**Model Text for ITT**

**Construction contracts £500k –PCR Threshold**

**(non-scored)**

# Introduction

This paper sets out model text for inclusion by Contracting Authorities in the Invitation to Tender and Contract Conditions for construction contracts below PCR Threshold where scoring of social value will not take place. Before using this model you should have:

* Read the Social Value Guidance for Construction Contracts £500k – PCR Threshold.
* Set the appropriate Social Value points target based on 100 points per £1m of contract value.

**Please ensure that you have completed areas (in grey text) that require input. If you are including a Client Priority group not in the list please contact the Social Value unit to ensure this can be included in the monitoring system.**

\*\*\*You should replace any defined terms if they conflict with your Conditions of Contract or specification (e.g. you may use Contractor instead of Supplier in your contract).\*\*\*

**Model text for inclusion in the Specification and/or Invitation to Tender:**

**SCHEDULE Click here to enter text.: SOCIAL VALUE**

1. **Background**

The Northern Ireland Civil Service and its associated agencies are committed to the promotion of social inclusion and equal opportunities as key objectives in the Sustainable Development Strategy for Northern Ireland. They want to promote a fair and inclusive jobs market in which every individual can participate to achieve their full potential, both as a way of maximising value for money from its investment in these services and to get more people working in better jobs, who can deliver future Government investment and help attract inward investment.

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

**2.0 Social Value Points Target**

The Contractor must provide social value initiatives to a minimum value of 100 social value points per £1m of contract value (and pro-rata). The social value initiatives which are eligible for inclusion on this contract are outlined in the Social Value Point Matrix at 3.0.

The Contractor may provide a mix of all eligible social initiatives in the matrix, or may provide only one or a subset of the eligible social value initiatives, based on business need and providing the overall social value points target is met during the lifetime of the contract.

Drafting Note (REMOVE BEFORE PUBLISHING): Where the Contracting Authority wishes to cap the number of points earned for specific initiatives such as paid employment or financial donations please insert wording here to that effect. Where a minimum target has been set for example 40% of points must be delivered through Paid Employment Initiatives include a line here to state that such as ‘However, on this contract the Supplier must ensure that a minimum of 40% of the points are delivered through Paid Employment Initiatives’ Ensure if either of these are used it is replicated in the SVDP and Award Criteria.

The Contractor must only count towards their Social Value points target those activities that have been delivered as a direct result of the social considerations requirements set out in this Schedule.

## 3.1 Social Value Points Matrix

 *[delete rows as appropriate if priority groups have not been included in the contract]:*

*M - Denotes Mandatory Requirement*

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| **SOCIAL VALUE INDICATOR** | **SOCIAL VALUE INITIATIVES** | **AMOUNT** | **SOCIAL VALUE POINTS** **(pro rata)** |
| * 1. **Create employment, retraining and other return to work opportunities for those furthest from the labour market and/or from deprived areas.**
	2. **Create employment and training opportunities in industries with known skills shortages or in high growth sectors**
	3. **Create employment and training opportunities that support a more resource efficient, greener and low carbon economy.**
 | Paid employment for people who are Long Term Unemployed | 52 person weeks FTE **(Build) OR** 26 weeks FTE **(Civils)** | 75 |
| Paid employment – priority group | 52 person weeks FTE **(Build) OR** 26 weeks FTE **(Civils)** | 90 |
| Paid Employment: Apprentice | 52 person weeks FTE **(Build) OR** 26 weeks FTE **(Civils)** | 75 |
| Paid Employment for people who have left education or training in the past 12 months | 52 person weeks FTE **(Build) OR** 26 weeks FTE **(Civils)** | 50 |
| Paid Employment: Student Placement/ Professional trainee | 52 person weeks FTE **(Build) OR** 26 weeks FTE **(Civils)** | 50 |
| Unpaid Work placements | 4 weeks FTE | 20 |
| Unpaid Work placement – priority group | 4 weeks FTE | 30 |
| Skills development and educational attainment including Green Skills | 8 hours of support or training | 10 |
| Skills development and educational attainment including Green Skills – Priority Group | 8 hours of support or training | 15 |
| * 1. **Support in-work progression and educational attainment in the workforce, including training schemes that address skill gaps and result in recognised qualifications, to help people to move into higher paid work by developing new skills**
	2. **Support in-work progression and training opportunities to help people gain new skills and recognised qualifications that are relevant to a more resource efficient, greener and low carbon economy.**
 | In-work Progression and Skills Development Action Plan including actions to upskill in green jobs | 1 Action Plan | 10 |
| Financial donations to support people within Northern Ireland who face barriers to employment to gain recognised construction related qualifications including Green Jobs | £500 | 15 |
| * 1. **Increase the representation of disabled people in the contract workforce**
 | Paid employment for people with a disability  | 52 weeks FTE **(Build) OR**26 weeks FTE **(CIVILS)** | 90 |
| Unpaid work placements for people with a disability | 4 weeks FTE | 30 |
| **1.7 Support disabled people to develop new skills and recognised qualifications** | Skills development and educational attainment including green skills for people with disabilities | 8 hours of support or training | 15 |
| Financial donations to support people with disabilities to gain recognised construction related qualifications | £500 | 20 |

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| **THEME 2: Building ethical and resilient supply chains** |
| **SOCIAL VALUE INDICATOR** | **SOCIAL VALUE INITIATIVES** | **AMOUNT** | **SOCIAL VALUE POINTS****(pro rata)** |
| * 1. **Collaborate with the contract’s supply chain to ensure fair work and workforce diversity throughout the supply chain.**
 | Equality, diversity and inclusion action plan | 1 Action Plan | 10 |
| * 1. **Commit to ethical supply chains and practices by identifying and managing risks of modern slavery and human rights abuses in the delivery of the contract, including in the supply chain.**
 | Modern Slavery Assessment Tool (MSAT) | Completion of MSAT and submission of improvement plan | 30 |
| Tackling modern slavery training for employees engaged on the contract | 8 hours | 10 |
| * 1. **Create a diverse and innovative supply chain to deliver the contract including new businesses and entrepreneurs, start-ups, SMEs and VCSEs.**

* 1. **Support entrepreneurship and social entrepreneurship, including helping new and small organisations to grow.**
 | Inclusion of Micro Enterprises in the contract's supply chain | Micro enterprise located in Northern Ireland | 20 |
| Inclusion of Ethnic Minority Led/Owned Micro Enterprises in the contract's supply chain | Ethnic Minority Led/Owned Micro enterprise located in Northern Ireland | 30 |
| Inclusion of VCSE Organisations in the contract's supply chain | Social Enterprise / Charity located in Northern Ireland | 30 |
| Inclusion of Ethnic Minority Led/Owned VCSE Organisations in the contract's supply chain | Ethnic Minority Led/Owned Social Enterprise / Charity located in Northern Ireland | 40 |
| Business development and knowledge sharing with a VCSE organisation or Micro Enterprise in Northern Ireland | 8 hours of support or training | 15 |
| * 1. **Maximise security of supply, for example by minimising proximity of supply chains to point of delivery.**
 | Supply Chain Resilience and Capacity Action Plan for the contract | 1 Action Plan | 10 |

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| **THEME 3: Delivering Climate Action** |
| **SOCIAL VALUE INDICATOR** | **SOCIAL VALUE INITIATIVES** | **AMOUNT** | **SOCIAL VALUE POINTS****(pro rata)** |
| * 1. **Deliver additional climate action benefits in the performance of the contract including working towards net zero greenhouse gas emissions and/or contributing to climate adaption measures.**
	2. **Initiatives that support climate adaptation and mitigation measures to minimise the effects of climate change.**
 | Environmental Action Plan for the contract  | 1 Action Plan | 10 |
| Environmental Initiatives delivered to local communities/VCSE/education establishments | 8 hours of support or improvement  | 20 |
| Environmental Initiatives delivered to staff working on the contract | 8 hours of support or improvement | 10 |
| Climate Adaptation training for staff working on the contract | 8 hrs of training | 10 |
| Climate Adaptation training for communities/VCSE/education establishments | 8 hours of training | 20 |
| Climate change and carbon reduction training for staff employed on the contract | 8 hours of training | 10 |
| Climate change and carbon reduction training for communities/VCSE/education establishments | 8 hours of training | 20 |
| Contract specifications in the supply chain that include environmental sustainability commitments | 1 Specification | 10 |
| Packaging and waste Action Plan for the contract | 1 Action Plan | 10 |
| * 1. **Demonstrate action to maintain and enhance biodiversity and promote the resilience of ecosystems by considering environmental protection and improvement in the delivery of the contract, including the supply chain.**
 | Biodiversity training for staff on areas related to the contract | 8 hrs | 10 |
| Environmental Initiatives to support environmental protection and improvement related to biodiversity delivered with communities/VCSE/education establishments | 8 hrs | 20 |
| * 1. **Initiatives which contribute to improvements of air and water quality and promote nature-based solutions.**
 | Environmental Initiatives for Improving Air and Water Quality Levels – Staff working on the contract | 8 hours of Support | 10 |
| Environmental Initiatives for Improving Air and Water Quality Levels – communities/VCSE/education establishments | 8 hours of Support | 20 |
| * 1. **Demonstrate action that supports the circular economy, by minimising waste and extracting the maximum value of resources in the delivery of the contract, including the supply chain.**
 | Waste management initiatives for communities/VCSE/education establishments | 8 hours of training or support | 20 |
| Waste and Resource Efficiencies in the delivery of the contract | 1 VCSE organisation1 Micro Enterprise | 2015 |
| Circular Economy Training for staff. | 8 hrs | 10 |

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| **THEME 4: Promoting Wellbeing** |
| **SOCIAL VALUE INDICATOR** | **SOCIAL VALUE INITIATIVES** | **AMOUNT** | **SOCIAL VALUE POINTS****(pro rata)** |
| * 1. **Build a culture that supports the wellbeing of staff working on the contract.**
	2. **Support the wellbeing of staff, suppliers, customers and communities in the delivery of the contract.**
 | Initiatives to influence staff working on the contract to support health and wellbeing, including physical and mental health. | 8 hours of support | 10 |
| Initiatives to reduce the stigma of mental illness and increase awareness of health and well-being issues among employees and managers engaged on the Contract.  | 8 hours of support | 10 |
| Initiatives to influence suppliers, customers and communities to support health and wellbeing, including physical and mental health. | 8 hours of support | 20 |
| * 1. **Promote and develop arts and cultural related activities relevant to the contract.**
 | Community engagement activities related artwork or cultural activities | 8 hours of support | 20 |
| * 1. **Support community cohesion and good relations in areas where the contract is delivered, for example, by ensuring people have a voice in decisions that impact them.**
 | Initiatives to improve good relations between people from different religious, political, racial and ethnic background. | 8 hours of support | 20 |
| * 1. **Support local initiatives to reduce poverty and inequality in the area where the contract is delivered.**
 | Donation of time/labour to support educational establishments or organisations working with people who are at risk of social exclusion or who are disadvantaged in the labour market.  | 8 hrs  | 20 |
| Donation of construction supplies or tools to educational establishments or organisations working with people who are at risk of social exclusion or who are disadvantaged in the labour market.  | £500 Value | 15 |

## 4.0 Supplier Guidance

## 4.1 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
* person aged under 25 that has been unemployed for more than 26 weeks and is seeking employment;
* person aged over 25 that has been unemployed for more than 52 weeks and is seeking employment;
* people with a disability;
* student placements;
* apprentices working on the contract;
* professional trainees;
* people who meet the conditions of the Contracting Authority’s Priority Groups, as set out at clause 4.1.2 and are seeking employment; *[remove if not appropriate or edit list as required]*
* 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

**4.1.2 Contracting Authority’s Priority Groups** *[remove if not appropriate or edit list as required]*

*DRAFTING NOTE. (remove before publishing) The Contracting Authority may choose to target specific groups who face barriers to employment such as people who have been identified as underrepresented in the relevant industry, people from identified deprived areas relevant to the contract or other groups who help the CA to meet their priorities. Some examples are given below.*

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

* People at risk of re-offending;
* Female apprentices in construction roles;
* Looked After Child/Care leaver;

Each employment opportunity must be for someone newly employed on the contract with the exception of Apprentices who can be employed on the contract at any stage of their apprenticeship.

Each employment vacancy must be notified to [www.jobapplyni.com](http://www.jobapplyni.com) and one or more organisations registered on the Social Value Unit website ([Find a Broker - Social Value NI](https://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.

**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;
* supported in developing soft skills relevant to the workplace (e.g. communication, teamworking, time management, problem-solving etc.);
* 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.

## 4.2 Unwaged work experience placements

The delivery of unwaged work experience placements for:

* people who who face barriers to employment and/or who are located in deprived areas. 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.
* Young people in education
* people who meet the Contracting Authority’s priority groups, as set out at 4.1.2. *[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 ( [Find a Broker - Social Value NI](https://socialvalueni.org/contractors/find-a-broker/)) ) and/or equivalent agencies named by or agreed with the Authority for this purpose.

## 4.3 Skills development and educational attainment including Green Skills

The delivery of skills development and educational attainment support 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.
* Young people in education
* people who meet the Contracting Authority’s priority groups, as set out at 4.1.2. *[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.

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

## 4.4 In-work progression and Skills Development Action Plan

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. The Skills Strategy for Northern Ireland (Skills for a 10x Economy) sets out the importance of tackling social and educational inequality, ensuring appropriate pathways are in place to enable all our citizens to reach their potential, benefitting from and contributing to a stronger, more prosperous, more resilient Northern Ireland. 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 an In-work Progression and Skills Development Action Plan to promote and support educational attainment **in the contract’s workforce** for those employees who are disadvantaged. This could include, for example, people who were long-term unemployed, people who have a disability, looked after children/care leavers and people who are underrepresented 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:

* Understand the issues relating to in-work progression on the contract.
* Promote and encourage employees who are disadvantaged to access training schemes that address skills gaps, result in recognised qualifications and contribute to career progression.
* Provide opportunities for progression for those who are disadvantaged and support employees who are undertaking skills development or management courses;
* Stimulate career development, particularly for those who are considered to be disadvantaged.
* Mentoring support for those who face barriers to employment so that they are supported to remain in the workforce

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 Action Plan 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 Action Plan 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 number of hours mentoring/support provided to employees who are disadvantaged.

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

**4.5 Financial donations to support people within Northern Ireland who face barriers to employment to gain recognised construction related qualifications.**

The provision of financial donations to support people within Northern Ireland who face barriers to employment to gain recognised qualifications in areas related to construction. This may include, for example, people who are long-term unemployed, young people who are Not in Education, Employment or Training (NEET), people who are located in deprived areas and are new to the sector, people who are from ethnic minority communities and are new to the sector and people from an underrepresented gender group within the sector, or another group who face barriers to employment as agreed with the Authority, at the Authority’s discretion.

The financial support can include donations towards tuition fees and relevant resources (e.g. course textbooks) or as otherwise agreed by the Authority. The Supplier shall agree the scope of financial donations with the Authority prior to delivery.

Each financial support opportunity must be notified to one or more organisations registered on the Social Value Unit website ([Brokers - Social Value NI](https://socialvalueni.org/brokers/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

The Supplier cannot claim social value points under this initiative for any training and qualifications provided to people working on the contract.

**4.6 Equality, Diversity and Inclusion Action Plan**

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 an action plan to continuously monitor and improve equality, diversity and inclusion on this Contract, including throughout the supply chain. This should be provided within 60 days of award of the Contract and must at least include and address among other things the Supplier’s actions to:

* continuously develop an understanding of the issues affecting inequality in employment, skills and pay in the market, industry or sector relevant to the Contract including within the Supplier’s supply chain;
* increase awareness of equality, diversity and inclusion issues within the contract workforce and provide adequate training for employees and managers engaged on the Contract;
* adopt inclusive and accessible recruitment practices to increase equality, diversity and inclusion of the contract workforce in accordance with the [Equality Commission for Northern Ireland’s guidance](https://www.equalityni.org/ECNI/media/ECNI/Publications/Employers%20and%20Service%20Providers/Unifiedguidetopromotingequalopps2009.pdf)
* consider positive action measures to address representation of disabled people in the workforce, such as ring fencing jobs, guaranteed interview schemes, job trials, flexible working arrangements: [PositiveActionEmployerGuide.pdf (equalityni.org)](https://www.equalityni.org/ECNI/media/ECNI/Publications/Employers%20and%20Service%20Providers/PositiveActionEmployerGuide.pdf)
* identify and address inequality in employment, skills and pay in the contract workforce;
* provide working conditions which promote an inclusive working environment and promote retention and progression;
* support in-work progression to help people, including those from disadvantaged or minority groups, to move into higher paid work by providing reasonable adjustments for disabled people and developing new skills relevant to the Contract.
* engage with employees working on the Contract to determine the most important equality, diversity and inclusion issues to address; and
* measure and evaluate initiatives to continuously improve equality, diversity and inclusion on the Contract. The Action Plan must identify:
* the equality, diversity and inclusion initiatives that will be delivered including all relevant targets;
* timeframe for each initiative;
* resources allocated to the delivery of each initiative including overall ownership of the Equality, Diversity and Inclusion Action Plan for the contract; and
* mechanisms to review the effectiveness of the equality, diversity and inclusion practices and ensure continuous improvement throughout the lifetime of 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 Equality, Diversity and Inclusion Action Plan 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 Equality, Diversity and Inclusion Action Plan on the Contract. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

## 4.7 Modern Slavery Assessment Tool

As outlined within Procurement Policy Note 05/21 Human Rights in Public Procurement, 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 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.

**4.8 Tackling Modern Slavery Training Initiatives for all employees**

The delivery of tackling modern slavery training for all employees working on the contract. The training will be designed to inform and support staff to understand what modern slavery, forced labour and labour exploitation is and how to deter, detect and deal with modern slavery.

The Supplier will establish a relevant baseline of employees understanding of how to deter, detect and deal with modern slavery before delivery of each training event and measure and report the impact of the training post-delivery.

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

## 4.9 Inclusion of VCSE Organisations and Micro Enterprises including Ethnic Minority Owner/Led in the contract’s supply chain

The Supplier will include social enterprises/charities or micro businesses based in Northern Ireland 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/charity or micro business. Each VCSE organisation or micro enterprise included within the supply chain will be eligible for achieving the points against this initiative rather than each contract with the enterprise.

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.

## 4.10 Business development and knowledge sharing

The Supplier will deliver skilled advice in an area related to the contract to:

* an organisation/organisations within the Voluntary, Community and Social Enterprise (VCSE) sector.
* micro businesses in Northern Ireland

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 ([Brokers - Social Value NI](https://socialvalueni.org/brokers/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

## 4.11 Supply chain resilience and capacity Action Plan

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 an action plan 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 Action Plan 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 subSuppliers (if any) to implement the Supply Chain Resilience and Capacity Action Plan on the Contract. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

## 4.12 Environmental Action Plan including Carbon Reduction

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 action plan in the delivery of this Contract, designed to minimise harm to the environment by:

* conserving energy and minimising carbon emissions and identifying opportunities to increase the amount of renewable energy used on the Contract;
* conserving materials such as wood, paper and other natural resources;
* 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 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 Action Plan detailing their environmental commitments in relation to this Contract.The Action Plan 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 Action Plan 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 subSuppliers (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.

## 4.13 Environmental Initiatives

The delivery of environmental initiatives in areas related to the Contract designed to influence staff, suppliers, customers and communities 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; 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.

**4.14 Climate Adaptation Training**

The delivery of climate change and adaptation training for staff working on the contract. The training will be designed to influence and support staff to undertake climate analysis, vulnerability assessment and adaptation planning in relation to the delivery of the Contract. Key knowledge areas should include, as a minimum:

* Understanding the risks to the contract delivery from climate change
* How to develop and embed processes and controls to continuously monitor and mitigate risks through climate adaptation measures.
* Ways to reduce the environmental impact of the Contract.

The Supplier will establish a relevant baseline before delivery of each training event and measure and report the impact of the training post-delivery.

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

**4.15 Climate change and carbon reduction training**

The climate change and carbon reduction training will be designed to support environmental protection and improvement, reduce waste and work towards net zero greenhouse gas emissions.

The Supplier will establish a relevant baseline before delivery of each training event and measure and report the impact of the training post-delivery.

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

**4.16 Contract specifications in the supply chain that include environmental sustainability commitments**

The Supplier will develop and implement contract specifications for supply chain opportunities for the contract that include environmental sustainability commitments in order to support environmental protection and improvement. For example, specifications that:

* conserve energy, minimise carbon emissions and identify opportunities to increase the amount of renewable energy used on the Contract;
* reduce water consumption;
* conserve materials such as wood, paper and other natural resources;
* minimise packaging and waste, and using compostable, reusable or recyclable options;
* phase out the use of single-use resources, instead re-using (where possible), recycling or using recycled resources
* reduction of scare materials in the products used in the supply chain of the contract
* reduce the use of ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment
* encourage the use of electric vehicles in the supply chain of the contract;
* implement circular economy commitments through extending the useful life of products used in the supply chain to deliver this Contract, through relevant durability, repairability and upgradability features of the products, the provision of detailed care instructions to extend the life of the products, and repair and re-use where appropriate
* adoption of a circular business model to retain the value of resources.
* deliver climate change and carbon reduction training for staff

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 number of contracts in the supply chain that include environmental sustainability commitments, and setting out a forecast of contracts in the year ahead. The report shall be in writing and shall detail the steps taken by the Supplier and its subcontractors to implement the environmental improvements. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

## 4.17 Packaging and Waste Action Plan for the contact

Statistics from Keep Northern Ireland Beautiful[[1]](#footnote-1) 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 action plan 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 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 Action Plan, 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 Action Plan on the Contract. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

## 4.18 Biodiversity Training

The delivery of biodiversity awareness training for staff working on the contract. The training will be designed to influence and support staff to understand the biodiversity risks and opportunities associated with the contract and the resilience of ecosystems, including throughout the contract’s supply chain. Key knowledge areas should include, as a minimum:

* Understanding the biodiversity risks and opportunities associated with the contract, including throughout the supply chain
* How to develop processes and controls to continuously maintain and enhance biodiversity and promote resilience of ecosystems
* Take action to maintain and enhance biodiversity and promote resilience of ecosystems throughout the contract supply chain.

The Supplier will establish a relevant baseline before delivery of each training event and measure and report the impact of the training post-delivery.

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

## 4.19 Biodiversity Initiatives

The delivery of environmental initiatives in areas related to the Contract designed to influence communities through the delivery of the contract to maintain and enhance biodiversity and promote resilience of ecosystems.

Activities may include:

* partnering/collaborating in engaging with the community to deliver biodiversity initiatives;
* volunteering opportunities for the contract workforce, e.g. undertaking activities that encourage direct positive impact in relation to biodiversity and resilience of ecosystems; 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/](http://www.socialvalueni.org/contractors/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose

## 4.20 Environmental Initiatives for Improving Air and Water Quality Levels

The delivery of environmental initiatives in areas related to the Contract designed to influence staff, suppliers, customers and communities through the delivery of the contract to contribute to improvements of air and water quality and promote nature-based solutions.

Activities may include:

* partnering/collaborating in engaging with the community in relation to the performance of the contract, to support air and water improvement objectives;
* volunteering opportunities for the contract workforce, e.g. undertaking activities that encourage direct positive impact in relation to improving air and water quality; 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 opportunity must be notified to one or more organisations registered on the Social Value Unit website ([www.socialvalueni.org/contractors/find-a-broker/](http://www.socialvalueni.org/contractors/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

## 4.21 Waste Management Training Initiatives for Communities/ VCSE/ Education Establishments

The waste management training initiatives will be designed to influence and support people and organisations in communities to support environmental protection and improvement, reduce waste and work towards net zero greenhouse gas emissions

Activities may include: developing curriculum resources to raise awareness of waste management issues; partnering/collaborating with the community to support the Contracting Authority’s environmental objectives; volunteering opportunities for the contract workforce e.g. undertaking activities that encourage direct positive impact; promoting and communicating the benefits of working towards net zero greenhouse gas emissions; or equivalent initiative as agreed with the Authority, at the Authority’s discretion.

The Supplier will establish a relevant baseline before delivery of each initiative and measure and report the impact of each initiative post-delivery.

The Supplier shall agree the scope of activities with the Authority prior to delivery. Each opportunity must be notified to agencies named by or agreed with the Authority for this purpose.

## 4.22 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 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.

**4.23 Circular Economy training for staff working on the contract**

The delivery of circular economy training for staff working on the contract. The training will be designed to influence and upskill staff to take action that supports the circular economy, by minimising waste and extracting the maximum value of resources in the delivery of the contract, including throughout the supply chain. Knowledge areas should include, as a minimum:

* Understanding the circular economy and how to take action to implement circularity on the contract
* Knowledge of responsible consumption practices to reduce waste and work towards net zero greenhouse gas emissions
* Building and maintaining a culture of sustainability across the contract workforce

The Supplier will establish a relevant baseline before delivery of each training event and measure and report the impact of the training post-delivery.

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

**4.24 Health and Wellbeing initiatives to support employees including those working remotely on the contract.**

The Public Health Agency (PHA) recognises that using the workplace as a setting to promote and support health and wellbeing makes good business sense and has many benefits for both employers and employees which is especially important as workplaces emerge from the COVID-19 pandemic. According to the World Health Organisation, the definition of a healthy workforce is: ‘... one in which workers and managers collaborate to use a continual improvement process to protect agnd promote the health, safety and wellbeing of all workers and the sustainability of the workplace’.[[2]](#footnote-2)

The Supplier will deliver initiatives that are designed to support the physical and mental health of employees working on the contract, including those who are working remotely. These initiatives should support employees to use personal health resources, adopt a healthier lifestyle, promote a positive psychosocial work environment and/or prevent stress at work.

 Initiatives can include, for example:

* Initiatives to build a culture of wellbeing for the contract workforce by for example offering flexible working arrangements, creating a staff wellbeing committee, delivering initiatives to foster continuous improvement.
* workplace wellbeing initiatives (e.g. financial literacy sessions, counselling support, stress management courses, post-trauma support.);
* initiatives to engage people in health interventions (e.g. smoking cessation, healthy eating, exercise, addiction treatment and support etc.);
* mental health awareness training for managers and/or mental health champion training for staff; or
* equivalent initiative as agreed with the Authority, at the Authority’s discretion.

**4.25 Initiatives to reduce the stigma of mental illness and increase awareness of health and well-being issues among employees and managers engaged on the Contract.**

The Supplier will deliver initiatives to reduce the stigma of mental illness and increase awareness of health and well-being issues among employees and managers engaged on the Contract. These initiatives will be designed to ssupport all employees working on the Contract, including those with mental health problems, to remain in and thrive through work.

This may include: initiatives to identify and understand issues relating to physical and mental health in the contract workforce, management training, support groups, awareness raising events or other equivalent initiatives as agreed with the Authority, at the Authority’s discretion.

**4.26 Initiatives to influence suppliers, customers and communities to support health and wellbeing, including physical and mental health.**

The Supplier will deliver initiatives that are designed to influence suppliers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health.

This may include training, advice or other equivalent initiatives e.g. physical activities for adults and children in the community, actions taken to support older, disabled and vulnerable people to build stronger community networks (befriending schemes, digital inclusion clubs etc.) or equivalent initiative as agreed with the Authority, at the Authority’s discretion. Initiatives can be run in partnership with an organisation from the Voluntary, Community and Social Enterprise sector or as part of a company programme.

The Mental Health Charter for employers and service providers provides a framework for working towards mentally healthy workplaces and has been jointly produced by the Equality Commission NI, Action Mental Health, Disability Action, MindWise, Mental Health Foundation and Inspire.

## 4.27 Community engagement activities related to artwork or cultural activities

The Supplier will deliver initiatives that are designed engage with communities to determine the most relevant artwork or cultural activities that should be delivered through the contract.

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

**4.28 Initiatives to improve good relations between people from different religious, political, racial and ethnic background.**

The Together: Building a United Community Strategy outlines a vision of “a united community, based on equality of opportunity, the desirability of good relations and reconciliation - one which is strengthened by its diversity, where cultural expression is celebrated and embraced and where everyone can live, learn, work and socialise together, free from prejudice, hate and intolerance.”

The New Decade, New Approach Deal further emphasised the need to encourage and promote reconciliation, tolerance and meaningful dialogue between those of different national and cultural identities in Northern Ireland with a view to promoting parity of esteem, mutual respect, understanding and cooperation. To help achieve these objectives, the supplier will deliver initiatives that are designed to improve good relations between people from different religious, political, racial and/or ethnic backgrounds in the contract workforce and/or communities affected by the contract. This could include, for example:

* Activities that result in the supplier developing an increased level of understanding of the local demographics of the community affected by the contract,
* the development of partnerships with organisations in the VCSE sector who work to deliver activities designed to improve good relations within the local community;
* Activities that increase awareness of good relations, equality, diversity and inclusion issues within the contract workforce and provide adequate training for employees and managers engaged on the contract. This training could be delivered by the VCSE sector;
* Activities to promote good relations, including cultural pluralism and respect for diversity, including Northern Ireland’s ethnic, national, linguistic and faith communities so that everyone has a sense of belonging.

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

**4.29 Donation of time and labour to support small organisations**

The Supplier will deliver skilled labour in an area related to the contract to educational establishments or organisations working with people who are at risk of social exclusion or who are disadvantaged in the labour market.

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

**4.30 Donation of construction supplies or tools to educational establishments or organisations working with people who are at risk of social exclusion or who are disadvantaged in the labour market.**

Donation of construction supplies or tools to organisations working with people at risk of social exclusion or who are disadvantaged in the labour market. This may also include the loan of larger tools/vehicles which would normally incur a cost to the organisation. For example, the loan of cranes/lifts plant machinery that would otherwise be hired for a one-off purpose where the value of the donation would be equivalent to the cost of hiring that same machinery for the length of time required (e.g. the daily rate of commercial hire X number of days needed on site).

# General requirements

## 5.0 Positive Action to maximise employment opportunities

All employment vacancies on the contract are to be notified by the Supplier to [www.jobapplyni.com](http://www.jobapplyni.com) and one or more organisations registered on the Social Value website ([Find a Broker - Social Value NI](https://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.

## 6.0 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.

## 7.0 Data Protection

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.

## 8.0 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.

## 9.0 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).

## 10.0 The Authority’s Support Activities

Organisations delivering employability, education and skills training, environmental and health and wellbeing are listed on the Social Value Unit website ([Find a Broker - Social Value NI](https://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.

## 11.0 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.

## 12.0 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.

The Supplier shall provide all information necessary, including obtaining it from subSuppliers 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. Keep Northern Ireland Beautiful; [Litter Composition Report 2019/20](https://www.keepnorthernirelandbeautiful.org/keepnorthernirelandbeautiful/documents/blog-000968-20200228111517.pdf). [↑](#footnote-ref-1)
2. [Healthy workplaces: a model for action (who.int)](https://www.who.int/publications/i/item/healthy-workplaces-a-model-for-action) [↑](#footnote-ref-2)