Request for Tenders (RFT) for

Environmental Auditor for Going Green,

a Local Enterprise Office devised programme helping micro-businesses make environmental

improvements to their business

Reference: GGEA

Tender procedure: Open

Tender Deadline: 5pm 20 February 2020

1.1 Introduction

Going Green addresses the deficit in **environmental management support measures** **specifically targeting micro-businesses**. As most Irish companies are micro-businesses, collectively, these enterprises have a huge impact on Ireland meeting its environmental targets. Currently, however, there is no concerted effort to address micro-businesses barriers to environmentally-progressive business practices.

**Going Green works with micro-businesses**, addressing their specific and unique business circumstances, challenges and needs. The programme firstly gauges where the businesses is at in terms of their current efforts at environmental management, thereafter planning and implementing feasible improvements.

It is the first initiative of its kind in the region, with this pilot programme led by Longford LEO and operating also in Westmeath, Laois and Offaly, supported by their local LEO offices. The programme starts with **32 micro-business across a diverse range of sectors in the midlands**. A **grant of up to €5000** (excluding VAT) per business will be made available for environmental improvements, subject to the conditions of the grant. On successful implementation of the programme, the ambition will be national roll-out for the project.

2.1 The Role of the Environmental Auditor

The Environmental Auditor for Going Green will be hugely important to the success of the initiative. This role is an exciting opportunity in a **unique project** **for the midland’s region,** working with 32 micro-businesses tackling environmental concerns with practical solutions.

The Going Green Environmental Auditor primary role is to assess the current state of the micro-businesses with respect to environmental performance and to make feasible recommendations for improvements.

The Environmental Auditor’s responsibilities include:

* Company-wide environmental audit of Going Green participant micro-businesses against best practice environmental management
* Design and deliver complementary environmental training sessions for participant micro-businesses
* Conducting site visits and inspections of participant micro-businesses, including photography of any areas of planned works and photography of completed works
* Liaise with the Going Green Programme Coordinator, the participating micro-businesses and LEO
* Detect non-conformities to best practice environmental management and encourage micro-businesses to conform to best practice environmental management
* Collect data on company resource usage, including energy, water, waste and biodiversity
* Indicate potential short- and long-term cost savings attributed to carrying out recommended environmental improvements
* Identify improvement opportunities and offer recommendations for feasible environmental improvement to the highest available specifications with respect to the budget for such improvements (max. €5000 grant per participating micro-business).
* Devise micro-business-specific Key Performance Indictors (KPIs) to measure success of the suggested environmental improvements
* Preparation of reports for the micro-businesses, as well as the Going Green Programme Coordinator and the local LEO
* Report to and reviewing findings with micro-businesses and Going Green Programme Coordinator and LEO

3.1. Key Guidelines

Key guidelines are as follows:

* Submission date for proposals is 5pm on 20 February 2020
* Please submit detailed proposal including the following:
  + Relevant CV of Environmental Auditor
  + Profile of individuals within the organisation who may be assisting with the project
  + Approach and methodology to achieving the responsibilities of the role outlined
  + Details of proposed activities, including timelines
* Total fee (including VAT)
* Current Tax Clearance Certificate (essential requirement determining eligibility to tender)

4.1 Award Criteria

The contract will be awarded on the basis of the most economically advantageous tender in accordance with the award criteria and associated weighting set out below:

|  |  |
| --- | --- |
| Criteria | Score |
| Approach and proposed methodology | 25 |
| Relevant qualifications of key personnel to be involved on this project | 25 |
| Examples of similar auditing roles | 20 |
| Range of services and resources | 10 |
| Price | 20 |

Please provide the contact details of two references with whom you have worked with in a similar capacity in the past.

The lowest or any tender will not necessarily be accepted, and the successful tenderer will be required to produce a current tax clearance certificate before the contract is awarded. Before the contract is awarded the successful tenderer will be required to produce a valid current Professional Indemnity, Employers and Public Liability Insurance.

Tender Submission Instructions:

All tenders must be submitted by email

and marked **Going Green GGEA**

to lfeehily@longfordcoco.ie

no later than 5pm on 20 February 2020

Tenders that are received late will **not** be considered.

Queries by email **only** to info@leo.longfordcoco.ie