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**Specification and/or Invitation to Tender**

# Social Value Alternative Approach: FOOD

# SCHEDULE Click here to enter text.: SOCIAL VALUE

## Background

Click here to enter text. and its associated agencies are committed to the responsible use and protection of natural resources and reducing our carbon footprint as key objectives in the Sustainable Development Strategy for Northern Ireland. In support of the Draft Programme for Government 2016-21, they are keen to support and be part of a culture of careful resource management, in order to build sustainability and protect the environment.

In support of the Draft Programme for Government 2016-21 and the Click here to enter text., the Click here to enter text. want people and communities in Northern Ireland to fulfil their potential and is committed to supporting those in need to develop their confidence, capability and necessary skills, in order to build an innovative, creative society for Northern Ireland.

It is also committed to maximising the progression into the workforce of people who are long term unemployed and those leaving education and training, both as a way of maximising value for money from its investment in these services and to provide a skilled and productive workforce that can deliver future Government investment and help attract inward investment for Northern Ireland.

To help achieve these objectives and address the strategic aims, it is required that the successful Supplier will, as a condition of contract, deliver measurable social value outcomes as set out below.

## 2.0 Contracting Authority’s Priority Groups *[remove if not appropriate]*

For a person to qualify as a member of the Contracting Authority’s Priority Groups, the Supplier must ensure that they satisfy one of the following categories:

* Click here to enter text.

# THEME 1: INCREASING SECURE EMPLOYMENT AND SKILLS

This theme aims to create employment and training opportunities, contribute to in-work progression and skills development, create opportunities for entrepreneurs and support economic growth.

# Indicator 1.3 – Create employment and/or training opportunities in industries with known skills shortages or in high growth sectors

## X.0 Paid Employment Opportunities

The delivery of paid employment for people who face barriers to employment. The Supplier must ensure that they satisfy one of the following categories:

* a person who is in education or has left education in the last 12 months and is seeking employment; or
* people who are long-term unemployed[[1]](#footnote-1)
* people who have a disability and are seeking employment
* people who are located in deprived areas and are seeking employment
* people who are underrepresented and new to the sector and are seeking employment
* people who meet the conditions of the Contracting Authority’s Priority Groups, as set out at clause Click here to enter text. and are seeking employment
* another person who faces barriers to employment or who is at risk of social exclusion and is seeking employment, as accepted by the Authority, at the Authority’s discretion

**Each employment opportunity can be counted towards the Social Value Points target for up to 52 person weeks**, where the definition of a person-week is the equivalent of one person working for 5 days.

Each employment vacancy must be notified to Jobcentre Online ([www.jobcentreonline.com](http://www.jobcentreonline.com)) and one or more organisations registered on the Social Value Unit website ([www.socialvalueni.org/Contractors/find-a-broker/](https://www.socialvalueni.org/contractors/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose. Sufficient time must be allowed for information on vacancies to be made available and applications submitted.

**X.1 Support and Training**

Each beneficiary must be:

* provided with the opportunity to obtain training and accreditation relevant to the tasks they are expected to perform;
* asked if they would like to receive support with numeracy, literacy and information technology, and those that do must be signposted to sources of training and accreditation for these Essential Skills; and
* supported in undertaking training e.g., through flexible working arrangements, where practicable.

The costs of training and accreditation/registration must be covered by the Supplier either directly or through public or industry sources that they identify.

## X.0 Unwaged work experience placements

The Supplier will provide a minimum of XX weeks of unwaged work experience placements [per annum/per £100,000/£1,000,000 of contract value and pro-rata] for:

* people who who face barriers to employment and/or who are located in deprived area. This can include people who are long-term unemployed, people who are located in deprived areas, people who have a disability and people who are underrepresented in the contract’s workforce.
* people who meet the Contracting Authority’s priority groups, as set out at Click here to enter text.. *[remove if not appropriate]*

The Supplier is to provide work placement participants with meaningful work experience, training and development which will enhance their opportunities for future employment.

Each unpaid work placement opportunity must be notified to one or more organisations registered on the Social Value Unit website ([www.socialvalueni.org/Contractors/find-a-broker/](https://www.socialvalueni.org/contractors/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

## X.0 Skills development and educational attainment

The Supplier is required to deliver XX hours of skills development and educational attainment support [per annum/per £100,000/£1,000,000 of contract value and pro-rata] in areas related to the contract to a school or organisation within the Voluntary, Community and Social Enterprise sector to aid the career development of:

* people who are considered to be disadvantaged in the labour market or at risk of social exclusion. This can include people who are long-term unemployed, people who are located in deprived areas, people who have a disability and people who are underrepresented in the contract’s workforce.
* people who meet the Contracting Authority’s priority groups, as set out at Click here to enter text.. *[remove if not appropriate]*

This support can include vocational talks, curriculum support, careers guidance, workplace visits, mentoring or as otherwise agreed by the Authority. The Supplier shall agree the scope of activities with the Authority prior to delivery.

Each opportunity must be notified to one or more organisations registered on the Social Value Unit website ([www.socialvalueni.org/Contractors/find-a-broker/](https://www.socialvalueni.org/contractors/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

# Indicator 1.7 – Create opportunities for entrepreneurship and help new, small organisations to grow, supporting economic growth and business creation.

## X.0 Inclusion of Social, Micro and Small Enterprises in the contract’s supply chain

The Supplier will endeavour to include social enterprises or small or micro businesses that are within their first 48 months of trading in the delivery of the contract, in relation to any sub-contracting or other business opportunities available as a result of this contract.   The Supplier should ensure this is a meaningful opportunity for the social enterprise or micro business.

Social Enterprise NI (SENI) (<https://www.socialenterpriseni.org>) is the representative body for social enterprises in Northern Ireland. SENI connect, support, develop and sustain vibrant businesses to create social change. SENI can provide advice and guidance to help businesses who want to explore opportunities to work with social enterprises in Northern Ireland.

Any action taken by the Authority or their agents to broker relationships between the Supplier and local individuals/firms/agencies does not imply and should not be deemed to imply that they or their agents consider the individual/firm/agency as suitable for engagement by the Supplier.

## X.0 Business development and knowledge sharing

The Supplier is required to deliver XX hours of skills advice [per annum/per £100,000/£1,000,000 of contract value and pro-rata] in an area related to the contract to:

* an organisation/organisations within the Voluntary, Community and Social Enterprise (VCSE) sector.
* micro businesses that are within their first 48 months of trading

This may include: mentoring, training, advice or other professional voluntary services or equivalent initiatives as agreed with the Authority, at the Authority’s discretion. The Supplier shall agree the scope of activities with the Authority prior to delivery.

Each skilled advice opportunity must be notified to one or more organisations registered on the Social Value Unit website ([www.socialvalueni.org/Contractors/find-a-broker/](https://www.socialvalueni.org/contractors/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

# THEME 2: BUILDING ETHICAL AND RESILIENT SUPPLY CHAINS

This theme aims to tackle employment inequality, reduce the risk of modern slavery and human rights abuses within the supply chain, and promote diverse and secure supply chains.

# Indicator 2.1 – Demonstrate action to promote collaboration and a fair and responsible approach to working throughout the supply chain

## X.0 Fair Work Practices

The New Decade, New Approach Deal emphasised the importance of access to good jobs, where workers have a voice that provides a level of autonomy, a decent income, security of tenure, satisfying work in the right quantities and decent working conditions. Creating good jobs and protecting workers’ rights impacts upon better health and wellbeing by tackling inequalities, building self-efficacy and combating poverty and also helps employers to attract and retain the talent they need to grow and thrive.

The Supplier will develop, implement and maintain a fair work practices policy in relation to this contract which demonstrates the Supplier’s commitment to ensuring that workers employed on this contract are treated fairly, humanely and equitably. This should be submitted within Click here to enter text. days of contract award.

The Fair Work Policy must at least include and address among other things:

* employment terms and conditions, including pay, job security, minimum guaranteed hours
* working environment, including health, safety and wellbeing, social support and cohesion, employee voice and representation and work life balance
* skills development, including opportunities for progression
* fair shift arrangements including adequate rest breaks
* processes for identifying and managing the risks of modern slavery in the delivery of the Contract, including in the supply chain; and
* other initiatives that tackle inequality, promote staff welfare and support staff wellbeing.

The Supplier shall submit an annual progress report to the Authority. The report shall be in writing and shall detail the actions taken by the Supplier and its subcontractors (if any) to implement the Fair Work strategy in the delivery of the Contract, as well as setting out quarterly actions for the year ahead.

The Authority reserves the right to survey workers on workforce matters such as access to terms and conditions, staff policies such as grievance procedures and how payment for services is managed.

## X.0 In-work progression and skills development

The New Decade, New Approach Deal emphasised the importance of access to good jobs, where workers have a voice that provides a level of autonomy, a decent income, security of tenure, satisfying work in the right quantities and decent working conditions. Creating good jobs and protecting workers’ rights impacts upon better health and wellbeing by tackling inequalities, building self-efficacy and combating poverty and also helps employers to attract and retain the talent they need to grow and thrive.

The Supplier will develop, implement and maintain a strategy to promote and support educational attainment in the contract’s workforce. This should be provided within Click here to enter text. days of contract award and must at least include and address among other things the Supplier’s actions to:

* Promote and encourage employees to access training schemes that address skills gaps and result in recognised qualifications;
* Provide opportunities for progression and support employees who are undertaking skills development or management courses;
* Stimulate career development, particularly for those who are considered to be disadvantaged.

At end of year review meetings, the Supplier will submit an annual progress report to the Authority, detailing the progress made in relation to the In-work Progression and Skills Development Strategy and setting out the quarterly actions for the year ahead.

The report shall be in writing and shall detail:

* The steps taken by the Supplier and its subcontractors (if any) to implement the In-work Progression and Skills Development Strategy on the Contract.
* The number of weeks of training opportunities on the contract (BTEC, City & Guilds, NVQ, HNC or equivalent) that have been completed during the year
* The number of hours spent to support educational attainment relevant to the contract, including training schemes that address skill gaps and result in recognised qualifications

The Authority reserves the right to request an updated progress report at interims throughout the Contract.

# Indicator 2.2 – Demonstrate action to promote ethical supply chains and practices; and identify and tackle risks of modern slavery and human rights abuses in the delivery of the contract, including in the supply chain.

## X.0 Human Rights

Doing business with respect for human rights is linked to business opportunities such as: improved employee retention and recruitment rates; greater access to customers and buyers who increasingly value ethical practices; and, improved relationships with workers, communities and stakeholders, resulting in a stronger business reputation.

The Supplier will develop, implement and maintain a human rights policy in relation to work carried out on this contract.

Within Click here to enter text. days of contract commencement, Suppliers must provide a copy of this human rights policy, and the processes they have in place which demonstrate that their activities, including those within their supply chain, in relation to this contract show a consideration to human rights. Supplier guidance related to human rights policies and due diligence is available at: <https://socialvalueni.org/Contractors/Supplier-resources/>

The Supplier shall submit an annual progress report to the Authority. The report shall be in writing and shall detail the steps taken by the Supplier and its subcontractors (if any) to implement the human rights policy and procedures on the Contract.

The Authority reserves the right to inspect supply chain audits, survey workers on workforce matters such as access to terms and conditions and staff policies such as grievance procedures and request information on how payment for services is managed.

## X.0 Ethical Supply Chain (Modern Slavery Assessment Tool)

As outlined within Procurement Policy Note 05/21, the NICS recognise the importance of adopting a human rights-based approach to public procurement to both prevent human rights violations and abuses and to take an active role in respecting, protecting, and fulfilling human rights.

Doing business with respect for human rights is linked to business opportunities such as: improved employee retention and recruitment rates; greater access to customers and buyers who increasingly value ethical practices; and, improved relationships with workers, communities and stakeholders, resulting in a stronger business reputation.

Ensuring supply chains are ethical contributes to sustainable development, protects the human rights of individuals, provides job opportunities and brings families out of poverty. By providing decent work and demanding Suppliers do the same, organisations invest in the future of communities.

Upon contract award, the Authority will email the Supplier an invitation to complete the Modern Slavery Assessment Tool (MSAT). Within eight weeks of contract award, the Supplier shall complete the MSAT to assess the capacity of their organisation to manage and prevent the risks of modern slavery within the supply chain of goods being used on or produced for the Client’s contract.

MSAT is a modern slavery risk identification and management online tool. MSAT has been designed to help public sector organisations work in partnership with suppliers to improve protections and reduce the risk of exploitation of workers in their supply chains. When suppliers complete the assessment, they will receive a report which will provide recommendations on how to improve their anti-slavery activity and point towards useful guidance and practical tools to help make improvements.

Within Click here to enter text. weeks of completing MSAT, the Supplier will submit a written action plan to the Authority setting out how the Supplier will implement the MSAT recommended improvements and reduce the risk of exploitation of workers in the contract’s supply chains.

Prior to subsequent annual contract reviews, the Supplier will update their answers via the MSAT (which will be prepopulated with their previous answers), to detail the progress made in implementing the MSAT recommended improvements.

The Authority reserves the right to request an updated progress report at interims throughout the contract. The Authority reserves the right to inspect supply chain audits, survey workers on workforce matters such as access to terms and conditions and staff policies such as grievance procedures and request information on how payment for services is managed.

## X.0 Ethical Supply Chain Strategy (not using MSAT)

As outlined within Procurement Policy Note 05/21, the NICS recognise the importance of adopting a human rights based approach to public procurement to both prevent human rights violations and abuses and to take an active role in respecting, protecting, and fulfilling human rights.

Doing business with respect for human rights is linked to business opportunities such as: improved employee retention and recruitment rates; greater access to customers and buyers who increasingly value ethical practices; and, improved relationships with workers, communities and stakeholders, resulting in a stronger business reputation.

Ensuring supply chains are ethical contributes to sustainable development, protects the human rights of individuals, provides job opportunities and brings families out of poverty. By providing decent work and demanding Suppliers do the same, organisations invest in the future of communities.

Within the first year, the Supplier shall undertake a supply chain mapping exercise to ascertain where ethical sourcing risks exist within the supply chain of goods being used on the Contract. The supply chain map should include:

* a review of expenditure and a risk assessment on the findings to identify products and/or services where there is a risk of modern slavery, human rights abuses and/or illegal or unethical employment practices within the supply chain.[[2]](#footnote-2)

At the time of the first end of year review, the Supplier will submit a written Supply Chain Strategy to the Authority on actions taken to ensure that in practice slavery and human trafficking are not taking place in any part of the supply chain. The Strategy must at least include and address among other things:

* mechanisms to empower staff to raise suspicions of unlawful and unethical employment practices and criminal activity within the Contract’s supply chain
* training on modern slavery and ethical employment practices for those involved in buying/ procurement and the recruitment and deployment of workers and a record of those that have been trained
* a commitment to ensure that undue cost and time pressures are not applied to Suppliers if this is likely to result in unethical treatment of workers and that Suppliers are paid on time – within 30 days of receipt of a valid invoice
* procedures for investigating any Supplier identified as high risk, by direct engagement with workers wherever possible, and working with Suppliers to rectify any issues of illegal or unethical employment practice
* quarterly actions designed to continually ensure unlawful and unethical employment practices are eradicated and to ensure all workers at every stage of the supply chain are treated fairly
* consideration has been given to joining appropriate networks or other initiatives to tackle supply chain abuse, combat anti-trafficking etc.
* any work done towards continuous improvement in supply chain knowledge and to sharing best practice where appropriate

At subsequent end of year reviews, the Supplier will submit an annual progress report in writing to the Authority, detailing the progress made in relation to the Supply Chain Strategy, as well as setting out quarterly actions for the year ahead. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

The Authority reserves the right to: inspect supply chain audits; survey workers on workforce matters such as access to terms and conditions and staff policies; request the Supplier to complete a modern slavery risk identification and management tool provided by the Authority; and engage with independent monitoring organisations in relation to the supply chain on the Contract.

# Indicator 2.3 – Maximise security of supply, for example by minimising proximity of supply chains to point of delivery

## X.0 Supply chain resilience and capacity

The food supply chain is global, dynamic, and complex. New and challenging risks are emerging, including climate change, threat of cyber-attacks, product contamination, and unexpected shutdowns of key supply chain infrastructure.

As set out in the Programme for Government, the Executive aim to develop a regionally-balanced economy that is globally competitive and carbon neutral and to build a place where everyone can reach their potential. The Executive’s Green Growth Strategy aims to ensure the sustainability of Northern Ireland’s natural environment, while fostering the necessary conditions for innovation, investment and competition that can give rise to new sources of economic growth, while building resilient ecosystems. By doing so, we can create jobs, reduce carbon, enhance profitability, lower waste, increase efficiency and protect our environment and climate for future generations.

The Supplier will develop, implement and maintain a strategy to continuously monitor and improve the supply chain’s resilience and capacity on this Contract. This should be provided within Click here to enter text. days of award of the Contract and must at least include and address among other things the Supplier’s actions to:

* Modernise delivery by increasing circular solutions throughout the supply chain.
* Promote and support innovation throughout the supply chain to deliver more sustainable goods and services.
* Demonstrate collaboration and knowledge sharing throughout the supply chain to support economic growth and encourage ethical and resilient business.
* Maximise security of supply on the contract, for example, by minimising proximity of supply chains to point of delivery.
* Employ low or zero-carbon practices and materials on the contract and support the contract’s supply chain to minimise carbon footprint and emissions.

At end of year review meetings, the Supplier will submit an annual progress report to the Authority, detailing the progress made in relation to the Supply Chain Resilience and Capacity Strategy and setting out the quarterly actions for the year ahead.

The report shall be in writing and shall detail the steps taken by the Supplier and its subcontractors (if any) to implement the Supply Chain Resilience and Capacity Strategy on the Contract. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

# Indicator 2.4 – Create a diverse supply chain to deliver the contract including new businesses and entrepreneurs, start-ups, SMEs and VCSEs

## X.0 Inclusion of Social, Micro and Small Enterprises in the contract’s supply chain

The Supplier will endeavour to include social enterprises or small or micro businesses that are within their first 48 months of trading in the supply chain, in relation to any sub-contracting or other business opportunities available as a result of this contract.   The Supplier should ensure this is a meaningful opportunity for the social enterprise or micro business.

Social Enterprise NI (SENI) (<https://www.socialenterpriseni.org>) is the representative body for social enterprises in Northern Ireland. SENI connect, support, develop and sustain vibrant businesses to create social change. SENI can provide advice and guidance to help businesses who want to explore opportunities to work with social enterprises in Northern Ireland.

Any action taken by the Authority or their agents to broker relationships between the Supplier and local individuals/firms/agencies does not imply and should not be deemed to imply that they or their agents consider the individual/firm/agency as suitable for engagement by the Supplier.

## X.0 Business development and knowledge sharing

The Supplier is required to deliver XX hours of skills advice [per annum/per £100,000/£1,000,000 of contract value and pro-rata] in an area related to the contract to:

* an organisation/organisations within the Voluntary, Community and Social Enterprise (VCSE) sector; or
* micro businesses that are within their first 48 months of trading.

This may include: mentoring, training, advice or other professional voluntary services or equivalent initiatives as agreed with the Authority, at the Authority’s discretion. The Supplier shall agree the scope of activities with the Authority prior to delivery.

Each skilled advice opportunity must be notified to one or more organisations registered on the Social Value website ([www.socialvalueni.org/Contractors/find-a-broker/](https://www.socialvalueni.org/contractors/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

# THEME 3: DELIVERING ZERO CARBON

This theme aims to promote environmental benefits, influence environmental protection and improvement and work towards net zero greenhouse gas emissions.

# Indicator 3.1 – Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions

## X.0 Environmental Strategy and Practices

A sustainable food system involves the whole food supply chain and has environmental sustainability as one of its core elements. Farmers/ growers, processors, retailers, food service sector and consumers all have an important role in protecting and enhancing our natural resources, while maximising circular economy and carbon reduction opportunities.

As set out in the Programme for Government, the Executive aim to develop a regionally-balanced economy that is globally competitive and carbon neutral and to build a place where everyone can reach their potential. The Executive’s Green Growth Strategy aims to ensure the sustainability of Northern Ireland’s natural environment, while fostering the necessary conditions for innovation, investment and competition that can give rise to new sources of economic growth, while building resilient ecosystems. By doing so, we can create jobs, reduce carbon, enhance profitability, lower waste, increase efficiency and protect our environment and climate for future generations.

The Supplier will develop a sound proactive environmental approach in the delivery of this Contract, designed to minimise harm to the environment by:

* conserving energy and minimising carbon emissions of the contract e.g., by ensuring the energy consumption of cooling and/or freezing and/or storage equipment is as low as possible.
* identifying opportunities to increase the amount of renewable energy used on the Contract.
* reducing fuel consumption and thereby minimising greenhouse gas and air pollutant emissions of the vehicles used in the service, by taking into account route optimization and the load transported.
* minimising packaging and waste, and using compostable, reusable or recyclable options.
* phasing out the use of single-use resources, instead re-using (where possible), recycling or using recycled resources.
* promoting circular economy outcomes through extending the useful life, reusing, refurbishing and reconditioning products used to deliver this Contract.
* phasing out the use of artificial fertilizers and ozone depleting substances, and minimising the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment.
* raising awareness of the environmental impacts related to the Contract amongst the Supplier’s workforce and encouraging environmentally conscious behaviours within the workplace including the use of sustainable methods of transport for commuting.

The Supplier will develop, implement and maintain an Environmental Strategy detailing their environmental commitments in relation to this Contract.The Strategy will set out the processes and actions that the Supplier will undertake to demonstrate that their activities in relation to this contract show a consideration to the environment and a commitment to continually reduce the contract’s impact on the environment. This should be provided within Click here to enter text. days of contract award.

The Supplier shall submit an annual progress report to the Authority, detailing the progress made in relation to the Environmental Strategy and setting out the quarterly actions for the year ahead. The report shall be in writing and shall detail the steps taken by the Supplier and its subcontractors (if any) to implement the environmental improvements on the Contract. The Authority reserves the right to request an updated progress report at interims throughout the contract.

## X.0 Waste and Resource Efficiencies in the delivery of the contract

Moving towards a more circular economy will reduce our demand for virgin materials and reduce our greenhouse gas emissions, by keeping resources in use as long as possible, extracting maximum value from them, minimizing waste and promoting resource efficiency. Companies that manage their business waste efficiently achieve significant cost and energy savings. In doing so they also make a contribution to tackling climate change. Reuse, repair, remanufacture and recycle are key components of the circular economy with the focus being to retain as much value as possible in line with the waste hierarchy.

The Supplier will endeavour to take measures to actively reduce waste and transfer business waste, unwanted materials and by-products (both bio-based and technical materials) from the contract’s supply chain to be reused, repaired recycled, reprocessed and repackaged by another organisation.

Reuse and repair organisations work to do more with less, to make better use of available resources and to reduce waste while promoting new forms of employment and tackling inequality. A directory of reuse and repair organisations can be found at [www.ni-rn.com/reuse-and-repair-near-me/](http://www.ni-rn.com/reuse-and-repair-near-me/).

Invest NI’s Resource Matching Service (<https://www.investni.com/support-for-business/resource-matching-service>) provide advice and guidance to help businesses achieve resource matching solutions specific to their resource and waste management needs.

Any action taken by the Authority or their agents to broker relationships between the Supplier and local individuals/firms/agencies does not imply and should not be deemed to imply that they or their agents consider the individual/firm/agency as suitable for engagement by the Supplier.

## X.0 Environmental Awareness Initiatives

The delivery of XX hours of environmental awareness initiatives [per annum/per £100,000/£1,000,000 of contract value and pro-rata]in areas related to the Contract designed to influence staff, suppliers, customers and communities, including the contract's end users and client's catering staff, through the delivery of the contract to support environmental protection and improvement.

Activities may include: delivery of training to the contract workforce to promote environmental awareness in the performance of the contract, e.g. the minimisation of food waste; partnering/collaborating in engaging with the community in relation to the performance of the contract, to support environmental objectives; volunteering opportunities for the contract workforce e.g. undertaking activities that encourage direct positive impact; supply chain events to raise awareness of environmental issues in relation to the contract; or equivalent initiative as agreed with the Authority, at the Authority’s discretion. The Supplier shall agree the scope of activities with the Authority prior to delivery.

Each opportunity must be notified to one or more organisations registered on the Social Value Unit website ([www.socialvalueni.org/Contractors/find-a-broker/](https://www.socialvalueni.org/contractors/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

# Indicator 3.3 – Supply chains that minimise carbon footprint and emissions.

## X.0 Supply Chain Strategy for Minimising Carbon Footprint and Emissions

The Supplier will develop, implement and maintain a strategy to continuously monitor and improve the carbon footprint and emissions levels across the supply chain on this Contract. This should be provided within Click here to enter text. days of award of the Contract and must at least include and address, among other things, the Supplier’s actions to:

* Establish a baseline for carbon footprint and emissions levels across its supply chain on the contract including processes for tracking and monitoring improvements.
* Establish targets for continuously reducing the carbon footprint and emissions levels across its supply chain on the contract including details of carbon reduction initiatives.
* Employ low or zero-carbon practices and materials on the contract and support the contract’s supply chain to minimise carbon footprint and emissions e.g. reducing fuel consumption and thereby minimising greenhouse gas and air pollutant emissions of the vehicles used in the service, taking into account route optimization and the load transported;
* Modernise delivery by increasing circular solutions throughout the supply chain.
* Promote and support innovation throughout the supply chain to deliver more sustainable goods and services.
* Demonstrate collaboration and knowledge sharing throughout the supply chain to minimise carbon footprint and emissions throughout the supply chain for the contract

At end of year review meetings, the Supplier will submit an annual progress report to the Authority, detailing the progress made in relation to the Supply Chain Strategy for Reducing Carbon Footprint and Emissions and setting out the quarterly actions for the year ahead.

The report shall be in writing and shall detail the steps taken by the Supplier and its sub-Suppliers (if any) to implement the Supply Chain Strategy for Reducing Carbon Footprint and Emissions on the Contract. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

# Indicator 3.4 – Companies employ low or zero-carbon practices and/or materials.

## X.0 Carbon Reduction Strategy

The Supplier will develop, implement and maintain a carbon reduction strategy to continuously monitor, reduce and work towards zero carbon practices and / or materials across the supply chain on this Contract. This should be provided within Click here to enter text. days of award of the Contract and must at least include and address among other things the Supplier’s actions to:

* Establish a baseline for the Supplier’s current emissions carbon levels across its supply chain on the contract including processes for tracking and monitoring improvements.
* Establish targets for continuously reducing the carbon levels across its supply chain on the contract.
* Employ low or zero-carbon practices and materials on the contract and support the contract’s supply chain to minimise carbon footprint and emissions e.g., by reducing fuel consumption of the vehicles used in the service and/or ensuring the energy consumption of food storage equipment is as low as possible.
* Modernise delivery by increasing circular solutions throughout the supply chain.
* Promote and support innovation throughout the supply chain to deliver more sustainable goods and services.
* Demonstrate collaboration and knowledge sharing throughout the supply chain to minimise carbon footprint and emissions throughout the supply chain for the contract

At end of year review meetings, the Supplier will submit an annual progress report to the Authority, detailing the progress made in relation to the Supply Chain Strategy for Reducing Carbon Footprint and Emissions and setting out the quarterly actions for the year ahead.

The report shall be in writing and shall detail the steps taken by the Supplier and its subcontractors (if any) to implement the Supply Chain Strategy for Reducing Carbon Footprint and Emissions on the Contract. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

## X.0 Food waste reduction strategy for the contract

Globally, one third of all food produced is wasted[[3]](#footnote-3). The UN Sustainable Goal 12.3 sets a target by 2030 to reduce by 50% global per capita food waste at the retail and consumer levels and reduce food losses along production and supply chains, including post-harvest losses. Northern Ireland meets its global obligations as part of the UK and will continue to seek to reduce food waste.

Waste and Resources Action Programme (WRAP)[[4]](#footnote-4), estimated that the UK produced around 9.5 million tonnes of food waste in 2018. While 70% of this came from households: manufacturing, hospitality and retail sectors also contributed significantly. WRAP estimated that the greenhouse gas (GHG) emissions associated with total UK food waste is around 25 million tonnes CO2e. WRAP has said that of this waste, 6.4 million tonnes could have been eaten - the equivalent of over 15 billion meals. Taking action will not only deliver considerable environmental benefits but also help reduce food poverty.

The Supplier will provide evidence of a systematic approach to managing and reducing the food waste throughout the delivery of the contract.[[5]](#footnote-5) This plan should be provided within Click here to enter text. days of award of the Contract and include evidence of a continual improvement cycle of objective setting, measurement, analysis, review and the implementation of improvements actions.

The plan must at least include and address among other things:

* baseline measurements of the food waste through the current contract delivery arrangements
* the actions the Supplier will undertake to minimise food waste on the contract and by engaging with the supply chain
* how the Supplier will monitor and measure the impact of the actions they are taking to reduce food waste
* how the Supplier will review and revise the actions they are taking with suitable regularity to continue to reduce food waste wherever possible
* how the Supplier will feedback on progress and results to the Contracting Authority

At end of year review meetings, the Supplier will submit an annual progress report to the Authority, detailing the progress made in relation to the Food Waste Strategy and setting out the quarterly actions and estimated quantifiable reductions for the year ahead.

The report shall be in writing and shall detail the steps taken by the Supplier and its subcontractors (if any) to implement the Food Waste Reduction Strategy on the Contract. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

## X.0 Initiatives to minimise food waste

Globally, one third of all food produced is wasted[[6]](#footnote-6). The UN Sustainable Goal 12.3 sets a target by 2030 to reduce by 50% global per capita food waste at the retail and consumer levels and reduce food losses along production and supply chains, including post-harvest losses. Northern Ireland meets its global obligations as part of the UK and will continue to seek to reduce food waste.

Waste and Resources Action Programme (WRAP)[[7]](#footnote-7), estimated that the UK produced around 9.5 million tonnes of food waste in 2018. While 70% of this came from households: manufacturing, hospitality and retail sectors also contributed significantly. WRAP estimated that the greenhouse gas (GHG) emissions associated with total UK food waste is around 25 million tonnes CO2e. WRAP has said that of this waste, 6.4 million tonnes could have been eaten - the equivalent of over 15 billion meals. Taking action will not only deliver considerable environmental benefits but also help reduce food poverty.

The Supplier will deliver XX hours of initiatives to minimise food waste [per annum/per £100,000/£1,000,000 of contract value and pro-rata]. The initiatives will be designed to influence staff, suppliers and customers, including the contract’s end users and the client’s catering staff, through the delivery of the contract to minimise food waste at every opportunity throughout the contract.

This may include: awareness raising, training, advice or other initiatives as agreed with the Authority, at the Authority’s discretion.

The Supplier shall agree the scope of activities with the Authority prior to delivery.

## X.0 Reducing food miles and promoting seasonal diversity

Eating a variety of foods according to what is in season helps to reduce the use of energy-intensive production methods, minimises carbon emissions, ensures the production of several varieties thereby increasing the resilience of our food systems, and helps us to learn about biodiversity and sustainable food systems.

The Supplier will reduce the food miles associated with the contract by minimising the distances travelled between harvest and delivery of the products in the delivery of the contract and promoting the use of seasonal products.

The Supplier will provide evidence of a systematic approach to reducing food miles throughout the delivery of this Contract. This plan should be provided within Click here to enter text. days of award of the Contract and must at least include and address among other things:

* baseline measurements of the distance travelled between harvest and delivery of product through the current contract delivery arrangements
* the actions the Supplier will undertake to reduce food miles in their onsite operations and by engaging with the supply chain
* the initiatives the Supplier will deliver to promote seasonal diversity to the contract’s staff, suppliers, customers and communities, including end users and the client’s catering staff, to raise awareness of and promote seasonal diversity. This may include: awareness raising events, training, advice or other equivalent initiatives as agreed with the Authority, at the Authority’s discretion. The Supplier shall agree the scope of activities with the Authority prior to delivery.
* how the Supplier will monitor and measure the impact of the actions they are taking to reduce distance travelled between harvest and delivery
* how the Supplier will review and revise the actions they are taking with suitable regularity to continue to reduce distance travelled between harvest and delivery wherever possible
* how the Supplier will feedback on progress and results to the Contracting Authority

At end of year review meetings, the Supplier will submit an annual progress report to the Authority, detailing the progress made in relation to reducing food miles and promoting seasonal diversity throughout the delivery of this Contract, and setting out the quarterly actions for the year ahead.

The report shall be in writing and shall detail the steps taken by the Supplier and its subcontractors (if any) to implement the Strategy to Reduce Food Miles and Promote Seasonal Diversity on the Contract. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

## X.0 Packaging and waste strategy for the contact

Statistics from Keep Northern Ireland Beautiful[[8]](#footnote-8) showed that there were 1.3 million pieces of litter on our streets at any one time, equating to 28 tonnes of rubbish, resulting in an annual clean-up bill of £45 million. A total of 71% of all waste collected was made up of plastics, much of which can end up in landfill and pollution of waterways and oceans. These figures demonstrate the need to further reduce single use plastics and encourage the use of recycled materials in food packaging.

The Supplier will develop, implement and maintain a packaging and waste strategy to continuously monitor and reduce packaging and waste throughout the delivery of this Contract. This should be provided within Click here to enter text. days of award of the Contract and must at least include and address among other things:

* + baseline measurements of the packaging used and waste produced through the current contract delivery arrangements;
  + the actions the Supplier will undertake to minimise packaging and waste in the production, processing and transport elements of the contract by reviewing their onsite operations and by engaging with the supply chain
  + the actions the Supplier will undertake to use the most efficient transport and delivery arrangements;
  + the actions the Supplier will undertake to reduce the consumption of natural resources, in particular the use of single use plastic;
  + the actions the Supplier will undertake to include circular solutions to reduce packaging and waste;
* how the Supplier will monitor and measure the impact of the actions they are taking to minimise packaging and waste
* how the Supplier will review and revise the actions they are taking with suitable regularity to continue to reduce packaging and waste wherever possible
* how the Supplier will feedback on progress and results to the Contracting Authority

At end of year review meetings, the Supplier will submit an annual progress report to the Authority, detailing the progress made in relation to the Packaging and Waste Strategy, including baseline measurements, and setting out the quarterly actions for the year ahead.

The report shall be in writing and shall detail the steps taken by the Supplier and its subcontractors (if any) to implement the Packaging and Waste Strategy on the Contract. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

# THEME 4: PROMOTING WELLBEING

This theme aims to improve the health and wellbeing of the contract workforce, tackle employment inequality, contribute to in-work progression and skills development, and improve community integration.

# Indicator 4.2 – Influence staff, suppliers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health

## X.0 Nutrition and Healthy Eating Initiatives

The Northern Ireland Food Strategy Framework consultation – ‘Food at the Heart of Our Society – a prospectus for Change’ – was launched in 2021 and sets out six strategic priorities. Strategic priority 1 – ‘building connections between health, wellbeing and food’ – aims to deliver “a society where everyone has access to safe and nutritious food, where food insecurity and dietary related diseases are in decline, resulting in improved societal health and wellbeing”.

The Supplier will deliver XX hours of nutrition and health eating initiatives [per annum/per £100,000/£1,000,000 of contract value and pro-rata]that are designed to influence staff, suppliers, customers and communities, including the contract’s end users and the client’s catering staff, through the delivery of the contract to support health and wellbeing, including physical and mental health.

This may include: coaching, training, advice or other equivalent initiatives as agreed with the Authority, at the Authority’s discretion.

The Supplier shall agree the scope of activities with the Authority prior to delivery.

# General requirements

## X.0 Positive Action to maximise employment opportunities

All employment vacancies on the contract are to be notified by the Supplier to [www.jobcentreonline.com](http://www.jobcentreonline.com) and one or more organisations registered on the Social Value website ([www.socialvalueni.org/Contractors/find-a-broker/](https://www.socialvalueni.org/contractors/find-a-broker/)) and other agencies named by or agreed with the Authority for this purpose. Sufficient time must be allowed for information on vacancies to be made available and applications submitted.

## X.0 Security clearance

The Supplier shall obtain security clearance for all persons visiting the workplace in relation to employment, work experience or site visits to the same standard as all other personnel involved in the contract in accordance with the Contract Information.

## X.0 Data Protection *(include when Paid Employment Opportunities included only)*

Where the Supplier has selected to provide paid employment opportunities for people who face barriers to employment the following Data Protection arrangements will apply.

A Data Protection Consent Form (as provided) must be completed by each person in the Supplier’s Social Value Monitoring Report and therefore counted towards the Social Value target for the contract. Consent shall be provided on a voluntary basis and can be withdrawn at any time (as noted within the Data Protection Consent Form). Completed Consent Forms must be sent to the Strategic Investment Board.  Notwithstanding the above, the Supplier shall ensure it satisfies itself in respect of its obligations under the Data Protection Act 2018 (as may be amended from time to time) and the UK General Data Protection Regulation (GDPR).

The Supplier, at contract award, shall enter into a Data Processing Agreement with the Strategic Investment Board. This is to enable the sharing of personal information (provided in the Social Value Monitoring Report) for the purposes of checking and verification.

The Supplier must only engage a Sub-processor, in relation to the Social Value requirements, with the prior consent of the Strategic Investment Board and must enter into a Data Processing Agreement with any Sub-processor with whom the information in the Supplier’s Social Value Monitoring Report is shared.

## X.0 Health and Safety

It is the responsibility of the Supplier to ensure that persons recruited or otherwise visiting the worksite in relation to the social consideration requirements has or is supported to obtain the necessary health and safety accreditation or other appropriate measures and appropriate personal protective equipment if necessary.

## X.0 Costs

The Supplier shall deliver the social value requirements within their tender sum (omitting any grants or other public funding that will be obtained to offset the costs of delivering the social value requirements).

## X.0 The Authority’s Support Activities

Organisations delivering employability, education and skills training are listed on the Social Value Unit website ([www.socialvalueni.org/Contractors/find-a-broker/](https://www.socialvalueni.org/contractors/find-a-broker/)) established for the purpose of helping Suppliers identify social value beneficiaries.However, this action does not comprise or imply any promise on the part of the Authority or their agents to provide suitable services. Responsibility for sourcing social value beneficiaries remains with the Supplier.

Any action taken by the Authority or their agents to broker relationships between the Supplier and local individuals/firms/agencies does not imply and should not be deemed to imply that they or their agents consider the individual/firm/agency as suitable for engagement by the Supplier.

## X.0 Sub-contractors

It is the Supplier’s responsibility to develop a working method and where necessary secure sub-contractor co-operation in order to achieve the Authority’s social consideration requirements.

## X.0 Monitoring Information

The Supplier shall provide a completed Social Value Monitoring Report every month using the Social Value online monitoring system. The Authority retains the right to request interim reports.

This Report will include, subject to the initiatives selected for delivery by the Supplier and Data Protection [*Delete bullet points as appropriate, based on which social value initiatives have been included in the contract or include additional measures you wish to have reported.*]:

* the value of services invoiced to date
* a listing of all of the people who face barriers to employment who have been employed on the contract, which barrier to employment category they meet and the number of FTE weeks they have delivered since their employment
* the number of weeks of unwaged work experience delivered and details of which barrier to employment category each beneficiary meets
* details of skills development and educational attainment activities delivered, including brief description of activity and hours of support provided
* details of business development and knowledge sharing initiatives delivered, including details of the organisation(s), brief description of activity and hours of support provided
* details of any Social Enterprises, Small Enterprises or Micro Enterprises that have been included in the contract’s supply chain
* confirmation that a Fair Work strategy has been developed and submitted and an annual progress report provided to the Authority
* confirmation that an In-Work Progression and Skills Development Strategy has been developed and submitted and an annual progress report provided to the Authority
* confirmation that a Human Rights Strategy has been developed and submitted and an annual progress report provided to the Authority
* confirmation that an Ethical Supply Chain Strategy has been developed and submitted and an annual progress report provided to the Authority
* confirmation that a Supply Chain Resilience and Capacity strategy has been developed and submitted and an annual progress report provided to the Authority
* confirmation that an Environmental Strategy has been developed and submitted and an annual progress report provided to the Authority
* details of resource sharing in relation to the contract, designed to reduce waste and reuse materials, including brief description of resource, how it is being reused and the organisation it is being reused by
* details of awareness initiatives designed to reduce food waste, including brief description of activity and hours of support provided
* confirmation that a Supply Chain Strategy for Minimising Carbon Footprint and Emissions for the contract has been developed and submitted and an annual progress report provided to the Authority
* details of initiatives designed to raise awareness of and reduce carbon emissions throughout the supply chain, including brief description of activity and hours of support provided
* confirmation that a Carbon Reduction Strategy has been developed and submitted and an annual progress report provided to the Authority
* confirmation that a Food Waste Minimisation Strategy has been developed and submitted and an annual progress report provided to the Authority
* details of initiatives designed to minimise food waste throughout the contract, including brief description of activity and hours of support provided
* confirmation that a Strategy to Minimise Food Miles and Promote Seasonal Diversity has been developed and submitted and an annual progress report provided to the Authority
* confirmation that a Packaging and Waste Strategy has been developed and submitted and an annual progress report provided to the Authority
* details of nutrition and healthy eating initiatives designed to support the Health and Wellbeing of staff, suppliers, customers and communities, including brief description of activity and hours of support provided
* the actions being undertaken to address any problems identified

The Supplier shall provide all information necessary, including obtaining it from subcontractors and agencies, and cooperate with the Authority's Project Manager to review progress on delivering the overall Social Value requirement as set out at Click here to enter text..

The Supplier should not record any activities on the Social Value Monitoring Reports to the extent that they are delivered [wholly or in part] for a purpose other than satisfying the requirements specified in this Schedule.

1. a person aged under 25 that has been unemployed for more than 26 weeks and is seeking employment; or

   a person aged 25 or over that has been unemployed for more than 52 weeks and is seeking employment. [↑](#footnote-ref-1)
2. A practical guide for businesses to supply chain sustainability can be found at: <http://www.unglobalcompact.org/docs/issues_doc/supply_chain/SupplyChainRep_spread.pdf> [↑](#footnote-ref-2)
3. <https://www.fao.org/food-loss-and-food-waste/flw-data>) [↑](#footnote-ref-3)
4. <https://wrap.org.uk/content/courtauld-commitment-2025-milestone-progress-report> [↑](#footnote-ref-4)
5. More information are resources related to developing Food Waste Reduction Roadmaps are available from WRAP at <https://wrap.org.uk/taking-action/food-drink/initiatives/food-waste-reduction-roadmap> [↑](#footnote-ref-5)
6. <https://www.fao.org/food-loss-and-food-waste/flw-data>) [↑](#footnote-ref-6)
7. <https://wrap.org.uk/content/courtauld-commitment-2025-milestone-progress-report> [↑](#footnote-ref-7)
8. Keep Northern Ireland Beautiful; [Litter Composition Report 2019/20](https://www.keepnorthernirelandbeautiful.org/keepnorthernirelandbeautiful/documents/blog-000968-20200228111517.pdf). [↑](#footnote-ref-8)