PA3 Project: How can LEPs in and around the East Midlands work collaboratively to maximise the benefits of European funding in 2014-2020: Brief for consultant support

1. Background

1.1 East Midlands Councils (EMC) has been successful in securing EU Technical Assistance to support LEPs and other partners prepare for the development of the next round of European funding (2014-2020).

1.2 The first output of this work was the production of a socio-economic framework, 'Meeting Need: Realising Opportunity' (available here), which was published in December 2013, and which identified the need to develop projects to improve programme performance across the East Midlands. The framework also highlighted a number of key sectors where the East Midlands region has a competitive advantage and where a 'larger than local' collaborative approach would be particularly beneficial.

1.3 For the second stage of the project, EMC has worked with consultants to produce a document that showcases examples of successful ERDF projects which have used a collaborative approach to deliver strategic scale outcomes, and highlights key learning points that could be applied across the East Midlands to the next round of EU Funding. The report is available on request from peter.williams@emcouncils.gov.uk.

1.4 EMC also held 3 seminars between February and July 2014 designed to stimulate collaborative projects in the rail, food and drink and energy sectors that could be supported by the 2014-20 EU Programme, particularly where these cross LEP boundaries. Reports of each of these events are available here.

2. EU Structural and Investment Funds Growth Programme (EU-SIF)

2.1 For the 2014 to 2020 funding period, the European Regional Development Fund (ERDF), the European Social Fund (ESF) and part of the European Agricultural Fund for Rural Development (EAFRD), will be brought together into an EU Structural and Investment Funds Growth Programme, with the government allocating €6 billion of the Growth Programme Funds by Local Enterprise Partnership (LEP) area. The top priorities of this Programme are innovation, support for SMEs, low carbon, skills, employment and social inclusion.

2.2 The breakdown of this funding in and around the East Midlands is as follows:

D2N2 LEP: €249.7
2.3 Each LEP was asked to set out how it intends to use the Growth Programme Funds by producing a European Union Structural and Investment Funds strategy (EU-SIF). In developing its strategy, LEPs were asked to work with and reflect the interests of a broad range of economic, social and environmental partners, including businesses, civil society, rural partners and further and higher education institutions. Each LEP has now agreed their final EU-SIF and submitted it to Government in January this year.

3. **Overall Project Requirement**

3.1 EMC is now looking to commission a further short piece of work to examine the EU-SIFs of LEPs in and around the East Midlands and, by focusing on the sectors which have already been highlighted as particular areas of strength in the region – transport, engineering, food & drink, energy, among others – identify common themes and priorities of each and recommend ways in which joint working and resources can be combined to maximise the effectiveness of projects supported by European Funds. This work should draw on best practice as identified by the case studies described in para. 1.3 above.

3.2 Opportunities for collaborative joint working will depend on the contents of the EU-SIFs but are likely to cover a range of activities, including business support (capital and revenue) across a number of sectors, capital infrastructure, community based and third sector initiatives – and include projects that link to ESF funded activities. In highlighting areas for collaborative working, the focus should be on the practical steps and experiences that could be applied by LEPs and potential project sponsors, and include links to further information where available.

3.3 The document should be no more than 30 pages in length (including an executive summary and a foreword from EMC), look attractive, be written in an accessible manner, and should adhere to EMC’s standard design guidelines (available [here](#)).

4. **Outputs**

4.1 The key output will be a print-ready PDF of the final document.
4.2 Tenderers should plan for at least two client steering group meetings to inform the development of the document.

5. **Timetable**

5.1 Expected commencement date of project: Monday 6th October 2014.

5.2 The print-ready PDF of the final document should be submitted by Friday 21 November 2014.

6. **Tendering Arrangements**

6.1 Tendering will be via a competitive process. Prospective tenderers will be required to provide the following information:

6.1.1 **Pricing**
- The total fixed cost for the contract exclusive of VAT, which should be no more than £10,000 (including all expenses).
- A breakdown of all staff and other costs for the contract.

6.1.2 **Approach / Methodology**
- A short description of how the brief will be delivered.
- Proposed programme – prospective tenderers should provide a programme for the work.

6.1.3 **Personnel**
- The qualifications and experience of proposed personnel. Tenderers are expected to provide summary CVs for all proposed personnel and the amount of time each member of the team will spend on the work.
- The relevant experience of the contractor's project team, relating to contracts of a similar nature where applicable.

6.2 Tenderers should provide sufficient information with their tender to assist with the tender evaluation based on the above criteria. Tenderers will need to demonstrate that the proposed project team (where applicable) has within it knowledge of LEPs and European funding and economic issues at regional, sub-regional and local level and experience in data presentation and analysis. Project Team members should be suitably qualified and experienced to carry out the work required.

6.3 All information supplied in connection with this invitation to tender shall be treated as strictly confidential. An electronic version of the tender only should be sent to: peter.williams@emcouncils.gov.uk.
6.4 The deadline for receipt of tenders is **5.00pm on Wednesday 1 October 2014.**

6.5 The successful tender will be announced on or before Friday 3 October 2014.

6.6 The project inception meeting is likely to be held w/c 6 October 2014.

7. **Project Management/Monitoring Arrangements**

   **Project Manager:** EMC’s Director of Policy & Infrastructure or such other person as he shall nominate.

7.1 A project plan and work programme will need to be agreed between the chosen consultant and the Project Manager.

7.2 The contractor will liaise closely with the Project Manager. Primary responsibility for the day to day management of the contract will rest with the Project Manager. The Project Manager will be responsible for keeping stakeholders and other interested parties fully informed of the development of the project. Regular meetings may be required between the contractor and the project manager to ensure that the project progresses on schedule.

7.3 The Project Manager will review all interim reports. The contractor will redraft interim reports in the light of any comments made by the Project Manager.

8. **Confidentiality**

8.1 All data and records are to be kept confidential and the contractor shall not disclose any of the data to any other person, other than directed by the Project Manager.

8.2 All data produced by this project will be owned by the EMC and the relevant data provider.

8.3 All data and records collected under this contract shall be transferred at the end of the project as directed by the Project Manager. Any remaining electronic copies should be erased unless permission to retain any such data is given by the Project Manager.
9. **Budget**

9.1 EMC has set aside up to £10,000 + VAT in total for this work. It is anticipated that this will be split as follows:

- approximately 45% of fixed price + VAT on inception
- approximately 55% of fixed price + VAT on completion

10. **Payment and contractual arrangements**

10.1 Payment for the contract will be staged as set out in paragraph 8.1 above. The initial 45% of fees will be paid following the inception meeting, with the remaining fees (55%) paid on the satisfactory delivery of the final report. Payment will not be made until the Project Manager is satisfied with the work provided.

10.2 In the event of a dispute between the contractor and the employing organisation, a nominated and jointly-agreed arbitrator will be employed.

11. **Copyright**

11.1 The copyright will rest with the East Midlands Councils including intellectual copyright.

12. **Contacts**

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