brand guidelines.	See brand guidelines- appendix 2.

Design optimized for both desktop and mobile users	
Engaging and dynamic homepage- opportunity to share news/ featured content.	Considered homepage design that creates positive first impression and instantly engages users. This should include function to feature topical content/ calls to action.
Design features to showcase key impact metrics.	Visualisations for key metrics that can be updated by staff.
Ability to carry sponsor/ partner logos	Staff can easily carry partner/ sponsor info on variety of pages.
Page/ section templates that can be easily adapted for new programmes.	Basic design templates that staff can use to create new pages where necessary, e.g. to support a new programme or project.
Multi-media integration: images, videos, maps	It should be straightforward for staff members to add or update multimedia elements.
Call-to-action buttons to drive user engagement .	Buttons that can be easily embedded by staff and link to other pages/ forms/ third party software or other websites.
Prominent and easy sign-up opportunity for newsletters and newsletter integration with Mailchimp.	Automated syncing between this form and MailChimp- removing need to manually update mailing lists. These lists should be segmented by area of interest- community and education.
A prominent ‘donate’ button on header that links to our justgiving page.	
Smooth integration with third party software/ platforms	Current software/ platforms include:

	Microsoft forms Mailchimp Submittable Personio Just Giving Eventbrite YouTube Google maps myEARTH We are currently exploring adopting a CRM, which would need to smoothly integrate with the new website.
Downloadable resources/ reports and ability to track downloads.	Ability to house resources and reports that users can download.
Interactive map	Interactive map that be used to showcase reach and/ or impact- see Community Engagement section for further detail. Must be a template that be updated as needed by internal staff.
Interactive Calendar function	Interactive calendar function that can be used e.g. for events calendar. If possible within available budget, an API to connect events loaded onto our events calendar to myEARTH events calendar.
Blog/ news function	Ability to upload news articles and press releases
Contact form	

SEO friendly URLS and tags	Option to create our own vanity links for use on social media.
User friendly CMS	Non-technical staff must be able to easily manage and create content without needing to write code.
Google analytics	Successful bidder will be expected to set website up on google analytics before handover.
Section templates	A variety of easy to use section templates that allow staff to easily add sections for new projects/ programmes. This should include accessible and easy to use text and photography/forms/etc modules/blocks for building pages as needed
Technical and security features to include: • SSL certificates and HTTPS for secure browsing • Regular backups and website recovery options. • Error handling and 404 pages for broken links • Browser compatibility and cross-platform testing	

Site Content and Structure

Our anticipated list of site content is listed in Appendix 1. The successful bidder will be required to develop a user-friendly structure to house the content sections listed.

Please note- we are open to processes that evaluate this content list, and content sections may be added/ removed to this list by agreement of both parties. We would like to create a website that is as streamlined as possible.

Site content will evolve and change over time, so the new website must be sufficiently versatile and user-friendly to accommodate this. This is particularly true for our Community content , as this strand of work is likely to evolve over the coming years.

Further guidance on potential structures will be provided to the successful bidder.

An example of a website structure we think works well is the Keep Wales Tidy website

Instructions for Bidders

Available budget

This is a maximum budget of **£25,000** available for this work.

Project Timeline

We would like to commence work on this project in Jan 2027, with the project completed by 31st March 2027. Please indicate in your supplier questionnaire if you are able to meet this timeline.

Evaluation of a tender submission

A tender evaluation panel will consider submitted bids against the following criteria, as outlined in the supplier questionnaire.

Financial capability	In/out

Project management and delivery	15%
Methodology	15%
Environmental practices	10%
Previous experience	30%
Pricing schedules	30%

Please note we are not obliged to accept the lowest quote. Pricing schedules will be assessed on the basis of value for money.

Bidders will be shortlisted based on information supplied in their written submission.

Shortlisted bidders will be invited to present their submissions and answer clarifying question in person. Interviews are expected to take place on **Wednesday 9th December**

4. Submitting a tender

Tender responses must be received no later than **5pm on Friday 27th November.** Responses received after this deadline will not be considered.

To submit a proposal, bidders should complete the provided supplier questionnaire, including providing relevant additional documentation and a project profolio.

Completed questionnaires and additional documentation should be sent to Claire.irwin@keepnorthernirelandbeautiful.org and rosie.murdock@keepnorthernirelandbeautiful.org .You can expect to receive receipt confirmation, please follow up if you do not.

Questions and requests for clarification will be accepted until **midday on Friday 20th November.**

Questions and responses will be circulated to all interested tenderers. To ensure you receive questions and answers, please register your interest in this tender by emailing Claire.irwin@keepnorthernirelandbeautiful.org and rosie.murdock@keepnorthernirelandbeautiful.org .

It is the responsibility of the bidder to provide the correct email address for tender questions and responses and to check their emails regularly during this period.

Key Dates

Date	Milestone
Midday, Friday 20th November	Deadline for clarifying questions
5pm, Friday 27th November	Deadline for submissions
Wednesday 9th December	Presentations
w/c 13th December	Contract awarded

Appendix 1- Anticipated Site Content

Content	Notes/ key features
Homepage	Homepage to feature impact visualisations and featured/ news content
About Us	• Text and multimedia content • Organisational strategy (or strategy as sub-section)
Contact Us	• Images and key email addresses (key staff/ departmental emails rather than entire staff team). • Contact form
News	Latest news articles/ publications. This section should feel modern and visually appealing.
Research and data	Information about, and links to: • Cleaner Neighbourhoods Report • Marine Litter Report Key data visualised
Events Calendar	Single organisation events calendar, featuring community engagement events, Eco-Schools clinics, climate awareness training and more. Include option to filter by Community or Education. Users should be able to book onto events/ training directly from the calendar. To integrate with third party booking software (software TBC).
Jobs	Current job vacancies- to interact with Personio, where job applications are hosted.
Open Tenders	Space to advertise any live tenders
Interactive map	Interactive organisation map.

	Pins and contact details for community groups and Eco-Schools, so users can see what's going on in their local area and establish local connections. Must be easily maintained by staff. Potentially option to filter by community/ schools/ both.
Support Us	Simple text/ multimedia and link to JustGiving page.
Education Content	Education and Community are two key content pillars, and this should be reflected in site structure.
Eco-Schools	Text/ multi-media content. To include: • About Eco-Schools • Meet the team- with Eco-Schools specific contact form. • Featured resources available to download • Some content on each of 11 topics, including space to profile topic sponsors. • Link to events calendar and/ or month view Eco-Schools specific calendar. • Workshop menu- descriptions of available workshops and links to associated action cards on myEARTH • Engaging space to profile Eco-School Ambassador Schools • Information about Eco-Schools Awards • Signposting to myEarth platform • Photo gallery for Green Flag winners
Young Reporters for the Environment	Simple text/ multimedia. Signposting to myEARTH.
Climate Awareness Training	Text/ multimedia content on variety of Climate Awareness training options including: • Climate Ready Classrooms-aligns with Eco-Schools programme

	• Caring for our World- training for people with a learning disability • Climate Smart Youth Leaders • Climate Ready Communities • Carbon Literacy for Business Each of these options needs a space to be profiled with text/ multi-media. Within each of these headings there are many different bookable training programmes. We would welcome user guidance tools built into this section of website...For example: a user completes a couple of short questions and relevant climate training options are displayed. Our current website features a bespoke training booking system. We are in the process of exploring alternative, third-party booking systems. This section of the website should integrate easily with selected booking software. This section should also have a request/ contact us form.
Generation Nature	Text/ multimedia content
30 Under 30 Climate Changemakers	• Text/ multimedia content • Link to Submittable software for applications. • Space for funders to be profiled. • Space to profile members of the cohort (photo and text)
Community Engagement Content	
Volunteer/ Community Support	Volunteer support section, structured across themes.

	Support can be selected by theme, with specific materials and sign-posting available for each theme. Support content to include: • Resources • Links to other content e.g Small Grants • Links to external support including council contacts. • Training- links to events calendar • Signposting to myEARTH with specific reference to impact tracking for groups and idividuals.
Climate Minds NI	• Text/ multimedia content. • Microsoft form or other application form to be embedded or linked. • Signposting to myEarth.
Adopt a Spot	• Text/ multimedia content • Signposting to myEarth and/ or Submittable. • Resource downloads/ Linked Health and Safety materials.
Big Spring Clean	• Text/ multimedia • Partner logos • Impact metrics • Campaign material downloads • Signposting to myEARTH
Small Grants	• Text/ multimedia content • Link to application process on Submittable. • Resource downloads/ Linked Health and Safety materials. • Case studies • Impact metrics • Council and other partners branding visibility.
Community Awards	• Text/ multimedia

	• Link to application process- Submittable. • Case studies • Photo gallery
Connecting Communities	• Text/ multimedia • Link to events calendar
Healthy Oceans Healthy Minds	• Text/ multimedia • Festival programme • Link to events calendar • Featured events
Green Flag Award	• Text/ multimedia. • About sections- Green Flag Award Green Flag Community Award • Link to application (external website) • Criteria/ resources to view and download. • Engaging way to showcase current sites (122)
Blue Flag Award	• Text/ multimedia. • About section • Link to application process- software TBC. • Criteria/ resources to view and download. • Engaging way to showcase current sites (14).
Seaside Award	• Text/ multimedia. • About section • Link to application process. • Criteria/ resources to view and download. • Engaging way to showcase current sites (7).