



iNets South West Environmental



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Industry report for the Environmental Goods and Services (EGS) sector in South West England - UWE/iNET/006 Commissioning Brief

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UWE/iNET/006 Commissioning Brief

Industry report for the Environmental Goods and Services (EGS) sector in South West England – Delivery of an industry intelligence report and supporting documentation

Aims and Context

The University of the West of England (UWE) is the lead partner in the South West Environmental iNet, which is an Innovation Support programme and network for Small and Medium Enterprises (SMEs) co-funded by the European Regional Development Fund (ERDF) and a group of regional Universities and other local partners until June 2015.

The University of the West of England (UWE), working with Bristol City Council, is seeking a specialist contractor to provide a detailed report describing the size, scope and opportunity for the Environmental Goods and Services (EGS) sector (as defined by EUROSTAT) in South West England. The report will build on previous research and market intelligence available and will provide an overall summary that identifies businesses currently working in traditional EGS fields, as well as those diversifying and adapting to provide EGS services beyond the conventionally defined scope.

For the purpose of this contract, South West England is taken to mean EU NUTS UKK1, UKK 2 and UKK4.

The work will help to identify trends, opportunities and weaknesses in the EGS sector, which will be used to inform future innovation and growth support in the region.

The contract also calls for a directory of the companies currently working in the EGS or adjacent sectors. Given the timescale it is accepted that the detail and ability to be comprehensive will be limited, but it is anticipated that the contractor will be able to build on their own existing intelligence in this area.

The report and directory should include a range of company data including, size and location, sectors of operation, aspirations to grow, investment and export activity.

The successful contractor will be expected to demonstrate their ability to work with their own networks and sub-contractors (where required), as well as those made available through the contract, to ensure the widest possible data capture. The contractor should be able to demonstrate their familiarity with existing regional networks and business support organisations, and their ability to work with them. They will also be required to manage work with associates from both the University of the West of England and Bristol City Council who will be providing data, support and analysis as contribution in kind to the report.

The contractor / provider(s) will be required to demonstrate expert knowledge of the EGS sector and their ability to work with a wide range of partners to gather and process data.

The contractor may use a proprietary business database such as MINT or FAME in compiling their report.

The commissioning and contract will be managed to comply with ERDF and UWE procurement rules applicable to small consultancy and services contracts.

Activities and Deliverables

The contractor is required to undertake the following main activities and deliverables:

1. Design a strategy to engage with a wide range of networks and gather data in a short time period
2. Identify not only those working in the traditional sectors by their SIC codes, but a much wider group of businesses who fall within a wider definition of EGS businesses. The focus of the Directory should be on SMEs and larger companies with a registered office in South West England. Other criteria, such as minimum number of employees and growth potential will also be significant factors – specific parameters to be discussed with the contractor post-appointment.
3. Survey the business community to gather specific data on the size and location, growth and training expectations and investment and export plans.
4. Provide a report summarising the findings
5. Provide the most comprehensive directory of businesses possible within the parameters described above.
6. Identify and co-ordinate inputs from appropriate academic and other specialised agencies or consultants whose expertise may be needed for delivery of a high quality report.

The report must be made available to the iNet by no later than 16 June 2015.

The ERDF and Environmental iNet logos must be prominently displayed on all publicity and communications materials used with SMEs and organisations external to the Environmental iNet.

Budget and Payment

The guideline financial resources available from the Environmental iNet for this contract will not exceed £22,000 ex Vat in total.

Payment will be made to the contractor in two stages – half upon commencement of the work and half upon delivery and completion.

Format of Proposal

Enterprise agencies, or relevant sector organisations / consultancies with the expert knowledge, experience and industry contacts needed to deliver this contract are invited to

tender. Please submit a written proposal and price quotation to the University of the West of England iNets Hub and Bristol City Council Economic Development Team, by email to ian.brooks@uwe.ac.uk by midnight on 10 May 2015.

The following information must be included:

1. knowledge and experience of the relevant sectors and delivery of support to SMEs;
2. name of project manager / co-ordinator, relevant experience, hours / fee rate on project;
3. details of business or academic advisers and experts to be involved in design and delivery, relevant qualifications / experience, and their role, hours and fee rate on the project;
4. operational plan / resources for the project, including data sources proposed and overhead costs;
5. expected outcomes, deliverables and timescales;
6. price quotation
7. bank and professional references.



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