



## **CALL FOR PROPOSALS - Building Legacies Project Summative Assessment**

Newham College of Further Education seeks to contract a project evaluator for the 'Building Legacies' project, which is part funded by the European Regional Development Fund (ERDF) in London.

The opportunity is to conduct an external project summative assessment of all project activity and to inform improvements in the way the project is delivered until its closure in December 2018. The successful supplier will be responsible for a full impact evaluation report that responds to the requirements of both the GLA and the project partners and which follows the ERDF Project Summative Assessment Guidance.

The supplier will be expected to provide ongoing advice throughout the lifetime of the project and to support the project in preparing for the evaluation exercises.

The maximum contract value is up to fifteen thousand pounds (£15,000) inclusive of VAT, and tenders must be from suitably qualified and experienced organisations to deliver the requested scheme of work.

### **1. Newham College of Further Education – Centre for Innovation and Partnerships (CIPs)**

The Centre for Innovation and Partnership (CIPs) was established by Newham College of Further Education in 1997 to lead on activities to support the local and regional regeneration agenda, and to open up new ways of training and supporting individuals and businesses. Central to all of this is CIPs ability to establish strong partnerships and secure external funding. In the current year, CIPs has successfully secured over £5m of external funding which has created a major capacity for partnerships, collaboration, development, and innovation projects.

The College supports businesses across a wide range of sectors, and specialises in support to business start-ups, creative businesses, and businesses owned by women and people from Black and Asian Minority Ethnic communities.

### **2. Building Legacies**

Building Legacies is a partnership of private and public sector organisations providing support to local businesses. Part-funded by the European Regional Development Fund (ERDF), Building Legacies delivers a sustained support programme addressing gaps in Small, Medium and Micro Sized Enterprises' (SMMEs) innovation, contract-readiness and knowledge of procurement and supply-chain requirements. The fundamental aim of Building Legacies is to enhance the competitiveness of SMMEs over a three-year programme enabling businesses to benefit from existing and emerging east London and legacy buying opportunities.

### **3. Key Themes of the External Project Summative Assessment**

The Project Summative Assessment is about understanding the experience of implementing the ERDF project, the difference the project has made, whether it has provided value for money, and the lessons which can be learnt from the experience. Whilst the approach to collecting information and the type of analysis for each summative assessment may vary, all assessments need to cover the following themes :

- **Relevance and consistency** : the summative assessment must explore the continued relevance and consistency of the project, in light of any changes in policy or economic circumstances during its delivery period.
- **Progress** : the summative assessment will set out the progress of the project against contractual targets, any reasons for under or over performance, and the expected lifetime results.
- **Delivery and management** : the summative assessment must explore the experience of implementing and managing the project and any lessons which have emerged from this
- **Impacts** : the summative assessment, where possible, must show the economic impact attributable to the project, including both the intended and actual outcomes and impact.
- **Assessing value for money** : the summative assessment must analyse the cost-effectiveness of the project in light of its intended and unintended outcomes and impacts, and hence its value for money.

The summative assessment will help stakeholders to understand better the difference the project has made in practice to its local economy, community and beneficiary groups. It will also improve the effectiveness of measures to enhance local economic growth in the future and provide valuable informations for the evaluations of the national ERDF programme.

#### **4. Requirements for the summative assessment plan**

The successful bidder will be required, as part of the evaluation, to develop a plan and research methodology that demonstrates the most appropriate approach and study design for evaluating the impact of the project. Bidders will be expected to identify the economic analytical tools/statistical methods that are proposed in order to meet the specification output requirements outlined throughout this document.

As such the requirements for the summative assessment plan include:

- **Statement of objectives, scope and research questions**  
The summative assessment plan must provide a clear statement of objectives for the summative assessment. These objectives should clearly state what the focus of the assessment will be and what insight and evidence it will seek to provide. These objectives must be tailored to the specific characteristics of the project.
- **The project logic model**  
All sections of the logic model must be completed and the required project classification information must be provided
- **Approach, methods and tasks**  
The plan must provide a description of the evaluation methods that the summative assessment will use. This needs to encompass the methods that will be used to evaluate the delivery of the project, as well as the methods that will be used to determine the outcomes, impacts and value for money.
- **Data and monitoring**  
The summative assessment plan must outline the ERDF outputs that the project is contracted to deliver. In addition, the summative assessment plan should also demonstrate whether you need to collect any additional data over and above that required by the National Evaluation to support the successful implementation of the summative assessment plan.
- **Implementation plan**  
The plan will need to outline the practical steps you propose to take in order to implement the summative assessment. This needs to cover the assessment route, timescales and outputs, and managing the assessment and ensuring quality.
- **Using and disseminating the findings**  
The full summative assessment should be available to the Growth Delivery Team. The Summary Findings Template should also be freely available.

## **5. Recommended report structure**

The successful bidder will be required to follow the ERDF Summative Assessment Guidance and produce the assessment report using a standard format. The key components of this are set out in Appendix F and include :

- Project context
- Project progress
- Project delivery and management
- Project outcomes and impact
- Project value for money
- Conclusions and lessons learnt

## **6. Specification of requirements**

Bidders will be required to submit detailed proposals demonstrating:

- Understanding of the brief and its context;
- Proposed research and evaluation methodology following the Summative Assessment Guidance;
- Detailed work plan;
- Evidence of previous relevant evaluation experience;
- Evidence of individual study team members' qualifications, skills and experience; individual roles and responsibilities within the study team and their input at each stage of the work;
- Comprehensive risk assessment – the successful bidder will have taken all reasonable measures to mitigate any potential risk to the delivery of the required outputs. Therefore, the bidder should submit a comprehensive risk assessment covering:
  - the key assumptions underlying the proposals and the anticipated challenges that might be faced;
  - the estimated level of risk involving these assumptions/challenges;
  - and proposed contingency plans that the bidder would put in place to mitigate any occurrence of each of the identified risks, with the ultimate aim of ensuring that the evaluation is completed in a timely and credible way;
  - Price (refer to Pricing Schedule)
- Detailed cost breakdown relating to delivery of the required services
- Evidence of financial capacity to deliver the services over the duration of the term

### **Please also attach the following:**

- Names, job titles and brief biographies / relevant experience of proposed team members including any relevant education or professional qualifications;
- Named contact person with overall responsibility for the achievement of this contract
- A confirmation that no conflicts of interest would arise in managing this brief within your organisation;
- 2 references.

## **7. Contract Value**

The contract value is up to £15,000 including VAT.

Please note – VAT. If you cannot recover VAT for the project you should include VAT within your project costs. If you are able to recover VAT it should be excluded. In the event of your bid being accepted you will not be able to charge VAT on top of project costs. You are responsible for determining your own VAT recovery position and should submit cost proposals accordingly.

## 8. Timescale for the Project Summative Assessment

The key outputs and milestones below provide a framework that the successful bidder will be expected to follow to deliver the project summative assessment report. Bidders should also complete the pricing schedule.

Key project milestones /outputs	Anticipated Date
Call for proposals published	16/10/2017
Deadline for receipt of tenders	30/10/2017, 12pm
Decision on successful bidder	03/11/2017
Contract award	17/11/2017*
Contract formalities completed	w/c 20/11/2017
Inception Meeting	22/11/2017
Progress Meeting 1	TBC
Progress Meeting 2	TBC
Progress Meeting 3	TBC
Interim findings reported	Apr 2018
Presentation to Steering Group	Apr 2018
Progress Meeting 4	TBC
Progress Meeting 5	TBC
Progress Meeting 6	TBC
Presentation to Stakeholders	Nov 2018
Draft Final Report Submission	Dec 2018
Presentation to Stakeholders	February 2019
Final Report Submission	04/03/2019

\*Allowing 10 days

## Proposal submission

Proposals should be no longer than 6 sides of A4 (excluding CVs or biographies) and should be submitted by email to:

[Sian.Smith@newham.ac.uk](mailto:Sian.Smith@newham.ac.uk). Proposals must be received before Monday 30<sup>th</sup> October 2017, 12.00pm. Any received after this time and date will not be considered.

## 9. Evaluation Criteria

Contract will be awarded based on:

Suitability, knowledge and experience in the field (50%)

Work plan and risk assessment (20%)

Value for money : cost and value added to the Building Legacies Project (20%)

Availability (10%)

**The successful applicant will be expected to submit all invoices no later than 11<sup>th</sup> March 2019, in order to ensure that all invoices are paid within the lifetime of the project. No invoices submitted after this date will be paid.**

It is the intention of Newham College to release payments to the appointed supplier upon satisfactory completion of stages as follows:

Building Legacies progress meeting 1	25%
Building Legacies Interim Findings	25%
Building Legacies Final Evaluation Report	50%



*Newham College is not bound to accept the lowest priced Quotation or indeed any Quotation. Newham College also reserves the right to accept all or any part of a Quotation. A final decision on the award of contracts will be subject to the satisfactory outcome of any negotiations, or any outstanding issues being resolved. Documentation received in response to this invitation to tender shall be treated as private and confidential except where the disclosure is required by law.*

*The successful applicant will be offered a contract with Newham College based on the tender submitted and will be expected to deliver the activities and outputs specified. All expenditure and activity must be completed by the date stated in the tender specification.*



**Annexe 1 – PRICING SCHEDULE**

Tender for	Building Legacies ERDF Project
Length of Contract	

Name of Contractor	
Address	
Post Code	
Telephone	

**Note to bidders:** please treat the generic template below as a set of minimum requirements and tailor it to produce detailed costings of your work plan.

Work plan timeframe	Work plan stages /tasks	Evaluation team time input – no. of days broken down by each individual evaluation team member against each task					Totals
Key dates & timescales	1. Individual work plan stages with a break down of individual activities /tasks (preferably in chronological order)  2. Identify delivery of key outputs /deliverables						Time sub-totals per stage /task
Total of days per evaluation team member							Total days for evaluation team
Corresponding day rates per evaluation team member							
Total fees per evaluation team member							Total fees
Total expenses							
Total fees & expenses excluding VAT							
VAT							
<b>Total cost</b> (fees & expenses including VAT)							

Signed on behalf of the Contractor \_\_\_\_\_

NAME (BLOCK CAPITALS) \_\_\_\_\_

DATED \_\_\_\_\_

**Authorisation**

SIGNED BY \_\_\_\_\_

NAME (BLOCK CAPITALS) \_\_\_\_\_



## **Annex 2 – Project Overview**

### **Background and description of the project**

Building Legacies is an enterprise growth and procurement support programme which provides tailored solutions for London-based Small, Medium and Micro Enterprises seeking competitive business advantage.

The programme, a partnership of private and public sector organisations, is a flagship local business growth and procurement support project of the East London Business Place (ELBP) and Newham College of Further Education's Centre for Innovation & Partnerships (CIPs). Part-funded by the European Regional Development Fund (ERDF), the purpose of this initiative is to deliver a sustained support programme tackling gaps in SMMEs' growth, innovation, contract-readiness and knowledge of procurement and supply-chain requirements over a three year programme from 2016 to 2019.

Building Legacies' main aim is to address market failure by working with SMEs within east London to enable them to take advantage of new supply chain market opportunities presented by the continuing massive programme of regeneration across the London Thames Gateway including the emerging 'Tech City', the Royals Enterprise Zone, the Green Enterprise District, Stratford City Phase 2, Barking Riverside and the emerging Creative and Cultural Industries Quarter, continuing development at Canary Wharf and the Queen Elizabeth Park Legacy developments. The project will include a particular focus on providing the practical and customised advice, support and mentoring required to encourage and support SMEs to take up the trading opportunities created by these developments and to win contracts within the supply chains of larger companies and suppliers including the increased emphasis from councils on sourcing goods and services from the local economy. It will also provide the brokerage required between buyers, larger contractors and SMEs, increasing SME awareness and buyer engagement and matching needs and opportunities.

Building Legacies has a specific focus on addressing market failures where SMEs:

- may not know how to access opportunities
- may not know how/lack the confidence to respond to tenders
- may not be 'fit to supply'
- may have a lack of confidence in the overall process

The Building Legacies programme aims to support a diverse range of SMEs based in London to take advantage of new market opportunities presented by a programme of regeneration across the London Thames Gateway, through providing the practical advice and support needed to enable businesses to build the capacity needed to win contracts within the larger supply chains of those carrying out the regeneration programmes.

Services include:

- Information, advice and consultancy to support the business to understand and exploit new market opportunities, especially those created by regeneration initiatives, and become fit to supply
- Providing practical assistance and advice required to win new business e.g. ensuring that relevant policies, accreditations, pitching and tendering skills are in place.

SMEs get:

- Fully subsidised support
- Specialist, confidential, impartial and practical support by business advisors and specialist training providers/consultants to sustain and develop the business in order to win new business

- Face to face 1-2-1 and group support to improve competitiveness/fitness to supply
- Group events including networking, procurement clinics, Meet the Buyer, supplier showcasing, workshops on a range of relevant business areas identified in consultation with SME beneficiaries e.g. improving environmental credentials, promoting innovation, sales & marketing, finance, planning, PQQ/ITT writing, pitching, presentation, pricing etc
- A “business health check” and an action plan with realistic milestones then ongoing business advice and regular reviews
- Help with preparing or updating the necessary policies (Environmental, Health & Safety, Quality Assurance, Equality & Diversity), registering on e-procurement portals such as CompeteFor, Procure4London
- Access to contracts and help with identifying new supply chain opportunities
- Promotional assistance e.g. through case studies, features in e-bulletins/newsletters.

At the end of the programmes, SMEs will be fit to win new business through procurement processes or the SME's supply chain. Where appropriate, businesses will also be fully published and accessing contract opportunities through e-procurement websites.

### Partners

Building Legacies is a partnership of private and public sector organisations, and is the flagship local procurement and business support project of the East London Business Place (ELBP) and Newham College of Further Education's Centre for Innovation & Partnerships (CIPs). It has been approved under ERDF Priority Axis 3 Enhancing Competitiveness of Small and Medium-Sized Enterprises, Investment priority 3c – supporting the creation and extension of advanced capacities for products services and developments.

There are 3 delivery partners and 5 strategic partners supporting the Building Legacies project.

<b>Delivery</b>	<b>Strategic</b>
Newham College (project lead)	London Legacy Development Corporation
East London Business Alliance (ELBA)	London Borough of Newham
Canary Wharf Group	London Borough of Tower Hamlets
	Royal Borough of Greenwich
	Neilcott Construction

### Timescales

The project start date was 01 January 2016, however the funding agreement was not received until August 2016 and full delivery commenced in October 2016. The project end date for delivery is 31 December 2018 with the financial completion being 31 March 2019.

### Outputs/outcomes:

<b>GLA code</b>	<b>Quantity</b>	<b>Description</b>
ER/C/O/01	400	Number of enterprises receiving support
ER/C/O/04	400	Number of enterprises receiving non-financial support
ER/C/O/05	53	Number of new enterprises supported
ER/C/O/08	60	Employment increase in supported enterprises
ER/C/O/29	95	Number of enterprises supported to introduce new to the firm products



## Annex 4 – ERDF Summary

### European Regional Development Fund (ERDF) 2014-2020

The European Structural and Investment Funds programme provides funds to help local areas grow. The funds support investment in innovation, businesses, skills and employment and create jobs.

Running from 2014 to 2020, there are three types of funds involved in the programme.

- European Social Fund (ESF) focuses on improving the employment opportunities, promoting social inclusion and investing in skills by providing help people need to fulfil their potential.
- European Regional Development Fund (ERDF) supports research and innovation, small to medium sized enterprises and creation of a low carbon economy.
- European Agricultural Fund for Rural Development (EAFRD) supports rural businesses to grow and expand, improve knowledge and skills and get started.

ERDF funding is €3.6 billion - approximately £2.6 billion based on December 2015 exchange rate calculations.

The England Programme, including detail around priority areas and governance, was formally adopted (approved) by the European Commission in June 2015. Each of England's 39 Local Enterprise Partnership (LEP) areas has a local plan for delivering the England Programme. These local plans describe local development needs and priorities in relation to the England Programme.

Further information is available:

<https://www.gov.uk/government/publications/draft-european-regional-development-fund-operational-programme-2014-to-2020>

<https://www.gov.uk/guidance/england-2014-to-2020-european-structural-and-investment-funds>



**European Union**  
European Regional  
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**BUILDING  
LEGACIES**

## **Annex 5 – Project Summative Assessment Guidance and Appendices**