

NEW ANGLIA LOCAL ENTERPRISE PARTNERSHIP

INVITATION TO TENDER

Annual Evaluation of the New Anglia Business Growth Programme for the Periods
September 2018 to August 2019
September 2019 to August 2020
September 2020 to August 2021
and

Final Evaluation of the Programme for the Period of September 2015 to August 2021

Introduction

This invitation sets out the requirements for the delivery of evaluation of the New Anglia Business Growth Programme, funded by the European Regional Development Fund (ERDF), to undertake three annual reviews covering the periods of September 2018 – August 2019, September 2019 – August 2020, September 2020 – August 2021, and one final review of the whole programme covering the period of September 2015 – August 2021 taking into account ERDF Summative Assessment requirements.

This activity is being commissioned by New Anglia LEP 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 (the Programme) was launched in March 2014, as part of the Wave 2 City Growth Hubs (W2GH) initiative. Initially funded by the government's Regional Growth Fund (RGF), the Programme established a locally based business support offer by acting as a single point of reference for local businesses providing them with easy access to a wide range of national and local business support providers. Subsequently the Programme was funded by the Department for Business Innovation and Skills (BIS, now BEIS).

Delivered in partnership by

Funded by

Currently the Programme is funded by the European Regional Development Fund (ERDF) covering the period of September 2015 – August 2021. The New Anglia LEP secured the ERDF funding in two rounds: 1) initial period of September 2015 – August 2018; 2) extension for further 3 years covering the period of September 2018 – August 2021.

The Programme is aiming to deliver the following objectives: -

- i. Implement a business support and brokerage service to provide a first stop for local businesses 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 and early stage enterprises, in order for them to receive the help and support they require to form and develop 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 funded by the European Regional Development Fund and Department for Business, Energy and Industrial Strategy and delivered by the New Anglia Local Enterprise Partnership (New Anglia LEP) in partnership with Menta, Nwes, Suffolk Chamber of Commerce and Suffolk County Council, with delivery 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 is one of the first Growth Hubs 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 can 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 a tax advice.

Small Grant Scheme

Delivered by New Anglia LEP in partnership with Suffolk Chamber of Commerce and Suffolk County Council, the Small Grant Scheme offers capital and revenue grants between £1,000 and £25,000 to support business development and growth, efficiency and productivity, development of new products and services and creation of new jobs. 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 New Anglia LEP, with Suffolk County Council undertaking payment and monitoring of awarded grants.

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 a 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 evaluations of the impact and effectiveness of New Anglia Business Growth Programme over a three-year period and a final assessment of the programme for the period of September 2015 – August 2021 according to the European Regional Development Fund Summative Assessment requirements.

Three annual evaluations will cover the following periods: 1st September 2018 to 31st August 2019, 1st September 2019 to 31st August 2020, 1st September 2020 to 31st August 2021; and the final report will cover the whole ERDF funded programme for the period of 1st September 2015 – 31st August 2021, 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 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 office 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 12th July 2019**
- Shortlisting and invitation to present proposals – **w/c 15th July 2019**
- Presentations by shortlisted applicants – **w/c 22nd July 2019**
- Work must have started on the first annual evaluation by **w/c 2nd September 2019**
- The first year annual evaluation report, covering the period of 1st September 2018 - 31st August 2019, must be completed by **5pm Friday 31st January 2020**
- The second year annual evaluation report, covering the period of 1st September 2019 - 31st August 2020, must be completed by **5pm Friday 29th January 2021**
- The third year and final annual evaluation report, covering the period of 1st September 2020 - 31st August 2021, must be completed by **5pm Friday 17th December 2021**.

Previous Business Growth Programme Evaluation reports

The New Anglia LEP has already undertaken four evaluation reports of the Programme including last three annual reports as part of the ERDF funded Programme, covering the period of September 2015 – August 2018.

Tender process

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

Criteria	Weighting
Value for money	20%
Relevant experience	20%
Resources	15%
Capability	15%
Quality	30%
Total	100%

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

Budget

A budget of up to £65,000 including VAT is available for the delivery of this activity. This is a fixed price contract with any additional charges/cost variances not being accepted unless agreed and signed off, in writing, by New Anglia LEP prior to spend.

Potential Extension of the contract

New Anglia LEP is currently working on the Programme extension for another year, to end of August 2022. If New Anglia LEP secures additional funding for the Programme, including a new activity or an activity to be delivered beyond 31st August 2021, the budget will be reviewed and the contract may be extended (subject to mutual agreement).

How to apply

Please send the following information (no more than 30 pages in total) electronically to Nataliya Klymko by **5pm Friday 12th July 2019**, via email: nataliya.klymko@newanglia.co.uk :

- 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 **w/c 22nd July 2019**. If you are awarded the contract, then you will be notified by **the end of July 2019**.

Main contact

Nataliya Klymko (not available for the period of 1st – 12th July)
Programmes Coordinator
New Anglia Local Enterprise Partnership
Tel. 01603 510073
Email: nataliya.klymko@newanglia.co.uk

or

Jason Middleton (available for the period of 1st – 12th July)
Programmes Manager
New Anglia Local Enterprise Partnership
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