



Invitation to Tender Specification

Delivery of ECITB Research Services (Ref:
ECITB RS)

The Engineering Construction Industry Training Board (ECITB) is pleased to invite you to tender for the above work. Full details are included in these documents, which describes the services which are required, the basis of tendering and the processes to be followed in the submission of tender offers.

1. Definitions

In this specification the following terms shall have the following meanings:

“ECI Business and Labour Market Survey” means a survey of employers in the engineering construction industry on the topic of the industry’s current and future workforce and skills requirements. Survey respondents will primarily consist of (up to circa 400) in-scope companies and where possible, client companies and other employers engaged in engineering construction activities who are not in-scope to ECITB, including firms in the supply chain. ECITB will provide further advice on the purpose of the survey and intended outcomes to tenderers as required. Questions should be addressed using the Tender Clarification Request form included with this Tender.

“ECI Labour Market and Business Intelligence Report” means a professionally written report, drawing on the findings of the ECI Business and Labour Market survey as well as qualitative research and analysis of relevant secondary literature/data. The report will act as a key source of labour market and business intelligence for ECITB and its stakeholders in industry and central Government. It will profile the ECI workforce and employer demand for skills in the industry (current and future), as well as highlighting wider business/economic trends with implications for skills, training and productivity in the engineering construction industry.

“ECI Technological Change and Skills Report” means a professionally written report on the impact of new and emerging technologies on the workforce and skills needs of the engineering construction industry, as well as the business and operating models of firms involved in engineering construction. The report will draw on findings derived from the survey, as well as qualitative research, case studies and analysis of relevant secondary literature. It will provide crucial intelligence to industry and the ECITB, including with regards to the design of future ECITB skills programmes.

“In Scope Companies” means employers who, by nature of their business activities at one or more of their establishments, is deemed to be ‘wholly or mainly engaged’ in engineering construction. Such employers are by law assessed for levy. Further information is available at:
<https://www.ecitb.org.uk/Training-Levy/Am-I-in-Scope>

2. Scope

The Consultant will undertake the services set out in section 4.

3. Background

The Engineering Construction Industry Training Board (ECITB) is the statutory skills body for the Engineering Construction Industry (ECI) in Great Britain. A non-departmental public body (NDPB) sponsored by the Department for Education and accountable to parliament, the ECITB works with employers and governments to attract, develop and qualify personnel across a wide range of craft, technical and managerial disciplines.

Employer-led, the ECITB invests approximately £30 million each year to enhance skills across the industry, through investment of funds collected by the industrial training levy. The levy is used to support employers provide training, to industry standards, for their workforce; for the development of qualifications and courses to meet employer needs; and the accreditation and regulation of a network of training providers. The ECITB is also accredited as an Awarding Organisation by the Office of the Qualifications and Examinations Regulation (Ofqual), Qualifications Wales and the Scottish Qualifications Authority (SQA).

The ECI is a small, albeit critically important, industry. It delivers and maintains the nation's critical energy infrastructure, including in the oil and gas, nuclear and renewables sectors, alongside major process industries, such as chemicals, pharmaceuticals, food processing, water and waste treatment.

The ECITB has recently undergone a restructuring which has led to the creation of a Policy and Corporate Affairs Department. The Department is responsible for leading the ECITB's strategic engagement with central Government and other national policy stakeholders, as well as undertaking and commissioning research and analysis into the skills needs of the industry.

To support these aims, the ECITB is seeking to commission consultants to support the delivery of the following research services:

- A) ECI Business and Labour Market Survey**
- A) ECI Labour Market and Business Intelligence Report**
- B) ECI Technological Change and Skills Report**

The purpose of the **ECI Business and Labour Market Survey** is to gather primary data on the workforce and skills profile of the engineering construction industry now and in the future. Survey data will be collected mainly from in-scope companies, but also client companies and non-in-scope companies engaged in

engineering construction, including in the supply chain. The design of the survey, which will be conducted in partnership with ECITB, should allow for both longitudinal and cross-sectional analysis. It should be engaging, intuitive and simple for participants to access and respond. ECITB invites tenderers to consider new approaches to survey design, outreach and fieldwork, in order to establish the strongest possible sample and evidence base. Particular consideration should also be paid to how to ensure a robust and representative sample given the relatively small size of the ECI in-scope community, which also includes a number of small and medium sized enterprises (SMEs). In addition to quantitative survey data, it is expected that a series of qualitative interviews will be conducted with industry participants in order to derive further detailed insights for both research reports.

The purpose of the **Labour Market and Business Intelligence Report** is to present a detailed analysis of the survey findings and provide a comprehensive snapshot of the labour market profile and outlook for the sector. In addition to the survey findings, the report should also draw on qualitative research (i.e. from interviews with companies' in-scope to the ECITB), as well as analysis of relevant secondary data sources (e.g. ONS's Labour Force Survey and Annual Business Survey) to allow for comparison with other sectors.

The purpose of the **Technological Change and Skills Report** is to present an in-depth overview of the impact new and emerging technologies will have on the skills and workforce profile of engineering construction industry. It will include analysis of the Fourth Industrial Revolution and how new digital technologies might transform business models in the ECI, including what skills may become obsolete and what new skills will be required. The report will draw on a range of sources, including qualitative interviews with employers (as per the Labour Market and Business Intelligence report). It is also expected that the ECI Business and Labour Market Survey will include questions on the topic of technology exposure and adaptation.

4. The Services

The Consultant is expected to provide the following services:

ECI Business and Labour Market Survey

- a) Working with designated ECITB staff to devise a delivery plan and schedule for the survey.
- b) In consultation with ECITB, design the survey questionnaire and host on an appropriate survey platform.
- c) In partnership with ECITB, identify survey respondents and design and execute pre-, during and post-survey communications with the survey panel, including phased reminder emails etc.

- d) Conduct survey fieldwork as soon as possible in early 2018 (exact dates tbc).
- e) Conduct in-depth survey analysis using appropriate statistical software.
- f) Conduct a series of qualitative interviews with industry representatives (telephone or in person) for analysis/inclusion as case studies in the two intelligence reports.
- g) Provide full survey results in table form to ECITB on request, including cross-tabulations and any additional analysis.
- h) Any other related services as requested and agreed with ECITB.

ECI Labour Market and Business Intelligence Report

- i) Produce a professional report of circa 30-40 pages, including an Executive Summary, for an industry and Government audience.
- j) Include analysis of survey data, qualitative interviews and relevant secondary literature/data.
- k) Work with ECITB to prepare a slide pack of the key findings for presentation at industry workshops / ECITB Board as required.
- l) Any other related services as requested and agreed with ECITB.

Technological Change and Skills intelligence Report

- m) Produce a professional report of circa 30-40 pages, including an Executive Summary, for an industry and Government audience.
- n) Include analysis of relevant survey data, qualitative interviews, case studies and relevant secondary literature/data.
- o) Work with ECITB to prepare a slide pack of the key findings for presentation at industry workshops / ECITB Board as required
- p) Any other related services as requested and agreed with ECITB.

Tenders should include Day Rates for the provision of the Services. Where appropriate identify different rates, e.g. rates for attending meetings. The Price will be agreed in advance for each of the services.

5. Additional Services

ECITB may request Additional Services (as defined in the Form of Contract) from the Consultant.

5.1 Create additional materials

ECITB may request and/or agree to the creation of additional materials or documents should it be agreed that these would enhance the specified services.

5.2 Other activities

Attend additional meetings with ECITB, employers and other ECITB stakeholders as required.

Tenders should include Day Rates for the provision of Additional Services. Where appropriate identify different rates.

6. Expenses

Any expenses incurred by the Consultant in the performance of the contract, such as hotel costs, pilot costs and air/rail travel, will only be reimbursed by ECITB if:

- They are reasonable
- They are agreed in advance with the Project Manager
- Claims for such expenses are accompanied by valid receipts.

Agreed exceptional expenses must be inclusive of VAT.

It is the ECITB's policy to agree exceptional expenses on the following basis:

- Rail journeys - Standard Class
- Car mileage - Not to exceed 45p per mile, all inclusive
- Airfares - Economy Class
- Taxis/Hire Cars should only be used if other forms of public transport are not available. (Hire cars, if used, must not be retained unless retention is a cheaper option than any necessary use of taxis)
- Hotels - Up to 3 star.

Agreed expenses will be reimbursed on an 'as incurred' basis and should not be included in any tender costings.