

Economics Observatory

Stakeholder impact assessment and report contract

EOSIA001: Proposal specification

Deadline: **9am, 25 June 2021**

About ECO

The Economics Observatory (ECO) is a new project that bridges the gap between academic research and government policymakers. Our goal is to provide balanced and reliable answers to the economic questions that Covid-19 and its aftermath will bring. We make it our mission to make these answers as accessible and engaging as possible. The ECO team are drawn from across the countries and regions of the UK, with a hub in Bristol. By publishing daily articles, videos and charts, we believe ECO can help policymakers better understand the pandemic and the numerous challenges that will follow.

Contract type: Open

Contract Value: £10,000

Overview

The Economics Observatory (ECO) is a research programme funded by the Economic and Social Research Council (ESRC). ECO is seeking to appoint a consultant to undertake a stakeholder impact assessment and report the findings in a 5000 word evaluation report. The report will contribute to a suite of evaluation reports submitted to the ESRC as part of their evaluation and monitoring process.

ECO conducts periodic in-house monitoring against a series of indicators, the stakeholder impact assessment will be separate to ECO's ongoing monitoring activity. The report will track ECO's progress in achieving target outcomes for each its key stakeholder audience.

ECO's key stakeholder audiences are (i) policymakers and (ii) academics. Each audience's engagement with ECO is distinct therefore the contractor is asked to assess ECO's impact on each group differently. The contractor will be required to conduct qualitative research with representatives from both audiences to determine: *how ECO is perceived* by each group.

Detailed stakeholder profiles, and contact information for potential stakeholder representatives, will be provided to the contractor to support the research.

The contractor will be responsible for suggesting the design and delivery of the research which ECO will help shape. The contractor will implement the research independently.

The contractor should submit their analysis as a 5000 word report together with the research outputs in full as an appendix. Headline draft findings should be presented by October 2021 and a first draft of the report should be ready for review in December 2021.

The final report should be complete by **April 2022**.

Minimum Requirements

The minimum requirements for this contract are as follows:

To deliver a stakeholder impact report by April 2022 informed by qualitative research conducted with representatives from each of ECO's key stakeholder audiences.

The stakeholder impact assessment should:

- (i) provide an executive summary of research findings;
- (ii) provide an introduction;
- (iii) describe the research methodology used;
- (iv) describe the impact ECO has achieved for both stakeholder audience in relation to the specified outcome;
- (v) provide descriptive examples of the specific impacts ECO has had on each group;
- (vi) provide an overall judgement of how well ECO has achieved the specified outcome for each stakeholder group; and
- (vii) provide the full research outputs as an appendix to the report.

Deliverables

- A final proposal of the research project with timeline, milestones, research methodology (following the award of contract) in MS Word format.
- Presentation of headline finding, in MS Word format, and access to a repository of research outputs, in excel format.
- First draft report for internal review by the ECO team, in MS Word format.
- Attendance of ad hoc meetings to observe stakeholder engagement at the requested of the ECO team. No more than three hours for the duration of the contact.
- Proposed final draft of the report in MS Word format.
- Final report in PDF format.

Timeline and milestones

Start of contract	19 July 2021
Full research methodology submitted	16 August 2021
Clarifications	3 September 2021
Headline findings presented	29 October 2021
First draft submitted	9 December 2021
Proposed report submitted	18 February 2022
Feedback from project team	4 March 2022
Final report submitted	1 April 2022

Resources

The contractor will be provided with detailed stakeholder profiles and contact information for potential stakeholder representatives to support the research.

Proposal requirements

To bid for this contract please set out a proposal for the research and report in no more than five pages. The proposal should include:

- a timeline for the project (including key milestones for within the research phase)
- research methodology
- an outline of proposed questions for each stakeholder group
- intended approach for contacting stakeholders
- approach to recording results
- a list of potential risk and proposed mitigations

Please also provide examples of two similar contracts you have completed. Evidence of previous contracts should be submitted in addition to the five page proposal.

Appraisal criteria

All bids will be assessed against the following criteria:

Pass criteria

The proposal must meet all of the following criteria to be awarded the contract.

1. A detailed and achievable delivery timeline is provided for all phases of the project.
2. The proposal demonstrates a good understanding of the objectives of the project and a commitment to meet the indicated project timeline.
3. The proposal provides sufficient details of the shape and scope of the research, with clear rationale for each of the research activity proposed.
4. The proposal identifies potential project risks and has provided suitable contingencies to mitigate these risks or changes in circumstances.
5. Sufficient examples of similar complete contracts are provided.

Fail criteria

If the proposal is deemed to satisfy one or more of the following criteria the proposal will be withdrawn from consideration.

1. The proposal's timeline is not detailed or achievable.
2. It is unclear from the proposal whether the objectives of the project are understood.
3. The proposal does not sufficiently outline the research methodology.
4. The proposal has not sufficiently outlined actions to deal with potential risk.
5. There is insufficient evidence of completion of similar contracts.

All satisfactory proposals will be assessed against the second and third pass criteria to identify the strongest proposal. This proposal will be given first refusal for the contract.

Successful proposal

An offer of the contract will be made to the successful proposer following an informal call with project team, by 12 July.

If you do not receive an offer of the contract by this date please assume that your proposal has been unsuccessful. Feedback will not be given on unsuccessful proposals.

Payment terms

The contractor will be paid against the delivery of the milestones identified in their proposal.

Payment schedule:

- First quarter payment – following the receipt of the full research methodology.
- Second quarter payment – following the receipt of the headline findings.
- Third quarter payment – following the receipt of the proposed report.
- Final quarter payment – following the receipt of the final report.

How to apply

Please submit your proposal to office@economicsobservatory.com by 0900 on **25 June 2021**.

If you would like an informal conversation with a member of the project team about the contract before submitting your bid please send your request to office@economicsobservatory.com by 14 June 2021.