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**Model Text for inclusion in the**

**Specification and/or Invitation to Tender Services Contracts**

# Social Value Points Approach

# SCHEDULE Click here to enter text.: SOCIAL VALUE

Please ensure that you have completed areas (in grey text) that require input.

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).

**REMOVE THIS TEXT AND ALL COMMENTS PRIOR TO PUBLICATION**

## Background

In accordance with the [Procurement Policy Note (PPN) 01/21 (Scoring Social Value Policy)](https://www.finance-ni.gov.uk/publications/ppn-0121-scoring-social-value), this contract will deliver measurable social value outcomes.

## 2.0 Social Value Delivery Plan – (*Open/Restricted Procedure/Competitive Procedure with Negotiation)*

The Supplier shall deliver the services in accordance with this Schedule and their Social Value Delivery Plan and methodology submitted at tender stage, unless otherwise agreed with the Authority, at the Authority’s discretion.

The Authority may request an updated Social Value Delivery Plan at interims throughout the contract, to take into account any increases in the contract value, the Supplier’s delivery of social value initiatives during a specific period and the Supplier’s forecasted delivery of social value initiatives.

## 2.0 Social Value Delivery Plan – Competitive Dialogue Procedure

The Supplier shall deliver the services in accordance with this Schedule and their Social Value Delivery Plan and methodology submitted at Invitation to Submit Final Tenders Stage, unless otherwise agreed with the Authority, at the Authority’s discretion.

The Authority may request an updated Social Value Delivery Plan at interims throughout the contract, to take into account any increases in the contract value, the Supplier’s delivery of social value initiatives during a specific period and the Supplier’s forecasted delivery of social value initiatives.

## 3.0 Social Value

The Supplier must deliver a minimum of 100 Social Value points for every £1 million (and pro-rata) in invoiced value, capped at an averaged invoiced value of £3 million per annum. The social value initiatives which are eligible for inclusion on this contract are outlined at clauses Click here to enter text..

The Supplier may provide a mix of all eligible social value initiatives as outlined at clauses Click here to enter text., or may provide only one or a subset of the eligible social value initiatives, based on business need and providing the social value initiatives deliver a minimum of 100 Social Value points for every £1 million (and pro-rata) in invoiced value, capped at an averaged invoiced value of £3 million per annum.

The Supplier can deliver social value initiatives throughout the contract, in line with the timeframes set out in the Supplier’s methodology submitted at tender stage, providing the overall social value requirement as outlined in this Schedule is delivered within the lifetime of the contract.

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

## 3.1 Social Value Points Matrix

Details of the number of points that each social value initiative generates can be found here:

*[delete rows as appropriate, based on which social value initiatives have been included in the contract]:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **THEME 1: Increasing secure employment and skills** | | | | |
| **PFG OUTCOMES** | **SOCIAL VALUE INDICATOR** | **SOCIAL VALUE INITIATIVES** | **AMOUNT** | **SOCIAL VALUE POINTS (pro rata)** |
| * **Our economy is globally competitive, regionally balanced and carbon-neutral** * **We have an equal and inclusive society where everyone is valued and treated with respect** * **Everyone can reach their potential** * **People want to live, work and visit here** | * 1. **Create employment, retraining and other return to work opportunities for those furthest from the labour market** | Paid employment | 52 person weeks FTE | 75 |
| Paid employment – priority group | 90 |
| Unwaged work placements | 4 weeks FTE | 10 |
| Unwaged work placement – priority group | 15 |
| Skills development and educational attainment | 8 hours of support or training | 10 |
| Skills development and educational attainment – priority group | 15 |
| **1.2 Create employment opportunities particularly for those who face barriers to employment and/or who are located in deprived areas** | Paid employment | 52 person weeks FTE | 75 |
| **1.3 Create employment and training opportunities in industries with known skills shortages or in high growth sectors** | Paid employment | 52 person weeks FTE | 75 |
| Paid employment – priority group | 90 |
| Unwaged work placements | 4 weeks FTE | 10 |
| Unwaged work placements – Priority Groups | 4 weeks FTE | 15 |
| Skills development and educational attainment | 8 hours of training or support | 10 |
| Skills development and educational attainment – priority groups | 8 hours of training or support | 15 |
| **1.4 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** | In-work progression and skills development for employees engaged on the contract who are disadvantaged | 1 action plan | 30 |
| **1.5 Increase the representation of disabled people in the contract workforce** | Paid employment for people with a disability | 52 weeks FTE | 90 |
| Unwaged work placements for people with a disability | 4 weeks FTE | 15 |
| Positive Action Outreach | 8 hours of outreach | 10 |
| **1.6 Support disabled people to develop new skills and recognised qualifications** | Skills development and educational attainment for a person with a disability | 8 hours of support or training | 15 |
|  | Unwaged work placements for people with a disability | 4 weeks FTE | 15 |
| **1.7 Create opportunities for entrepreneurship and help new, small organisations to grow, supporting economic growth and business creation.** | Action plan to promote contract supply chain opportunities to micro businesses and VCSEs in Northern Ireland | 1 action plan | 30 |
| Inclusion of Social and Micro Enterprises in the contract’s supply chain | 1 social enterprise located within Northern Ireland  1 micro enterprise located within Northern Ireland | 30  20 |
| Business development and knowledge sharing | 8 hours of support or training | 10 |

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| --- | --- | --- | --- | --- |
| **THEME 2: Building ethical and resilient supply chains** | | | | |
| **PFG OUTCOMES** | **SOCIAL VALUE INDICATOR** | **SOCIAL VALUE INITIATIVES** | **AMOUNT** | **SOCIAL VALUE POINTS (pro rata)** |
| * **Our economy is globally competitive, regionally balanced and carbon neutral** * **Everyone can reach their potential** * **People want to live, work and visit here** * **Everyone feels safe - we all respect the law and each other** | **2.1 Demonstrate action to promote collaboration and a fair and responsible approach to working throughout the supply chain** | Fair work charter for the contract | 1 charter | 30 |
| Training in fair work | 8 hours | 10 |
| In-work progression and skills development for employees engaged on the contract who are disadvantaged | 1 action plan | 30 |
| **2.2 Demonstrate action to promote ethical supply chains and practices; and, identify and manage 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 | 50 |
| Supply chain map for the contract | 1 supply chain map | 30 |
| Tackling modern slavery training for employees engaged on the contract | 8 hours | 10 |
| **2.3 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 | 30 |
| **2.4 Create a diverse supply chain to deliver the contract including new businesses and entrepreneurs, start-ups, SMEs and VCSEs.** | Action plan to promote contract supply chain opportunities to micro businesses and VCSEs in Northern Ireland | 1 action plan | 30 |
| Inclusion of MEs in the contract's supply chain | Micro enterprise located in Northern Ireland | 20 |
| Inclusion of VCSE sector organisations in the contract's supply chain | VCSE Sector located in Northern Ireland | 30 |
| Business development and knowledge sharing with a voluntary or community organisation or microenterprise | 8 hours of activity | 10 |

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| --- | --- | --- | --- | --- |
| **THEME 3: Delivering Zero Carbon** | | | | |
| **PFG OUTCOMES** | **SOCIAL VALUE INDICATOR** | **SOCIAL VALUE INITIATIVES** | **AMOUNT** | **SOCIAL VALUE POINTS** |
| * **We live and work sustainably – protecting the environment** * **Our children and young people have the best start in life** | **3.1 Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions.** | Environmental Action Plan for the contract | 1 action plan | 30 |
| Waste and Resource Efficiencies in the delivery of the contract | 1 VCSE organisation  1 Other Organisation | 30  20 |
| Environmental Initiatives | 8 hours of support or improvement | 10 |
| **3.2 Contract specifications that support environmental protection and improve** | Contract specifications in the supply chain that include environmental sustainability commitments | 1 specification | 20 |
| **3.3 Supply chains that minimise carbon footprint and emissions.** | Action Plan for Reducing Carbon Footprint and Emissions for the contract, including the supply chain | 1 action plan | 30 |
| **3.4 Companies employ low or zero-carbon practices and/or materials.** | Packaging and waste Action Plan for the contract | 1 Action Plan | 30 |
|  | Climate change and carbon reduction training for staff | 8 hours | 10 |
| Green transport scheme | 1 scheme | 30 |
| **3.5 Assessing and minimising embodied carbon.** | Embodied Carbon Reduction Action Plan | 1 action plan | 30 |

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|  | | |  |  |
| **THEME 4: Promoting Wellbeing** | | | | |
| **PFG OUTCOMES** | **SOCIAL VALUE INDICATOR** | **SOCIAL VALUE INITIATIVES** | **AMOUNT** | **SOCIAL VALUE POINTS (pro rata)** |
| * **We all enjoy long, healthy, active lives** * **Everyone can reach their potential** * **We have a caring society that supports people throughout their lives** * **We have an equal and inclusive society where everyone is valued and treated with respect** | **4.1 Support the health and wellbeing, including physical and mental health, in the contract workforce** | Health and wellbeing initiatives to support employees, including those working remotely, on the contract. | 8 hours of support | 10 |
| Mentoring/pastoral support for those employees engaged on the contract who are disadvantaged | 8 hours of support | 10 |
| **4.2 Influence staff, suppliers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health** | Initiatives to influence suppliers, customers, and communities to support health and wellbeing | 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 |
| **4.3 Promote equality, diversity and inclusion in the contract's workforce** | Equality, Diversity and Inclusion Action Plan | 1 Action Plan | 30 |
| Equality, diversity & inclusion positive action | 8 hours of initiatives | 10 |
| **4.4 Allocate a percentage of the budget to artwork or cultural activities** | Community engagement activities to determine the most relevant artwork or cultural activities | 8 hours of engagement | 10 |
| Activities to promote the artwork or cultural activities to community groups | 8 hours of activity | 10 |
| Activities to promote supply chain opportunities related to the artwork or cultural activities to micro businesses, social enterprises or organisations within the arts, cultural and heritage sectors | Supply chain opportunity for micro business  Supply chain opportunity for VCSE sector | 20  30 |
|  |  | Initiatives to improve good relations between people from different religious, political, racial and ethnic background. | 8 hours of activity | 10 |

## 4.0 The Authority’s Priority Groups *[remove if not appropriate]*

For a person to qualify as a member of the 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 1.1 – Create employment, re-training and/or other return to work opportunities for those furthest from the labour market

## 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 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 JobApplyNI ([www.jobapplyni.com](http://www.jobapplyni.com)) and 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. 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;
* supported in undertaking training e.g. through flexible working arrangements, where practicable;
* supported in developing soft skills relevant to the workplace (e.g. communication, teamworking, time management, problem-solving etc.).

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 placements

The delivery of unwaged work placements for:

* people who face barriers to employment and/or who are located in deprived areas. This can include for example, 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 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/Suppliers/find-a-broker/](http://www.socialvalueni.org/Suppliers/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 delivery of skills development and educational attainment support in areas related to the contract to an education provider 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 for example, 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 contracts 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/Suppliers/find-a-broker/](http://www.socialvalueni.org/Suppliers/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

# Indicator 1.2 – Create employment opportunities particularly for those who face barriers to employment and/or who are located in deprived areas

## 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[[2]](#footnote-2)
* 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 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 JobApplyNI ([www.jobapplyni.com](http://www.jobapplyni.com)) and one or more organisations registered on the Social Value Unit website ([www.socialvalueni.org/Suppliers/find-a-broker/](http://www.socialvalueni.org/Suppliers/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.
* supported in developing soft skills relevant to the workplace (e.g. communication, teamworking, time management, problem-solving etc.)

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

# 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[[3]](#footnote-3)
* 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 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 JobApplyNI ([www.jobapplyni.com](http://www.jobapplyni.com)) and one or more organisations registered on the Social Value Unit website ([www.socialvalueni.org/Suppliers/find-a-broker/](http://www.socialvalueni.org/Suppliers/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;
* supported in undertaking training e.g. through flexible working arrangements, where practicable;
* supported in developing soft skills relevant to the workplace (e.g. communication, teamworking, time management, problem-solving etc.).

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 placements

The delivery of unwaged work experience placements for:

* people 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 contracts workforce.
* people who meet the 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/Suppliers/find-a-broker/](http://www.socialvalueni.org/Suppliers/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 delivery of skills development and educational attainment support in areas related to the contract to an education provider 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 contracts workforce.
* people who meet the 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/](http://www.socialvalueni.org/contractors/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

# Indicator 1.4 – Support in-work progression and educational attainment relevant 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

## 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. 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 a timed 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.

The Action Plan must identify:

* the specific in-work progression and skills development initiatives that will be delivered including any relevant targets;
* timeframe for each initiative; and
* Resources allocated to the delivery of each initiative including overall ownership for implementing the In-Work Progression and Skills Development Action Plan.

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.

# Indicator 1.5 – Increase the representation of disabled people in the contract workforce

## X.0 Paid Employment Opportunities

The delivery of paid employment for people who people who have a disability and are seeking employment.

**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 JobApplyNI ([www.jobapplyni.com](http://www.jobapplyni.com)) and one or more organisations registered on the Social Value Unit website ([www.socialvalueni.org/Suppliers/find-a-broker/](http://www.socialvalueni.org/Suppliers/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.0 Unwaged work placements

The delivery of unwaged work placements for people who have a disability and are seeking employment.

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/Suppliers/find-a-broker/](http://www.socialvalueni.org/Suppliers/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

**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;
* supported in undertaking training e.g. through flexible working arrangements, where practicable;
* supported in developing soft skills relevant to the workplace (e.g. communication, teamworking, time management, problem-solving etc.).

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.2 Positive action outreach

The development and delivery of a lawful outreach plan for positive action for the contract which aims to increase applications for employment and training positions on the contract from people who have a disability and are seeking employment. This can include the preparation of a positive action plan, attending meetings and developing partnerships with potential brokers who work with people who have a disability, the preparation and delivery of engagement activities to people who have a disability, or other activities as agreed by the Authority, at the Authority’s discretion.

You will find further information on lawful positive action from the Equality Commission for Northern Ireland [here](https://www.equalityni.org/Employers-Service-Providers/Recruiting-people-with-disabilities/Positive-action-(1)). You will find further information on making your services accessible to disabled people [here](https://www.equalityni.org/everycustomercounts). Further detailed guidance on developing and implementing lawful positive action outreach is available from the Equality Commission of NI: [PositiveActionEmployerGuide.pdf (equalityni.org)](https://www.equalityni.org/ECNI/media/ECNI/Publications/Employers%20and%20Service%20Providers/PositiveActionEmployerGuide.pdf)

# Indicator 1.6 – Support disabled people to develop new skills and recognised qualifications

## X.0 Unwaged work placements

The delivery of unwaged work experience placements for people who people who have a disability. 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/](http://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 delivery of skills development and educational attainment support in areas related to the contract to an education provider or organisation within the Voluntary, Community and Social Enterprise sector to aid the career development of people with a disability.

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/Suppliers/find-a-broker/](http://www.socialvalueni.org/Suppliers/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

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

**X.X Promote inclusion of Social and Micro Enterprises in the contract’s supply chain**

The Supplier will develop, implement and maintain an action plan to promote the inclusion of social enterprises or micro businesses in relation to any sub-contracting or other business opportunities available as a result of this Contract. 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:

* Understand the capability and capacity of micro enterprises and social enterprises to deliver any sub-contracting or other business opportunities available as a result of this Contract;
* Promote supply chain opportunities on the Contract to micro enterprises and social enterprises (e.g. meet the buyer events, pre-market engagement activities, awareness raising by guidance or events of how to tender effectively for supply chain opportunities)
* Advertise supply chain opportunities openly to ensure they are accessible to micro enterprises and social enterprises;
* Structure the supply chain selection process in a way that ensures fairness (e.g. anti-corruption) and encourages participation by a diverse range of micro enterprises and social enterprises;
* Ensure prompt payment of micro enterprises or social enterprises included within the supply chain on this Contract and appropriate commercial arrangements;
* Increase supply chain resilience and capacity; and
* Seek feedback from micro enterprises and social enterprises on the effectiveness of the action plan and to utilise results to improve outcomes.

The Action Plan must identify:

* the specific initiatives that will be delivered to promote inclusion of Social Enterprises and Micro Businesses in the contract’s supply chain including any relevant targets;
* timeframe for each initiative; and
* resources allocated to the delivery of each initiative including overall ownership.

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 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 Action Plan to promote the inclusion of Social EnterprisesandMicro Businesses in the contract’s supply chain. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

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

The Supplier will include micro businesses or social enterprises 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 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

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/Suppliers/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 Charter

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 charter in relation to this contract, including its supply chain. This should be submitted within Click here to enter text. days of contract award.

The Fair Work Charter must at least include and address among other things, how the supplier will:

* provide a decent standard of living and income:
* offer security of contract, including hours;
* foster an environment where workers views are actively sought, listened to and can make a difference;
* give opportunities for all to learn, develop and progress;
* create a healthy and safe environment, where individuals' wellbeing is actively supported;
* enable people to have a good work-life balance; and
* support people to feel valued and respected.

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 Charter 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 Training in Fair Work**

The supplier will deliver training in fair work for employees working in a management or supervisory capacity on the contract (including the contract’s supply chain). The training will be designed to inform and support staff to understand fair work requirements and how to ensure that employees on the contract and in the supply chain are treated fairly, humanely and equitably.

The Supplier will establish a relevant baseline of employees understanding of fair work 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.

## 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. 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 a timed 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.

The Action Plan must identify:

* the specific in work progression and skills development initiatives that will be delivered including any relevant targets;
* timeframe for each initiative; and
* resources allocated to the delivery of each initiative including overall ownership for implementing the In Work Progression and Skills Development Action Plan.

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.

# 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 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.

Upon contract award, the Authority will email the Supplier an invitation to complete the [Modern Slavery Assessment Tool (MSAT) which can be accessed at [Modern Slavery Assessment Tool - Supplier Registration Service (cabinetoffice.gov.uk)](https://supplierregistration.cabinetoffice.gov.uk/msat).](https://supplierregistration.cabinetoffice.gov.uk/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 Authority’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.

The Supplier must provide the mandatory minimum requirements for the Modern Slavery Assessment Tool listed within the Social Value Points Matrix in clause 3.1 and clauses XX – XX of this Schedule.

## X.0 Supply Chain Map for the contract

Within Click here to enter text. days of contract commencement, 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 will 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.[[4]](#footnote-4)

## The supply chain map will be submitted to the Contracting Authority for review within Click here to enter text. days of contract commencement.

**X.0 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.

# 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

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:

* Understand the risks affecting the contract, including those affecting the market, industry, sector and country (of origin or of source), and the actions taken to mitigate and manage them.
* Maximise security of supply on the contract, for example, by minimising proximity of supply chains to point of delivery.
* Explore the development of scalable and future-proofed new methods to modernise delivery and increase productivity.
* Identify and promote opportunities to open sub-contracting under the contract to a diverse range of businesses, including new businesses, entrepreneurs, start-ups, SMEs, VCSEs and mutuals
* Promote and support innovation throughout the supply chain to deliver more sustainable goods and services including circular solutions throughout the supply chain.
* Demonstrate collaboration and knowledge sharing throughout the supply chain to support economic growth and encourage ethical and resilient business.
* Employ low or zero-carbon practices and materials on the contract and support the contract’s supply chain to minimise carbon footprint and emissions.
* Identify and manage cyber security risks in the delivery of the contract including in the supply chain

The Action Plan must identify as a minimum:

* the specific activities that will be implemented including all relevant targets (e.g. target value of subcontracting opportunities to be awarded to new businesses and entrepreneurs, start-ups, SMEs, VCSEs and mutuals within the supply chain on this contract)
* timeframe for each activity
* Resources allocated to delivery of each activity including overall ownership
* Reporting metrics for the Supply Chain and Resilience Action Plan

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 subcontractors (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.

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

**X.X Promote inclusion of Social and Micro Enterprises in the contract’s supply chain**

The Contractor will develop, implement and maintain an action plan to promote the inclusion of social enterprises or micro businesses in relation to any sub-contracting or other business opportunities available as a result of this Contract. This should be provided within 60 days of award of the Contract and must at least include and address among other things the Contractor’s actions to:

* Understand the capability and capacity of micro enterprises and social enterprises to deliver any sub-contracting or other business opportunities available as a result of this Contract;
* Promote supply chain opportunities on the Contract to micro enterprises and social enterprises (e.g. meet the buyer events, pre-market engagement activities, awareness raising by guidance or events of how to tender effectively for supply chain opportunities)
* Advertise supply chain opportunities openly to ensure they are accessible to micro enterprises and social enterprises;
* Structure the supply chain selection process in a way that ensures fairness (e.g. anti-corruption) and encourages participation by a diverse range of micro enterprises and social enterprises;
* Ensure prompt payment of micro enterprises or social enterprises included within the supply chain on this Contract and appropriate commercial arrangements;
* Increase supply chain resilience and capacity; and
* Seek feedback from micro enterprises and social enterprises on the effectiveness of the action plan and to utilise results to improve outcomes.

At end of year review meetings, the Contractor will submit an annual progress report to the Client, detailing the progress made in relation to the 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 Contractor and its subcontractors (if any) to implement the Supply Chain Action Plan. The Client reserves the right to request an updated progress report at interims throughout the Contract.

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

The Supplier will include micro businesses in the supply chain or social enterprises, 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 will deliver skilled advice in an area related to the contract to:

* an organisation/organisations within the Voluntary, Community and Social Enterprise (VCSE) sector; or
* micro businesses 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 Buy Social website ([www.socialvalueni.org/Suppliers/find-a-broker/](http://www.socialvalueni.org/Suppliers/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

The skilled advice opportunity should be developed in collaboration with the relevant beneficiary organisation.

# 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 Action Pan and Practices

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 and identifying opportunities to increase the amount of renewable energy used on the Contract;
* provision and use of energy efficient equipment in the delivery of the contract;
* reduction of scarce materials in the products used on the contract;
* 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;
* including environmental requirements within sub-contractor supplier selection processes in relation to the contract
* 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.

Within XX days of contract award, the Supplier is required to provide the Authority with 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 Supplier’s impact on the environment throughout its supply chain, including in relation to the extraction of raw materials for products provided as part of the contract.

The Action Plan must identify:

* the specific environmental initiatives that will be delivered including all relevant targets;
* timeframe for each initiative; and
* resources allocated to delivery of each initiative including overall ownership for the contract’s Environmental Action Plan.

The Supplier shall submit an annual progress report to the Authority, detailing the progress made in relation to the Environmental Action Planand 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.

The Supplier must provide the mandatory minimum requirements for the Environmental Action Plan listed within the Social Value Points Matrix in clause 3.1 and clauses XX – XX of this Schedule.

## 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 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 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.

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

**Indicator 3.2 Contract specifications that support environmental protection and improvement.**

**X.X 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](https://www.zerowastescotland.org.uk/content/what-are-circular-economy-business-models) 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.

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

## X.0 Action Plan for Minimising Carbon Footprint and Emissions

The Supplier will develop, implement and maintain an action plan to continuously monitor and improve the carbon footprint and emissions levels across the contract, including its supply chain. 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 the contract’s operations and supply chain including processes for tracking and monitoring improvements.
* Establish targets for continuously reducing the carbon footprint and emissions levels across the contract’s operations and supply chain 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.
* Modernise delivery by increasing circular solutions throughout the contract’s operations and its 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.

The Action Plan must identify:

* the specific environmental initiatives that will be delivered including all relevant targets;
* timeframe for each initiative; and
* resources allocated to delivery of each initiative including overall ownership for the contract’s Action Plan for Minimising Carbon Footprint and Emissions, including throughout the supply chain.

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 Action Plan 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 Action Plan 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.X Climate change and carbon reduction training for staff**

The delivery of climate change and carbon reduction training for staff working on the contract. The climate change and carbon reduction training will be designed to influence and support staff 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.

**X.X Green transport programme for the contract**

The Supplier will develop, implement and maintain a Green Transport Programme for the contract to reduce carbon emissions, promote sustainable travel and support employees’ health and wellbeing.

The Green Transport Programme 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 relevant baseline before delivery of each Green Transport initiative to enable reporting of the impact of each initiative post-delivery
* Reduce the miles driven via petrol and diesel vehicles included on the contract and/or increase the miles driven using low or no emission vehicles included on the contract
* Reduce the freight miles included on the contract as part of a green logistics plan
* Provide subsidised public transport, subsidised cycling schemes and storage, and sustainable corporate transport (such as electric bus from public station to corporate facilities) to all staff included on the contract
* Raise awareness of the positive impacts of sustainable travel amongst the Supplier’s workforce and encourage uptake of sustainable travel options

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

## X.0 Packaging and waste action plan for the contact

Statistics from Keep Northern Ireland Beautiful[[5]](#footnote-5) 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 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 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 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.

# Indicator 3.5 – Assessing and minimising embodied carbon

## X.0 Embodied Carbon Reduction Action Plan

The Supplier will develop, implement and maintain an action plan to continuously assess and minimise embodied carbon the 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:

* Incorporate methods to minimise embodied carbon levels within design making decisions including reuse of buildings, choice of materials etc.
* Develop specifications to minimise embodied carbon levels on the contract
* Implement measures to adopt circular economy principles on the contract by keeping resources in use as long as possible, extracting maximum value from them, minimizing waste and promoting resource efficiency
* Promote and support innovation throughout the supply chain to assess and minimise embodied carbon levels on the contract.
* Demonstrate collaboration and knowledge sharing throughout the supply chain to assess and minimise embodied carbon levels on 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 Embodied Carbon Reduction 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 Embodied Carbon Reduction Action Plan 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 4.1 – Support the health and wellbeing, including physical and mental health, in the contract workforce

**X.0 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 and promote the health, safety and wellbeing of all workers and the sustainability of the workplace’.[[6]](#footnote-6)

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:

* workplace wellbeing initiatives (e.g. counselling support, stress management courses, post-trauma support, etc.);
* initiatives to engage people in health interventions (e.g. smoking cessation, healthy eating, exercise, addiction treatment and support etc.); or
* equivalent initiative as agreed with the Authority, at the Authority’s discretion.

The [Mental Health Charter](https://www.equalityni.org/MentalHealthCharter) 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.

**X.0 Mentoring/pastoral support for those who employees engaged on the contract who are disadvantaged**

The supplier will deliver mentoring/pastoral support for those employees engaged on the contract 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.

The supplier shall deliver mentoring/pastoral support initiatives which will support the employee to address issues which may be a barrier to their ability to remain in employment. The Supplier shall agree the scope of activities with the Authority prior to delivery.

# 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 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](https://www.equalityni.org/MentalHealthCharter) 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.

**X.0 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 support 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.

**Indicator 4.3 Promote equality, diversity and inclusion in the contract’s workforce**

**X.0 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. 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 disadvantaged groups in the workforce [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.

X.0 Equality, diversity & inclusion positive action

The development and delivery of a lawful outreach plan for positive action for the Contract which aims to increase applications for the Contract’s employment opportunities from individuals who face barriers to employment or who are underrepresented in the Contract’s workforce, including the Authority’s Priority Group (outlined at Clause X.X and X.X). This can include the preparation of a positive action plan, attending meetings and developing partnerships with potential brokers who work with relevant groups, the preparation and delivery of engagement activities to, or other activities as agreed by the Authority, at the Authority’s discretion.

You will find further information on lawful positive action from the Equality Commission for Northern Ireland [here](https://www.equalityni.org/Employers-Service-Providers/Recruiting-people-with-disabilities/Positive-action-(1)). Further detailed guidance on developing and implementing lawful positive action outreach is available from the Equality Commission of NI: [PositiveActionEmployerGuide.pdf (equalityni.org)](https://www.equalityni.org/ECNI/media/ECNI/Publications/Employers%20and%20Service%20Providers/PositiveActionEmployerGuide.pdf)

# Indicator 4.4 Allocate a percentage of the budget to artwork or cultural activities

**X.0 Community engagement activities to determine the most relevant 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.

**X.0 Activities to promote the artwork or cultural activities to community groups**

The Supplier will deliver activities that are designed to engage communities in the artwork or cultural activities delivered through the contract.

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

**X.0 Activities to promote supply chain opportunities related to the artwork or cultural activities to micro businesses, social enterprises or organisations within the arts, cultural and heritage sectors**

The Supplier will deliver activities that are designed to engage supply chain providers in the art, cultural and heritage sector that can support and/or lead activities delivered through the contract.

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

**X.0 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.

# 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.jobapplyni.comand one or more organisations registered on the Buy Social website ([www.socialvalueni.org/Suppliers/find-a-broker/](http://www.socialvalueni.org/Suppliers/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 activities relating to employability, education and skills training, environmental and health and wellbeing are listed on the Social Value Unit website ([www.socialvalueni.org/Suppliers/find-a-broker/](http://www.socialvalueni.org/Suppliers/find-a-broker/)) established for the purpose of helping Suppliers identify social value beneficiaries and partners.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.

The Supplier shall provide all information necessary, including obtaining it from sub-suppliers 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 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-2)
3. 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-3)
4. More information on ethical supply chains and supply chain mapping is available for Suppliers at: [Suppliers - Social Value NI](https://socialvalueni.org/contractors/#supplier-resources) [↑](#footnote-ref-4)
5. Keep Northern Ireland Beautiful; [Litter Composition Report 2019/20](https://www.keepnorthernirelandbeautiful.org/keepnorthernirelandbeautiful/documents/blog-000968-20200228111517.pdf). [↑](#footnote-ref-5)
6. [Healthy workplaces: a model for action (who.int)](https://www.who.int/publications/i/item/healthy-workplaces-a-model-for-action) [↑](#footnote-ref-6)