



# **Invitation to Tender**

## **Youth Climate Summits**

**2022- 2025**

**Issued 26 July 2022**

**Responses must be submitted by email to: [office@cafs.org.uk](mailto:office@cafs.org.uk) by 12:00 noon on Tuesday August 16<sup>th</sup> 2022**



## 1. Background

Formed in 1998, CAfS is an award-winning charity with a team of more than 25 highly skilled staff, working with contractors and volunteers to deliver a range of transformational low-carbon projects each year.

- Our **vision is** a zero-carbon Cumbria and we strive to bring about a better way of life, in balance with our environment.
- Our **mission is** to empower and enable people, communities and businesses to live and work more sustainably by sharing our knowledge, practice, skills, networks and practical experience. We manage and deliver events, advice, training and practical projects across the county as well as providing specialist consultancy services to enable individuals, communities, businesses and local authorities to drive a shift towards a zero-carbon Cumbria.

CAfS is co-chair of the [Zero Carbon Cumbria Partnership](#) which brings together more than 80 organisations spanning the public, private and third sectors, working towards the shared aim of making Cumbria the UK's first carbon-neutral county by 2037.

On behalf of the ZCCP, CAfS has been awarded £2.5 million from the National Lottery's Climate Action Fund, for a five-year Zero Carbon Cumbria project, a varied programme of activity throughout Cumbria which will run to 2025. This includes a Youth Climate Action Programme, to support, empower and skill up young people in Cumbria to have their voices heard and to influence those in power to listen and act.

The Youth Climate Action Programme includes a series of annual **Youth Climate Summits** with schools across Cumbria, bringing children, young people and teachers together. Youth Steering Committees will help set priorities for the summits including the topics covered and the format of each summit.

A provisional date of Thursday 20<sup>th</sup> October 2022 has been agreed for the 2022 summit and a venue in Carlisle has been identified. It is anticipated that this summit will focus on primary schools.

## 2. Requirement

As part of our overarching objective to help young people articulate their hopes and concerns for the environment and their own futures, we require a contractor to help organise and deliver the youth climate summits in 2022, 2023, 2024 and 2025 as follows:

### 2.1 Planning the annual summits

#### *2022 summit<sup>1</sup>*

- Liaise with CAfS, schools and key stakeholders<sup>2</sup> to support a youth steering group to help inform the agenda and structure of the summit.
- Liaise with the youth steering group to invite presenters/workshop facilitators for the different sessions.
- Prepare a marketing and communications plan for the summit. This plan must cover both promoting the event to target schools to motivate them to be involved and also communicating the outcomes of the summit to stakeholders, the media and the wider public.

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<sup>1</sup> A provisional date of Thursday 20<sup>th</sup> October 2022 has been agreed and a venue identified.

<sup>2</sup> These stakeholders include Robert Ferguson School and CDEC (Cumbria Development Education Centre) who organised previous youth summits.

### *2023, 2024 and 2025 youth climate summits*

- Liaise with CAfS, schools and key stakeholders<sup>1</sup> to:
  - establish a youth steering group to help inform the agenda and structure of each summit and whether the summits should focus on primary schools, secondary schools or both.
  - agree the date and format of the summit.
  - identify a suitable venue in agreement with CAfS, who will book the venue directly.
- Liaise with the youth steering group to invite presenters/workshop facilitators for the different sessions.
- Prepare a marketing and communications plan for the summit. This plan must cover both promoting the event to target schools to motivate them to be involved and also communicating the outcomes of the summit to stakeholders, the media and the wider public.

### **2.2 Delivery**

- Implement the marketing and communications plan to maximise attendance at the summits.
- Co-ordinate and facilitate the delivery of the summit. This will include all logistics for the event including liaising with schools, liaising with the venue if held in person (in conjunction with CAfS as required), managing the on-line platform if held on-line, liaising with any presenters/facilitators and co-ordinating any IT requirements. It will also include providing support/coaching to young people involved in the delivery of the event.
- Collate imagery of the event, ensuring that the necessary consents are obtained.

### **2.3 Follow-up**

- Collate the outcomes into a report which can be made publicly available together with a set of slides /series of video clips / images to help communicate the outcomes of the summit.
- Provide advice and support to help young people present the outcomes of the summit to the Zero Carbon Cumbria Partnership and other key stakeholders.
- Undertake a post-event survey or equivalent to evaluate the event and identify any opportunities for improvement.

### **2.4 Project management**

- Attend an annual project planning meeting with the Youth Projects Coordinator and the Zero Carbon Cumbria Communications lead.
- Provide regular updates to the Youth Projects Coordinator.
- Organise a post event review meeting with CAfS and key stakeholders to review each summit and:
  - identify lessons learnt which can then be shared.
  - agree priorities for the next summit.

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<sup>1</sup> These stakeholders include Robert Ferguson School and CDEC (Cumbria Development Education Centre) who organised previous youth summits.

### **3. Minimum requirements**

- All communications must include Zero Carbon Cumbria and National Lottery logos in line with the relevant brand guidelines.
- The summits must be attractive for the target kind of schools (either primary, secondary schools or both).
- All delivery must comply with relevant safeguarding and health and safety procedures.
- The contractor must obtain consent for any photographs taken during the summit which may be used in the reports and/or for any publicity.
- The contractor must hold £5m public liability insurance.

The contractor is also expected to collaborate with:

- Any similar initiatives so that they are complementary and add value to each other.
- Other aspects of the Zero Carbon Cumbria Youth Climate Action Programme such as the Climate Council meetings.

We would welcome tender responses from partnerships or consortia, in which case there must be a lead organisation.

### **4. Support from CAfS**

CAfS will provide the following support:

- Help identify young people who would be willing to participate in the youth steering committee.
- Help identify and book suitable venues for any in-person summits.
- Liaise with key stakeholders, potential presenters and to other aspects of ZCCP.
- Provide guidance on marketing and communications and help promote the events although the contractor will have overall responsibility for ensuring that the summits are well attended.
- Guidance and support for evaluation.

We can also provide access to some financial support to schools to contribute to travel costs to and from the summit as there is a budget within the ZCC project to help overcome disadvantage.

### **5. Deliverables:**

- Successful delivery of youth climate summits in 2022, 2023, 2024 and 2025 with a minimum involvement of at least 10 schools in each summit.
- A report covering activity and outcomes for each summit together with photographs and other imagery.
- A set of slides / youth videos to help communicate the outcomes of each summit.
- An evaluation report for each summit including lessons learnt and opportunities for improvement.

## 6. Budget

The maximum budget available for this contract is **£15,000** including any VAT.

*Please note this budget:*

- Has to cover all 4 summits, one in each of 2022, 2023, 2024 and 2025.
- Excludes travel expenses as these will be agreed separately with the successful contractor. As noted above, a separate budget is also available which can provide some financial support to schools towards travel costs to and from the summit.
- Does not include the costs associated with venue hire which, if required, will be funded and paid for separately.

## 7. Tender response:

**In their response, tenderers need to set out:**

- The proposed methodology for delivering the youth climate summits. This should address all aspects of the Requirement as set-out in Section 2 above, any assumptions which have been made and any ideas which would help add value to the summits. It should also cover your proposed safeguarding processes for working with young people. Please also include a risk assessment including alternatives should COVID 19 restrictions not allow in-person events.
- Your experience and expertise of working with young people. As part of this please provide summary CV for each individual who would be involved.
- Your experience of organising and delivering large scale-events such as the proposed youth climate summit.
- Your experience of working on environmental-themed projects.
- Your fee proposal for the work and associated breakdown for each summit. Please also include day rates for all key individuals involved.
- Details of proposed rates for travel & expenses.
- Your availability on 24<sup>th</sup> August 2022 should interviews be required.
- Your willingness to provide DBS Checks for any individuals involved in delivering the services should these be required.

## 8. Tender evaluation criteria

Tenders will be scored against the following criteria:

	<b>Weighting</b>
Proposed approach	40%
Experience	40%
Value for money	20%
<b>TOTAL</b>	<b>100%</b>

## 9. Timescales for appointment of the contractor

	<b>Proposed date(s)</b>
Deadline for clarification questions	5pm Tuesday 9 <sup>th</sup> August 2022
Tender submission date:	12.00 noon Tuesday 16 <sup>th</sup> August 2022
Interviews (if required)	Wednesday 24 <sup>th</sup> August (but can be flexible)
Successful contractor notified by:	Friday 26 <sup>th</sup> August

## 10. Payment of fees

Fees will be payable retrospectively on delivery of agreed key milestones for each summit.

## 11. Registering an interest / clarification questions

To register an interest in this tender, please email [office@cafs.org.uk](mailto:office@cafs.org.uk) making clear that you would like to “register your interest in the ZCC Youth Climate Summits tender”.

Please submit any questions on the tender by email by **5pm on Tuesday 9<sup>th</sup> August** to [office@cafs.org.uk](mailto:office@cafs.org.uk). Any questions and the answers provided will be shared with everyone who registers their interest in this tender opportunity. We will also post the questions and answers in the jobs and contracts section of our website alongside the notice of this tender opportunity.

## 12. Tender submission

Tender Responses should be submitted by email to: [office@cafs.org.uk](mailto:office@cafs.org.uk) by **12 noon on Tuesday 16th August 2022**. Please mark your email ‘**Youth Climate Summits 2022-2025**’.

Any contact with CAfS staff or Trustees to discuss the tender, other than questions submitted as described in Section 11 above, will result in disqualification from the tender process.

CAfS is not liable for any costs associated with preparing your tender proposal.

CAfS reserves the right not to award the contract.