

**New Anglia Local Enterprise Partnership**

**Invitation to tender**

**“Annual Evaluation of the New Anglia Business Growth Programme”**

**for the periods**

**September 2015 to August 2016**

**September 2016 to August 2017**

**September 2017 to August 2018**

**Introduction**

This invitation sets out the requirements for the delivery of an annual evaluation of the New Anglia Business Growth Programme, to undertake three annual reviews of activity delivered by New Anglia Local Enterprise Partnership (New Anglia LEP) and our partners.

This activity is being commissioned by New Anglia LEP on behalf of the delivery partners to comply with ERDF requirements.

**Background**

New Anglia LEP was established by Government in 2010 as a business-led collaboration between the private, public and education sectors across Norfolk and Suffolk. As one of 39 LEPs across England, our ambition is to drive economic growth and transform the local economy into a global centre for talent and innovation. New Anglia LEP represents one of the fastest growing regions in the country, with around 1.6 million people and around 60,000 businesses.

The New Anglia Business Growth Programme was launched in March 2014, as part of the Wave 2 City Growth Hubs (W2GH) Programme. Initially funded by the government’s Regional Growth Fund (RGF), it established a locally based business support programme by providing local businesses with easy access to a wide range of national and local resources, by acting as a single point of reference for small to medium-size enterprises (SMEs). Subsequent to the initial RGF funding, the programme has been funded by the Department for Business Innovation and Skills (BIS), and more recently, from September 2015, received European Regional Development Fund (ERDF) funding to deliver the following objectives: -

Delivered in partnership by



Funded by



- i. Implement a business support and brokerage service to provide a first stop for SMEs in the LEP area, which are looking for help to develop and grow.
- ii. Deliver a scheme of small, capital and revenue grants, which encourage and support SMEs to implement their business plans, resulting in business growth.
- iii. Support to individuals who are seeking to establish an enterprise pre and start-up and early stage enterprises, in order for them to receive the help and support they require to form a successful enterprise and create new employment opportunities.
- iv. Establish the partnership and working practices for future development of business support activity, to ensure that they meet business needs.

The programme is currently delivered by New Anglia LEP in partnership with Menta, Nwes, Suffolk Chamber of Commerce and Suffolk County Council, and part-funded by the European Regional Development Fund, with delivery is divided into three areas: -

#### New Anglia Growth Hub

Operated by Suffolk Chamber of Commerce on behalf of New Anglia LEP, and supported by a wide range of partners, the New Anglia Growth Hub was one of the first Growth Hubs to be established in England. Acting as a central point for businesses and individuals across Norfolk and Suffolk, the Growth Hub provides a simple and easy route to business support. Businesses seeking to grow and individuals wishing to establish a new business are able to access help and advice via the telephone, online, and through a team of professional Business Growth Advisers. Business Growth Advisers have access to hundreds of business services, including grants, resource efficiency, mentoring, finance, and tax advice.

#### Micro Grant Scheme

Delivered by Nwes and Suffolk County Council on behalf of New Anglia LEP, with applicants supported by the New Anglia Growth Hub, the Micro Grant Scheme offers capital and revenue grants between £1,000 to £10,000 to support business development and growth. Grants of up to 20% (up to 30% in an Assisted Area) are available to eligible Micro, Small and Medium sized enterprises. Due diligence for the scheme is provided by Nwes, with Suffolk County Council undertaking the payment and monitoring of any grants awarded.

## Start-Up Programme

Delivered by Nwes and Menta, the Start-Up Programme provides help and support to individuals wishing to start their own business and early stage businesses. Support includes a range of face-to-face support including one to one sessions, workshops and other client based support.

## **Project description**

New Anglia LEP and its partners wish to gain a greater understanding of how effective the current delivery model is in fulfilling the role of supporting business growth and meeting its aims and objectives. It is therefore seeking an independent organisation to undertake annual evaluation of the impact and effectiveness of New Anglia Business Growth Programme over a three-year period. These evaluations will cover the periods 1<sup>st</sup> September 2015 to 31<sup>st</sup> August 2016, 1<sup>st</sup> September 2016 to 31<sup>st</sup> August 2017, 1<sup>st</sup> September 2017 to 31<sup>st</sup> August 2018, to measure the impact of the programme and make recommendations in the following areas: -

- Acquiring and satisfying customers.
- Helping customers to setup and grow their business.
- The efficient use of resources and streamlining business support to avoid duplication.
- Providing value for money through the delivery of objectives, outputs, milestones and deliverables as set out in our ERDF application.
- Providing long term value for money through the delivery of outcomes through uplift in GVA and job creation across Norfolk and Suffolk.
- The governance and operation of the project.
- The strengths and weaknesses of the project.
- Make recommendations for follow on projects or for partners / other ERDF projects already underway.

## **Project management and monitoring**

The evaluation will be managed by New Anglia LEP and accessible by our partners and stakeholders. For the duration of the tender, the preferred supplier will be required to work with and liaise with a project team, made up of a range of partners taken from the New Anglia Growth Programme Partnership Board, including New Anglia LEP, Suffolk Chamber of Commerce, Nwes, Menta, Suffolk County Council and other partnership representatives.

New Anglia LEP and delivery partners will provide full access to systems, project files, performance data and customer information, together with a 'hot desk' at the LEP offices at Norwich Research Park as well as at Suffolk Chamber of Commerce office in Ipswich. Partners will also provide facilities for interviews with project staff, delivery partners, customers, other business support providers or stakeholders that you consider should be included as part of the evaluation.

## **Timescales and milestones**

- Proposals should be with New Anglia LEP by **5pm Friday 3rd March 2017.**
- Work must have started on the first annual evaluation by **5pm Monday 27<sup>th</sup> March 2017.**
- The first year annual evaluation, covering the period 1<sup>st</sup> September 2015 to 31<sup>st</sup> August 2016, must be completed by **5pm Friday 26<sup>th</sup> May 2017.**
- The second year annual evaluation, covering the period 1<sup>st</sup> September 2016 to 31<sup>st</sup> August 2017, must be completed by **5pm Friday 22<sup>nd</sup> December 2017.**
- The third and final year annual evaluation, covering the period 1<sup>st</sup> September 2017 to 31<sup>st</sup> August 2018, must be completed by **5pm Friday 21<sup>st</sup> December 2018.**

## Tender process

- Applicants will be shortlisted based on their initial tender submissions, with shortlisted applicants being invited to pitch their proposals to a panel. Submissions will be assessed on the following basis:-

Criteria	Weighting
Price	10%
Relevant experience	20%
Suitability of team	20%
Capability to deliver consistently and on time	20%
Methodology	30%
<b>Total</b>	<b>100%</b>

Applicants must demonstrate that they can meet all the specifications and requirements outlined in this tender document.

Applicants must also be in a position to begin the contract on or before **5pm Monday 27<sup>th</sup> March 2017** with the third and final year evaluation to be completed by **5pm Friday 21<sup>st</sup> December 2018**.

## Budget

A budget of up to £45,000 including VAT is available for the delivery of this activity. This is a fixed price contract with any additional charges/cost variances not be accepted unless signed off, in writing, by New Anglia LEP prior to spend.

## How to apply

Please send the following information electronically to Nataliya Klymko at New Anglia LEP by **5pm Friday 3rd March 2017**, including: -

- Details of how you will develop and deliver the contract within the specification, cost, and timelines outlined in this brief.
- Evidence of your experience in delivering evaluations of a similar nature, with evidence of the success of these projects.
- References of three organisations that you have undertaken this type of work for in the last three years.
- A detailed breakdown of the costs of developing and delivering the evaluation.
- Details of risks associated with the delivery of the project.

Short-listed companies will be invited by email to present their ideas to a panel in Norwich on **Tuesday 7<sup>th</sup> March 2017**. If you are awarded the contract then you will be notified by **Friday 10<sup>th</sup> March 2017**.

## Main contact

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New Anglia LEP  
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