

1. Proposal Instructions

This is an invitation to quote for '**Fundraising Development Support Services**' for Keep Northern Ireland Beautiful.

Your submission should be written to address the key requirements detailed in Sections 3&4 below. Any details not provided or not fully completed may constitute an admission of unsuitability/inability to fulfil requirements and may result in the tender being rejected at our absolute discretion.

- All submissions must remain valid for a minimum period of 90 days following the deadline for receipt of submissions.
- All proposals must be in English.

Prices contained within the proposal must be exclusive of VAT and be in Pounds sterling and must include ALL fees.

2. Background Information

Keep Northern Ireland Beautiful is an independent charity established in 2000.

Our Vision

A world where people and nature thrive.

Our Mission

To inspire and empower people to create more resilient and healthier communities.

To achieve this, we focus our efforts on mobilising communities across 3 themes. We educate, empower and engage people in **climate action, biodiversity recovery and waste and pollution solutions**.

How We Work

We **INSPIRE** people and share the stories of others who are already having a positive impact. We **EMPOWER** people by providing the knowledge, tools, advice and resources they need to unlock their potential and deliver change. We are **DOERS** and lead by example. We **ENGAGE** with others. We generate our own research and **COLLABORATE** with others to achieve more. We **ENDORSE** and **CELEBRATE** the achievements of local people and ensure the hard work that goes into making the places we all love beautiful, is recognised nationally and internationally. Our values of collaboration; integrity; positivity; innovation and environmental stewardship underpin all of our work, are central to the ethos of the organisation and our programmes.

Further information on the organisation is available at:

- Websites: www.keepnorthernirelandbeautiful.org / www.livehereandlovehere.org / www.eco-schoolsni.org
- Facebook: www.facebook.com/keepnorthernirelandbeautiful/ & www.facebook.com/livehereandlovehere/
- Twitter: @KeepNIBeautiful @isupportlhlh
- Instagram @KeepNorthernIrelandBeautiful @LiveHere.LoveHere

3. Specification of Requirements

Keep Northern Ireland Beautiful is pleased to invite you to submit a quote for 'Fundraising Development Support' services to the organisation.

The appointed provider will work closely with the Head of Business Development, on assessing the feasibility of new strands of fundraising activity for Keep Northern Ireland Beautiful. This feasibility work will encompass:

- The development of an individual giving strategy (including digital appeals, regular giving) as a new strand of fundraising activity for the organisation;
- The development & management of a high net worth donor/supporter pipeline as part of this new strategy;
- Assistance with the identification and research of prospective high net worth donors/supporters (to include guidance and training for Senior Staff and Trustees on the development of acquisition/stewardship strategies for same);
- Assess potential of campaign specific fundraising, with a first phase pilot (during summer 2024) to focus on a fundraising campaign for the Eco-Schools programme; and
- Provide recommendations on future resourcing requirements for the Business Development Team at KNIB.

4. Your Submission

Interested parties must not make assumptions that Keep Northern Ireland Beautiful has experience of their organisation or their service provision even if on a current or previous contract. Assessments will solely be based on the submissions received.

Submissions may be rejected if the complete information requested is not provided. Submissions must include the following information:

(i) Track Record/Quality of Past Experience & Proposed Approach to Brief

We are seeking an expert provider with the following experience:

- A track record in achieving success in major gift fundraising and high net worth donors;
- Knowledge of current regulations and compliance issues relating to gift/donor fundraising
- Competent in coaching/training and supporting others to make financial asks

Please provide an overview of your experience/organisation, as follows;

- Details of relevant skills, experience and/or qualifications
- Portfolio of relevant work showing the ability to deliver a quality programme/experience
- Outline proposal/workplan on how you will deliver against the requirements of this brief as outlined in Section x above

(ii) Value for Money

Please provide a breakdown of costs (exclusive of VAT) to the total value of work as outlined in the above specification.

Expenses should be identified separately and must be included as part of the total cost of the work. Only if appropriate, please also indicate an invoicing schedule for the purposes of this project.

5. Submission Deadline

Please submit your proposal and quote by noon on the **30th April 2024** to carol.forster@keepnorthernirelandbeautiful.org. Submissions received after this deadline will **not** be considered.