Reference Number – RQNV 026

Specification - Data & Economic Intelligence Support for the Marches Local Enterprise Partnership (LEP)

The Marches LEP www.marcheslep.org.uk is one of 38 LEPs across the country which exist to grow the economy. We are business led and our aim is to make the Marches area a £23.8bn economy with 5,200 more businesses and 58,700 new jobs by 2038. Through our work, and that of key partners, we aim to deliver the following vision for the Marches:

- A place which is open for business, up for business and pro-growth.
- At the forefront of changes in how people live and work.
- A growing place, attracting more people to come.
- A destination not a boundary.
- A pioneer in the provision and testing of digitally driven health and social care for dispersed populations.
- A global centre of excellence in advanced manufacturing.
- An inclusive place that enables residents from all communities to thrive and develop.
- A collaborative and proactive place.

To support us in achieving this, the Marches LEP is seeking the services of an experienced and flexible Economic Intelligence Unit (EIU) to enhance the team's data and intelligence capacity. This will enable the LEP to be proactive in meeting requests from government and partners for evidence. This includes meeting the Department for Education's requirements for our Skills Advisory Panel (SAP), underpinning our planning and economic recovery activities and assessing the impact of programme areas outlined within the Marches Strategic Economic Plan (SEP).

The EIU will be required to undertake the following workstreams as requested by the LEP to meet operational needs:

1. Maintenance, updating and further development of the Skills Advisory Panel Analytical Toolkit and skills evidence base to support the development of the Marches LEP Skills Plan and to meet DfE requirements.
2. Supporting the Marches Skills Advisory Panel, including preparation for and attendance at Skills Advisory Panel meetings to provide an overview of key issues affecting the Marches labour market and skills base.
3. Building capacity within the LEP team to analyse and use data to inform the design and delivery of projects.
4. Maintenance and updating of the LEP's Performance Management Framework to provide up to date information on all indicators.
5. Providing economic intelligence briefing(s) for the Marches LEP Board and/or sub-groups; including presentations at meetings, as requested.
6. Responding to ad hoc data requests, as required.

It is envisaged that the service provided will cover the period 1 January 2021 - 31 March 2021. The costs will not exceed £36,000 (to include VAT and any direct costs incurred associated with this assignment).
Bidders should outline examples of work undertaken on relevant work streams delivered over the past three years and demonstrate experience of the following:
- Responsibility for the provision and application of intelligence to inform, support and influence decision-making across specific economic geographies.

- The development and updating of indicators within a performance management framework and Skills Advisory Panel analytical toolkit.
- Understanding of DfE data requirements to support the development of a Skills Plan.
- Providing data and intelligence briefings to a range of (non-specialist) audiences to aid understanding of economic conditions and to build capacity.
- Production of data reports and the updating of data sets.
- The ability to turn around data requests within short timescales to meet client needs.

Please provide the following information:
- Your approach to the work described in the specification above (max 500 words).
- Your experience based on the specification, including any added value that your organisation brings.
- The number of days and daily fee rates associated with each element (1-6) above.
- CVs of the team working against the workstreams established.
- Details of your professional indemnity insurance.

Please provide this information by **12 noon on Thursday 17 December 2020** to project.support@marcheslep.org.uk (please note that late responses will not be considered).

Evaluation Criteria

Following the receipt of the proposed responses, the evaluation panel will score the proposals against the criteria below. This evaluation process will enable the Marches LEP to identify the proposal which provides the best value for money. However, the Marches LEP will not be bound to accept the lowest or any cost proposal.

The proposals will be scored as follows:

Scored Criteria		Weighting
Mandatory Information		Pass/Fail
Total Cost of the Service split between:	- Total cost (20%) - Number of days available to undertake the work (10%)	30%
Quality: Split between:	- Experience of similar activities (40%) - Added value that your proposal will deliver above the core activities listed above, including any specific economic and social benefits for the Marches area (10%) - Your approach to undertaking the work (20%)	70%

You will be informed of the outcome by 22 December 2020.