



Footprints Women's Centre

Climate Conscious Communities 2026 - 2031

Prepared: March 2026

INVITATION TO TENDER

Invitation to Tender the services of a suitably qualified consultant to evaluate the Climate Conscious Communities Project led by Footprints Women's Centre.

Invitation to Tender – April 2026

Independent Evaluation of Climate Conscious Communities (5 Year programme)

1. Background

Footprints Women's Centre (FWC), in partnership with Keep Northern Ireland Beautiful (KNIB), FareShare NI, and PricewaterhouseCoopers (PwC), invites tenders from suitably qualified consultants or organisations to undertake an independent evaluation of the five-year *Climate Conscious Communities* initiative.

This programme seeks to empower women and girls across Northern Ireland to lead locally driven climate action and advocate for feminist climate justice. It addresses the structural inequalities experienced by women while supporting meaningful, community-level climate mitigation and behaviour change.

The project aims to:

- Engage, educate and empower women's centres and their communities to adopt environmentally sustainable behaviours
- Reduce carbon footprints through practical initiatives
- Build carbon literacy and climate leadership
- Advance feminist climate justice
- Embed sustainable practices within community organisations

Core activities include:

- Community food initiatives using surplus food
- Upcycling and repurposing projects
- Carbon literacy education and training
- Measurement of carbon emission reductions
- A digital campaign promoting climate action and climate equity

The evaluation will support learning, accountability, advocacy, and future sustainability.

2. Purpose of the Evaluation

FWC seeks to appoint an independent evaluator to assess the effectiveness, impact, and sustainability of the programme over its five-year duration. The independent evaluator will also Chair monthly steering group meetings (1 hour duration, online).

The evaluation will:

- Assess progress toward stated outcomes and impact
- Evaluate empowerment and leadership development among women and girls
- Assess behavioural and organisational change
- Examine the credibility and measurement of carbon reduction outcomes
- Explore the integration of feminist climate justice principles
- Evaluate the effectiveness of partnership working
- Generate accessible and engaging outputs for dissemination and advocacy

3. Scope of Work

The appointed evaluator will be expected to:

3.1 Develop an Evaluation Framework

- Review and refine the project's Theory of Change
- Agree evaluation questions and indicators
- Develop a robust mixed-methods methodology
- Align indicators with climate, behaviour change and empowerment outcomes

3.2 Conduct Multi-Phase Evaluation

The evaluation is expected to include:

- Baseline assessment
- Mid-term evaluation (2028)
- Final evaluation at the end of Year 5
- Ongoing light-touch learning reviews where appropriate

4. Methodology Requirements

Tenderers must propose a mixed-methods approach combining quantitative and qualitative methods. The methodology must reflect participatory, feminist, inclusive and trauma-informed principles.

Methods may include:

- Review of documentation and monitoring data
- Surveys of participants and centres
- Interviews and focus groups with women, girls, staff and partners
- Case studies of selected centres
- Assessment of carbon reduction measurement tools and data
- Review of digital campaign reach and engagement

5. Participatory Visual Evaluation (Mandatory Element)

A core component of this evaluation must include a **participatory visual methodology**, such as Photovoice or community-led photography.

5.1 Purpose

This element will:

- Capture lived experiences of climate action
- Document behavioural and community-level change
- Centre women's voices in the evaluation process
- Produce accessible and compelling evidence of impact
- Contribute to dissemination and advocacy

5.2 Approach

The evaluator will design and facilitate a participatory photography process across selected women's centres. This may include:

- Photography workshops/ briefing document to deliver or share with participants
- Training on ethical storytelling and consent
- Participant-led image creation representing climate action in everyday life
- Reflective discussions to contextualise images
- Captions or narratives written by participants

The approach should ensure participants maintain agency over how their stories and images are shared.

5.3 Outputs

The visual element should culminate in outputs such as:

- A public photo exhibition hosted by FWC and partners
- A digital gallery or online showcase
- Social media storytelling content
- Inclusion of visual narratives in the final evaluation report
- Materials suitable for policy advocacy and funder engagement

The evaluator should outline how this will be ethically managed, curated and presented.

6. Key Evaluation Themes

The evaluation should assess:

6.1 Reach and Inclusion

- Engagement across communities in Northern Ireland
- Inclusion of marginalised and underrepresented women and girls

6.2 Knowledge and Behaviour Change

- Improvements in climate awareness and carbon literacy
- Adoption of sustainable behaviours
- Leadership development

6.3 Carbon Reduction and Environmental Impact

- Effectiveness of surplus food redistribution and upcycling initiatives
- Robustness of carbon reduction measurement
- Evidence of environmental impact

6.4 Feminist Climate Justice

- Integration of gender equality and climate action
- Empowerment and confidence outcomes
- Advocacy and influence

6.5 Organisational Change

- Embedding of sustainable practices within women's centres
- Capacity building

6.6 Partnership Working

- Effectiveness of collaboration between partners
- Added value of partnership contributions
- Sustainability and scalability

6.7 Digital Campaign Impact

- Reach and engagement metrics
- Contribution to awareness and behaviour change

7. Ethical Considerations

The evaluator must demonstrate:

- Compliance with GDPR
- Robust consent procedures

- Trauma-informed and feminist ethical practice
- Clear safeguarding procedures
- Ethical management of photography and public-facing outputs

Participants must have full control over image use and anonymity options.

8. Duration

The contract will span the five-year programme, with agreed milestones and break points aligned to reporting cycles

9. Contract Value

The full cost of the project is anticipated to be between £30,000 and (not exceeding) £33,000 (inclusive of VAT) A detailed breakdown of project costs should be included in the tender.

Tender costs: must provide a fixed cost for the completed assignment to include person-days and person-day rates to complete the assignment; expenses incurred including travel if necessary; VAT; production and presentation of an appropriate format final report.

The evaluator will be expected to produce the following deliverables:

The evaluator will be required to produce:

- Inception report (including detailed methodology and workplan)
- Baseline report
- Mid-term evaluation report
- Final evaluation report
- Executive summary suitable for publication
- Participatory photography outputs (physical and/or digital exhibition format)
- Presentation of findings to stakeholders
- Practical recommendations for sustainability and scaling

Reports must be accessible and suitable for multiple audiences.

Only costs included in the tender will be accepted.

Payment Profile

Payment Event	Amount
Inception and mobilisation – proposal agreement and inception report.	10% of total value of contract
Baseline assessment	10% of total value of contract
Ongoing monitoring and reporting	30% of total value of contract
Mid Term Reporting	20% of total value of contract
Final version of evaluation report, completion of all evaluation activities, final version submitted and visual element of project finalised and final evaluation report with all final outputs, including any datasets.	30% of total value of contract

10. Required Expertise

Tenderers must demonstrate:

- Experience evaluating multi-year community or environmental programmes
- Experience in climate action, sustainability or community based initiatives
- Strong understanding of gender equality and feminist methodologies
- Experience in participatory evaluation methods
- Experience in visual or creative evaluation approaches (desirable but highly advantageous)
- Strong mixed-methods research capability

Experience working across Northern Ireland is desirable.

11. Tender Submission Requirements

Applicants must submit:

1. Proposal (maximum 14 pages) including:
 - Understanding of the brief
 - Detailed methodology (including participatory visual approach)
 - Workplan and timeline
 - Risk management strategy
2. Relevant experience and examples of similar work
3. CV(s) of proposed personnel who will work on the project
4. Two references
5. Detailed budget

12. Assessment Criteria

Submissions will be assessed against:

- Quality and robustness of proposed methodology
- Strength of participatory and feminist approach
- Experience and capacity
- Creativity and feasibility of visual evaluation element
- Value for money

13. Timeline

Tender issue	13 th April 2026
Deadline for receipt of clarification questions	20 th April 2026
Deadline for receipt of proposals	12 noon -27 th April 2026
Formal contract awarded	30 th April 2026
Contract start date	11 th May 2026
Inception report	June 2026
Baseline report	October 2026
Mid term report	August 2028
Final Report	December 2030

14. Written Information to be provided by the Tenderer

Key Personnel

Tenderers must propose a Lead Researcher for this contract who will manage the project from first contact with Footprints Women's Centre through to the submission of the final report.

- It is expected the lead researcher should have 3-5 years experience of evaluation of project related to training, engagement etc (climate change experience is desirable, but not essential).

Tenderers should provide evidence of two research projects within the past three years (calculated from the closing date of this tender) that the Lead Researcher has carried out. Tenderers must provide the following details for EACH of the projects given:

- Contract Title and Client Name;
- The role and level of involvement of the proposed Lead Researcher for each project and a confirmation that the role played was as a Lead Researcher;
- Contract start and end date (Month and Year for each).

Methodology

Tenderers must provide proposals detailing the methodological approach to be adopted, the reasoning for proposing the specific methodology and the benefits to Footprints Women's Centre of choosing this approach. This must include proposals for data collection, relevant data sources you will access and how you will evaluate/analyse the data received.

Tenderers must detail the structure of the final outputs with a brief outline of proposed content.

Tender response must include information on how quality will be maintained throughout the project.

Project Plan

Tenderers must submit a Project Plan detailing the networks and milestones which together provide a realistic and robust project plan. It is expected a Gantt Chart should be submitted showing the timeline.

The Project Plan must include:

- All areas from project initiation right through to the completion of the final outputs covering all elements of the research.
- The plan must also detail the resource(s) you will set aside to meet the requirements of the contract to ensure that you will provide the required service to Footprints Women’s Centre. This must include the number of staff to work on the project and the number of hours and days these staff are to be devoted to the various stages of the project.
- Detail of key dependencies in your Project Plan in order to meet our requirements.

14. Evaluation of the Tenders

Please note that Footprints Women’s Centre is not bound to accept the lowest or any tender. Please ensure your proposal provides information in a format that allows assessment against the following criteria:

Evaluation Criteria	Marks Available	Description
Quality / Non Price Criteria	65 marks	
KEY PERSONNEL Relevant experience of undertaking research within a community development context	15 marks	Proposed team experience of designing, coding, delivering large scale research surveys. Details of relevant past contracts should be included.
METHODOLOGY Soundness of proposed methodology/approach. Adoption of methodology most likely to yield results.	40 marks	1.Approach to co-ordination, management and proposed tools and processes to execute the project and encourage participation. 2.Approach to client liaison and communication management with key stakeholders. 3.Staff time and resources which you propose to allocate to the project at all stages, clearly identifying the individuals involved. 4.Identification of key issues and risks and proposals to mitigate.
PROJECT PLAN Clear understanding of the work and approach to project planning	10 marks	Outline programme, including milestones, frequency of client/stakeholder meetings.
Price	35 marks	Quotes must not exceed £33,000 (including VAT).

Indicator		Methodology
		Available Marks for non –price criteria 65 points
5	Excellent Thorough description of the proposed approach and methodology. It shows excellent experience in delivering this type of projects. It is very likely to deliver the expected outputs for this project.	5
4	Good Good description of the proposed approach and methodology. It shows good experience in delivering this type of projects. It is likely to deliver the expected outputs for this project. The description could have provided more specific and/or relevant examples.	4
3	Acceptable Adequate description of the proposed approach and methodology. It shows some experience in delivering this type of projects. It is not immediately clear that it will deliver the expected outputs for this project.	3
2	Limited Limited description of the proposed approach and methodology. It shows limited experience in delivering this type of projects. It is not clear that it will deliver the expected outputs for this project.	2
1	Poor Poor description of the proposed approach and methodology. It shows no experience in delivering this type of project. It will not deliver the expected outputs for this project.	1
0	Failed Tenderer did not submit information to assess this criterion.	0

15. Further Information

All contact with Footprints Women's Centre during this stage of the procurement, including questions for clarification, must be through the following personnel: -

Eileen Wilson

(e) eileen@footprintswomenscentre.com

The full submission should be emailed to:

people@footprintswomenscentre.com

The closing date for receipt of written and electronic tenders is:

12:00 noon on 27th April 2026

For further information about Footprints Women's Centre please visit our website at: www.footprintswomenscentre.org

Footprints Women's Centre is registered with The Charity Commission for Northern Ireland - 84a Colindale, London, NW9 1UH

Registered with the Charity Commission for Northern Ireland NIC103644