

Reference Number - DQNV 150

Invitation to Tender - Review of Marches LEP Local Skills Report 2021

The Marches Local Enterprise Partnership (LEP) requires the services of a specialist organisation to support its Skills Advisory Panel (SAP) in undertaking a review of the [Marches LEP Local Skills Report](#), published in March 2021, which underpins its work in:

- Developing place-based strategic people, employment and skills policy;
- Using labour market data and analytics to inform local interventions;
- Working with partners to align skills policy with evidenced need and identify key priorities.

Purpose

The Marches LEP's SAP is a sub-group of the LEP Board and is responsible for providing well-evidenced, robust advice to influence investment and strategic decisions for addressing local skills challenges.

To enable this, the Marches LEP receives annual funding from the Department for Education (DfE) to increase its analytical capability and inform decision making. This assignment will support the SAP in reviewing and updating its current Local Skills Report, which documents the region's skills needs, challenges and opportunities, to ensure that it reflects and addresses any significant changes and developments since its publication in Spring 2021.

Assignment

It is envisaged that this assignment will cover the period 6th December 2021 to 22nd January 2022 and will require each chapter of the existing report to be reviewed in accordance with detailed DfE guidance, which will be made available to the successful bidder. The contract holder will be expected to work with the Marches LEP's Data and Intelligence providers, the Economic Intelligence Unit at the Black Country Consortium, in agreeing the data set which will underpin the updated Local Skills Report. In summary, the content of the report will be reviewed and updated as follows:

- **Foreword**
The foreword should be updated so that it provides a timely and relevant introduction to the report and sets out the local context which, given the effects of the pandemic, may have changed considerably since the report's initial publication.
- **Chapter 1 - Skills Advisory Panels - Introduction**
Any changes in governance, geography or the SAP's role and responsibilities are to be reflected.
- **Chapter 2 - Skills Strengths and Needs**
In addition to updating existing information, a clear summary is to be provided of the key impacts the pandemic has had on the local labour market (including the skills strengths and needs) and set out the anticipated continued impact. Details of any new projects announced in the area, or new funding agreed, is also required and any outdated information removed.

- **Chapter 3 - Skills Strategy**

This chapter narrows the focus from the broader skills landscape identified to a smaller number of skills priorities which the SAP seeks to address. The review will incorporate and build on plans for local economic recovery which have been further developed since the initial publication of the report; it will also take into consideration implications of the recent Skills & Post 16 Education Bill and inception of Local Skills Implementation Plans.

- **Chapter 4 – Skills Action Plan**

This is to be updated to reflect progress made and include any new actions identified and how employer representative bodies are involved in any of the actions listed.

- **Chapter 5 - Assessment of Progress**

This chapter is to be updated to include progress made in the last 12 months against the published Skills Action Plan, especially where not included in the existing report.

- **Chapter 6 - Case Studies/Positive Impact Stories**

Examples of individual employers or providers working together and/or responding to local skills needs, including in creative and/or new ways, are to be provided.

- **Chapter 7 - Looking Forward**

This chapter is to be updated to remove any pieces of work that have been completed since the initial publication and to add new plans, in particular where this involves work with employer representative bodies.

Maximum Budget

The budget for this assignment is capped at maximum of **£15,000** including any VAT to be charged, all relevant fees and any associated expenses. The assignment must be completed, and costs claimed, by no later than **22nd January 2022**.

Proposal

Proposals should cover the following points:

- How you would approach the work described in the specification above (*500 words*).
- Your experience based on the specification including relevant examples and any added value that your organisation brings (*500 words*).
- CVs of the team working against the workstreams established and an overview of their role in this project.
- The number of days and daily fee rates associated with each element of the specification and any other related costs.
- Details of your professional indemnity insurance.
- Contact details of two named referees who would be willing to verify your work.

Deadline

Please submit your proposal by noon on **26th November 2021** by email to Gary.Blackburn@marcheslep.org.uk (please note that late responses will not be considered).

Evaluation Criteria

An evaluation panel will score proposals received 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 costs, split between:	<ul style="list-style-type: none"> • Total cost (20%) • Number of days available to undertake the work (10%) 	30%
Quality, split between:	<ul style="list-style-type: none"> • Experience of similar activities (40%) • Your approach to undertaking the work (20%) • Added value that your proposal will deliver above core activities listed above, including specific economic and social benefits for the Marches area (10%) 	70%

Applicants will be informed of the evaluation outcome by close of play on **3rd December 2021**.

Note

All contracts let by the Marches LEP are operated in line with those of Shropshire Council, our Accountable Body, and their Terms & Conditions should be read in conjunction with this Invitation to Tender.