

TENDER SPECIFICATION

TENDER TITLE: Summative Assessment
ERDF PROJECT: Mentoring Growth Service

Issue of Specification	13/02/2023
Deadline for Responses	03/03/2023

Responses are to be emailed to mentoring@staffordshirecambers.co.uk before the specified deadline.



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European Union
European Regional
Development Fund

Background

Funded by the European Regional Development Fund, our Mentoring Growth Service is providing mentoring support to SMEs across Staffordshire. The programme provided a number of services including:-

- Business to business mentoring across Stoke-on-Trent and Staffordshire;
- Workshops and events to support the growth of SMEs;
- Sector specific support for the Creative sector through our Factory programme;
- Inter-trading exhibition (Let's Do Business);
- Business start-up support through masterclasses and mentoring.

The programme has been funded since September 2015 and will conclude in September 2023.

Outputs & Impacts

The Mentoring Growth Service was contracted to provide the following ESIF outputs;

(C1) Number of enterprises receiving support	702
(C4) Number of enterprises receiving non-financial support	702
(C5) Number of new enterprises supported	247
(C8) Employment increase in supported enterprises	203

Impact of Covid

The programme went live in September 2015 and has been running for the past 8 years. The project was therefore severely impacted by the Covid 19 pandemic and the restrictions on economy and re-prioritisation of business support services that resulted at an early stage, including:-

- Inability to engage with SMEs in person either for mentoring recruitment, delivering of mentoring support or to attend events, workshops, and seminars.



- Resulting economic conditions and the reduced demand from SMEs who are looking for growth, with many focussing on survivability.

This led to a decrease in demand for the project and support during these times, with the programme pivoting to support business with mentoring to help them to survive, to overcome challenges related to the pandemic and to identify other opportunities for support. We also had to switch to new ways of working including delivering support online through Zoom and Teams.

Tender Brief

Staffordshire Chambers of Commerce is currently delivering a European Regional Development Funded (ERDF) programme called the Mentoring Growth Service. It is a requirement of the grant to undertake a summative assessment that will be submitted 3 months before the end of the programme.

The project's start date was 1st September 2015, and its Activity End Date, Practical Completion Date and Financial Completion Date are respectively;

- Activity End date: 30th June 2023
- Practical Completion Date: 30th September 2023
- Financial Completion Date: 30th September 2023

We are looking to tender for a consultant or organisation to undertake our projects Summative Assessment with a focus on:

- Designing a methodology to carry out the summative assessment that incorporates ERDF requirements, considers ERDF guidance.
- Reviewing our delivery data and evidence of benefit and impact additional to that already required for normal reporting, if necessary, to meet the needs of the summative assessment;
- Designing and completing a Final Summative assessment report and required summary findings report that can be shared with our monitoring officer and wider partners and stakeholders.



Summative Assessment

The summative assessment will provide insights into:

- project performance to enhance future implementation;
- reliable evidence of the efficiency, effectiveness and value for money of the project;
- what and why interventions work (or not) and lessons for the future;
- the difference the project has made in practice to local economies and beneficiary groups.

It will also provide project level evidence which, when combined with national evidence of progress and impact, will result in stronger evidence of the overall impact and effectiveness of the ERDF operational programme across England. The evidence will also be particularly helpful for making the case for delivery approaches in the future or making the case for future funding.

There is no set approach to the methodology to be implemented and this should be tailored to the specific project. However, ERDF offer guidance and methods that should be considered to add value to national evidence. The guidance is provided in the below (Summative Assessment Guidance note and appendices) and should be used to inform the tender submission.

ERDF requirements

ERDF funded projects are contractually required to produce an evaluation in the form of a "Summative Assessment" at least three months prior to the final grant claim to demonstrate how the project has performed against its stated objectives, outputs and outcomes, although a closer two-month gap date has been proposed (i.e. 30/06/2023). Guidance issued by the ERDF Managing Authority, the Department for Levelling Up, Housing and Communities, (DLUHC) states:

"Summative assessments are intended to provide insights into project performance to enhance project implementation, reliable evidence of their efficiency, effectiveness, and value for money, as well as insights into what and why interventions work (or not), and lessons for the future. It will also provide project level evidence which, combined with national evidence of progress and impact, will result in stronger evidence of the overall impact and effectiveness of



the ERDF operational programme across England. The evidence will also be particularly helpful for you in making the case for delivery approaches in the future or making the case for future funding. The evaluation should be based on the outcomes and intended impacts identified in the project's logic model which was completed in 2018 and the report should follow the structure set out in the guidance (links below). However, this should not preclude the inclusion of other material that is material to an insightful evaluation."

Detailed guidance on the requirements of these reports can be found using the following links:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/896857/ESIF-GN-1-033_ERDF_Summative_Assessment_Guidance_v4.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/896858/ESIF-GN-1-034_ERDF_Summative_Assessment_Guidance_Appendices_v4.pdf

It will be necessary as part of the evaluation to:

- Provide a Logic Model;
- Complete the Summative Assessment Plan Template;
- Identify the Impact Assessment Method;
- Questionnaire/Interview at least 10% of our mentors;
- Questionnaire/Interview at least 10% of our clients;
- Questionnaire/Interview at least 10% of the support organisations;
- Collate and present the data/information in a format which meets the funder guidelines.

Although not mandatory these projects are also encouraged to provide the additional data sets required to support the National Evaluation where they have been collected prior to the publication of this document. Ideally, these would be provided through the standard templates but can be included alongside your final summative assessment report.



The information must be provided in a manner which meets funder requirements but can also be easily distributed (ideally electronically) to a wide audience.

Timescales

The deadline for proposals is 3rd March 2023.

An evaluation of the proposals will be completed, and the contract awarded on Monday 27th February 2023. Inception meetings with the Mentoring for Growth team will then be planned in with the winning organisation.

The selected company will need to submit a first draft of the Summative Assessment by 28th April 2023.

A final Summative Assessment report will need to be submitted by 26th May 2023.

Pricing

As a guide, we are looking at a budget not exceeding £10,000 (including VAT), and it should be noted that key considerations in appointing a supplier will include:

- Experience of delivering similar commissions including a track record of successful provision of infographic, media and presentation material services;
- Ability to communicate and develop solutions with senior personnel and with people from a range of backgrounds and sectors;
- An ability to deliver an innovative and creative approach within a strict deadline;
- Strong customer service skills;
- Report quality;
- Value for money.

Payment will be made 50% upon commencement of the project, with the final 50% being paid upon full completion of the evaluation which must be submitted by 31st May 2022. Our payment terms are 30 days from receipt of a valid invoice.

Next Steps



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Please send your proposal, including :-

- A cover letter introducing the company and outlining the key strengths and relevant experience. CVs can also be included.
- A detailed project proposal, including the proposed methodology, timeline, report format and budget.
- A portfolio of relevant previous work/reports that you have produced.

Please also provide a response to the below additional information.

Are you a member of Staffordshire Chambers of Commerce	Y / N
Do you hold ISO 9001 and / or ISO 14001?	Y / N
If no, would you be interested in attaining ISO 9001 or ISO 14001	Y / N
Do you pay at least the Real Living Wage to employees?	Y / N
If no, would you like someone to contact you with more information on how to sign up to the Real Living Wage foundation?	Y / N
Are you doing anything towards the Sustainable Development Goals? If yes, please tell us below:	Y / N
Would you like more information on the Sustainable Development Goals?	Y / N

This proposal and answers to the above questions should be emailed to mentoring@staffordshirechambers.co.uk and received no later than 5pm on 3rd March 2023

Scoring Matrix

The scoring of the tender is based on the following criteria:

Company Background

Information Only

Area



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1. Project Proposal	30%
2. Background Knowledge/Experience/Portfolio	30%
3. Price	35%
4. Additional Information Questions	5%

If you have any questions or queries regarding the tender opportunity, please e-mail them in the first instance to mentoring@staffordshirechambers.co.uk



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