

Request for Proposal: Sustainable Living Program

City of Darwin is seeking proposals from organisations that can deliver a sustainable living program to Darwin residents and assist in achieving several actions in City of Darwin's *2030 Climate Emergency, Greening and Waste and Resource Recovery Strategies*. This sustainable living program would provide education, resources, and support to assist Darwin residents in the following (in order of priority):

- Reduce household energy use and increase energy efficiency
- Choose sustainable transport options
- Reduce household waste going to landfill (i.e. promoting waste avoidance, reuse, repair, and recycling)
- Establish shading and cooling native plants in their gardens
- Connect with organisations that can assist with local food production e.g. Community Food Gardens, GULP etc

Objectives

This project aims to provide resources, information, workshops, and events that encourage and assist Darwin households and the community live more sustainably and reduce their carbon footprint. The program will require a dedicated coordinator and website that would provide a central point of contact for Darwin residents seeking information on sustainable living. It could also provide a means for the community to exchange ideas and experiences on how to live sustainably in Darwin.

Relevant strategy actions

This project aims to assist in achieving several City of Darwin strategy actions, as listed below in order of priority:

The 2030 Climate Emergency Strategy:

- *Develop community resources to support the community in delivering climate emergency outcomes.*
- *Develop resources for and implement a behavioural based community program to facilitate consumers making energy-efficient decision making.*
- *Establish community education programs that increase the use of active and micromobility transport.*
- *Establish community education program that supports the use of public transport.*
- *Support community actions that promote local food production.*

The 2030 Waste Resource and Recovery Strategy:

- Encouraging householders, and providing them with advice, on how they can reduce their waste by avoiding, reusing, repairing, composting, recycling etc.



The *2030 Greening Darwin Strategy*:

- *Support community activities that enhance and protect the urban forest and biodiversity*
- *Provide advice to private landholders on the importance of trees on their properties*

Scope

The program is to focus on residents within the Darwin municipality. City of Darwin will provide funding of \$40,000 to cover the first 12 months, starting in July 2023. Continued funding of the program after June 2024 will be determined based on project outcomes from the first 12 months and operational budgets.

The successful organisation and its dedicated sustainable living coordinator are to undertake the following:

- Setup, maintain and update a website with sustainable living information, articles, resources, upcoming events/workshops, forums etc – this could be adapted from an existing website, if the organisation already has something similar
- Responding to queries from the community on sustainable living
- Organising events/workshops on sustainable living aspects covering the *Relevant strategy actions* listed above
- Providing information through the media (radio/news/social) on sustainable living issues and how we can live more sustainably

The information and resources on the website, and conveyed in workshops/events and in the media, are to be appropriate to the Darwin region, and ideally, designed specifically for the Darwin community. City of Darwin can assist with resource/publication content and development, marketing, and communications.

A draft timeline of project activities and deliverables is provided below.

Funding will involve an initial payment of \$20,000 in June 2023 to commence, then further payments totalling \$20,000 in FY 23/24 relating to the completion of project milestones.

Outcomes and deliverables

Shortly after project commencement, the successful organisation is to provide City of Darwin with a work program outlining the planned activities for the 12 months (July 2023 – June 2024): workshops/events, media and communications, information, and resources to be developed etc.

A brief progress report will be provided to City of Darwin after each quarter outlining:

- The events and activities undertaken
- Number of attendees at events
- Additions and updates to the website
- Articles/information/resources produced and media activities
- The common queries and concerns received from the community on sustainability issues and suggestions for what to cover during the next quarter
- The final quarterly report is to additionally include recommendations for the next phase of the program (2024/25)



The focus will initially be on householders but could at a later stage be expanded to schools and businesses.

The City of Darwin logo and mention of its support for the program is to be acknowledged on the website and on resources, media and materials produced.

Selection criteria

The proposal is to briefly address each of the following criteria in relation to your organisation:

- Previous experience and success in delivering similar programs across the Darwin Municipality
- Previous experience in hosting successful and community-facing websites
- Existing established connections with the Darwin community
- Identification of a suitable coordinator and host website (if already existing)
- Ability to attract additional funding to assist with ongoing project delivery

Contingencies

Proposals are to include a brief assessment of potential project risks and contingencies to address these risks. Risks could include, project coordinator resigning, website issues, health and safety of workshop/event participants.

Due Date

Proposals are due to the City of Darwin by 30 June 2023 by emailing the Coordinator Environment and Climate Change, Emma Smith emma.smith@darwin.nt.gov.au

Timeline

July 2023 – Program Coordinator to commence and put together a work program for the 12 months, City of Darwin to review work program and suggest any required changes. Both parties to agree on the final work program.

July – August 2023 – Program to commence, update of website, media, and marketing to promote the program and first few events/workshops

July – September 2023 – undertake the agreed work program, provide quarterly report end of September 2023

October – December 2023 - undertake the agreed work program, provide quarterly report end of December 2023.

January – March 2024 – undertake the agreed work program, provide quarterly report end of March 2023

April – June 2024 - – undertake the agreed work program, provide final report end of June 2023. Throughout May/June planning on how program will continue for 2024/25.

