ScaleUp 4 Growth Gloucestershire – Workshop Delivery

**Introduction**

The University of the West of England, Bristol, is leading a European Regional Development Funded (ERDF) project called ScaleUp 4 Growth Gloucestershire (S4GG) in the Gloucestershire region. The project has a requirement to deliver business support in the form of workshops.

S4GG has 2 streams of activity, aiming to support at least 71 SMEs:

* Business support grant funding - £1m of grants between £10k and £40k for SMEs in the Gloucestershire region to help them undertake growth projects.
* Workshops (up to 6 workshops to take place)

We are looking for an organisation based in Gloucestershire, with expertise of delivering cyber security training, to deliver the workshop support. S4GG started in January 2021 and closes in June 2023. The budget for this work is approximately £20,000 inc. VAT.

Information about our past programme (known as ScaleUp 4 Growth) can be found via the dedicated website: <http://www.scaleup4growth.co.uk/>.

**The Business Support**

The workshops will provide support to growing **SMEs** in the **Gloucestershire** region by enabling them to participate, free-of-charge, in workshops around the theme of cyber security & fraud.

We are seeking to support SMEs to

* help them to increase their knowledge & understanding
* develop better processes
* adopt new technology where needed
* train and upskill their team.

The ambition will be to run 6 workshops in total over a 2 year period.

Our preferred delivery method is face to face, in person workshops, however, with unknown Government restrictions we also require a delivery plan for virtual workshops. We will consider a blended event with a proportion of the workshop face to face and the rest online.

The University, through the S4GG programme, will market the opportunity to SMEs within Gloucestershire, but would also expect the organisation appointed through this process to advertise the opportunities to relevant networks.

**Outputs**

The S4GG programme is looking for an organisation with expertise in delivering cyber security and fraud to deliver 6 to 8 hours of training within a 12 hour workshop. This will contribute to the workshop delivery, which is expected to provide the following:

1. 6 workshops delivered between Q2 2021 and Q4 2022
2. A minimum of 36 businesses supported (which will be recruited through joint marketing as described above)
3. Businesses are expected to commit to and complete 12 hours of support through the workshop
4. Workshop attendees feedback will be formally captured for a summative assessment and sought to achieve a good to high level of satisfaction for the cyber security training in terms of:
	* Quality of material and delivery
	* Relevance to the SME
	* Covering material that is (at least mostly) new to the attendees

The deadline for completion of the workshops is 31 December 2022.

**Applications**

Applicants must demonstrate:

* Knowledge of Cyber Security training and have experience of undertaking this, or similar work, for other projects.
* Access to advertise to large networks of SMEs in Gloucestershire
* Ability to commit to 6 workshops over the 2 year delivery window

Please submit one document (.pdf, .doc or .docx), addressing the criteria below:

1. Relevant experience
2. Workshop structure and content overview
3. Delivery plan – showing how and when delivery would take place
4. Ability to reach SME networks within the Gloucestershire region
5. Value for money
6. Environmental sustainability

Your application will be scored against the above criteria.

This information will need to be compiled into one document and submitted prior to the deadline. Please also provide us with your proposed fee for delivery of the above contract.

Please email this to s4gg@uwe.ac.uk no later than 11.59pm on **1 March 2021.**