

Invitation for Quotation to deliver the Enterprise Adviser Network across Essex

Background

The Enterprise Adviser Network (EAN) is a national network connecting schools and colleges with employers and careers programme providers and supports them to work together to provide young people with effective, high-quality encounters with the world of work. The network is made up of Enterprise Coordinators; trained professionals who work with clusters of 20 secondary **schools and colleges** to build careers plans and make connections to local and national **employers**.

Enterprise Coordinators support a group of senior business volunteers, known as Enterprise Advisers, who they match with one of the school or colleges in the network.

Enterprise Advisers use their knowledge of the local business landscape to support the headteacher or careers team to develop an effective careers plan and to create opportunities with their business contacts in the area for their school or college's students.

As nationally, across the South East LEP area (East Sussex, Essex, Kent, Medway, Southend and Thurrock) coverage of this network is growing. There are different funding models in place for local match, with the funding of 50% required provided for example by local authorities, universities, colleges, businesses and sector bodies. To date, across the Essex area, funding has been provided by Essex County Council who have confirmed that they will not continue beyond the current contract period (August 2019). **Note that match funding for Southend and Thurrock areas will continue to be provided by local authorities there.**

SELEP works with the network on a strategic basis, facilitating meetings of Enterprise Advisers and will ensure regularly reporting and links through the Skills Advisory Panel and Digital Skills Partnership being established. SELEP's priorities and support for the network are also outlined within its Skills Strategy at <https://www.southeastlep.com/our-strategy/skills/>. This outlines the importance of the network as set out in the [National Careers Strategy](#) which includes a commitment for schools to meet eight [Gatsby Benchmarks](#), forming a framework for good career guidance including encounters with employers and linking curriculum learning to careers.

SELEP also currently holds the contract for Essex, Southend and Thurrock and is seeking a new organisation to fulfil the contract function if possible, ensuring join up across the geography. We are looking for match funding for the Essex County Council area initially to take the network to August 2020, with match funding beyond that date subject to the Government's forthcoming spending review.

The EAN Funding Model

- The funding model is that Enterprise Co-ordinators (working with c.20 schools) are 50% funded by the [Careers Enterprise Company](#) (CEC) capped at £25,000 a year contribution (or £30,000 for Senior Enterprise Co-ordinators). This includes on-costs such as travel and subsistence and equipment.
- Match fund the remaining kickstart fund – either cash-match or in-kind match.
- To achieve full coverage in Essex and to schools and colleges would require 5 Enterprise Co-ordinators (including Senior Co-ordinator covering 10 schools only).
- The priority is for 3 current Enterprise Co-ordinators already covering Essex to be retained in the network to enable continuity of delivery.
- Based on the funding model outlined therefore, the annual maximum match funding required is £130,000. The minimum match funding required is £75,000.
- ‘Kick start’ funding of £40,000 will be available to support the development of the network including marketing and events.

Part One - The EAN Proposal

SELEP and CEC are seeking an organisation or consortium to deliver the EAN network across Essex from September 2019 to August 2020 and to host the Enterprise Co-ordinators (who can work remotely). There are various options that may achieve this:

- Bids from an organisation or consortium of organisations (with nominated host for 3 ECs in addition to hosting 2 new posts) covering Essex area
- Bids from an organisation or consortium of organisations (with nominated host for ECs) covering part of the Essex area
- Bids from an organisation or consortium of organisations funding and hosting part of the Essex area (which may lead to multiple hosts across the geography and who would be expected to work in partnership)

Bids from organisations who would be interested in investing in the Essex EAN, however, do not have capacity to employ or manage the ECs

Minimum requirements

- Working with partners across Essex, Southend and Thurrock to establish a governance structure.
- Must be ready to be operational by 1st September 2019.
- Please see **Appendix 1** below (targets from the Careers Enterprise Company) and **Appendix 2** (Terms and Conditions) attached with this document

Part Two - Proposal to support the delivery of the 60Minute Mentoring Programme (60MMSE) across the North Thames Estuary area

Background

The 60 Minute Mentoring Programme is an established programme which has been running for seven years and is currently delivering mentoring to 340 students in year 8 who are at risk of disengagement, across the North Thames estuary area: Southend, Rochford, Castle Point, Thurrock, Basildon. The programme is delivering through the 2018/9 academic year.

Mentoring is delivered in schools with higher levels of pupil premium who wish to support a cohort of ten students to overcome barriers through the programme and achieve improved outcomes. Some schools have chosen to deliver to two cohorts due to the value placed on the programme and the outcomes it achieved. The programme has a proven track record of improved outcomes.

Mentors are recruited from the business community to provide support and guidance through 2 group mentoring and 2, 1:2:1 mentoring sessions. Full training and support is provided to business mentors who have stated that the programme supports their professional development, allows them to engage and support their local community and supports the businesses social value responsibilities.

The programme was previously funded through the Careers and Enterprise Company, however as the grant funding agreement is concluded, we are looking for external funding to continue the delivery of this programme in either the whole area or parts of.

The request for funding assumes that the existing team will continue to deliver the programme under their current employment arrangements, utilising the experience, expertise and resources that have been developed to date.

It should be noted that the delivery numbers are based on numbers starting the programme and that as with all programmes there is a small number of students that do not complete. This figure is estimated to be approx. 5%

The 60 MMSE Proposal

- The programme will cost £105k to deliver to 340 students in the academic year 2019/20 using the currently delivery model which consists of three full time members of staff, delivering the training, recruitment, programme and evaluation across the existing five boroughs: Southend, Rochford, Castle Point, Basildon and Thurrock. We are therefore seeking a funder to who can fund the full delivery costs of the programme in its current format.
- To part fund the delivery of the programme in Southend Borough only, to 100 students in partnership with Southend Borough Council who are able to part fund the programme to a maximum contribution of 40% of the delivery costs. Cost contribution required £26,000
- To wholly fund the delivery of the programme using the options model below in order to provide coverage across the same region to a smaller number of students: 100 Students @ £43,500 or 220 students @ £73, 600

	Cost (£)	Delivery	cohorts / schools	cost per student (£)
Option 1 - 1 member of staff	43,558.36	100	10	435.58
Option 2 - 2 members of staff	73,593.73	220	22	334.52
Option 3 - 3 members of staff	103,629.10	340	34	304.79

Minimum requirements

- Working with partners across Essex, Southend and Thurrock to establish a governance structure.
- Must be ready to be operational by 1st September 2019.
- Please see Appendices for current Contract for Delivery

Questions to answered as part of your response and application:

Please be specific about your answers to partnering with us on Part One or Part Two or Both.

1. How many Enterprise Co-ordinators are you seeking to fund?
2. Is this a consortium bid? If so, list all partners, their funding contributions and which organisation host the Enterprise Co-ordinators (office space, equipment)
3. Are you able to get up and running by 1st September 2019? How will you achieve this?
4. Please provide an overview of your track record in delivering similar programmes
5. How will you ensure compliance with CEC's requirements set out above?
6. How will you engage new employers in the network?
7. How will you ensure join up with Essex, Southend and Thurrock to achieve a co-ordinated approach?
8. Which local networks and partners do you already work with (evidence joint work and support where possible, such as a letter of recommendation)?
9. Please set out (maximum one page) how you will deliver the network and please send your proposal by 17:00 Friday 21st June 2019 to LEPinfo@careersandenterprise.co.uk

Date of interviews for shortlisted applications: 1st and 2nd July 2019

Venue: County Hall, Market Road, Chelmsford. CM1 1QH

Panel:

1. Louise Aitken – SELEP Skills Lead
2. Ruth England – Consultant Headteacher
3. Georgina Angele - CEC Regional Lead, South East
4. Tony Dillon – Enterprise Adviser and Co-Chair of SELEP East Sussex Careers Hub
5. Caroline Reynolds – Senior Economic Development Officer, Southend Borough Council
6. Will Morlidge - CEC Area Manager East.

Decision deadline – 12th July 2019

Partnership Strategy Day – 15th July 2019 @ CEC HQ.

Appendix 1: Targets from the Careers Enterprise Company

The grant is subject to The Careers & Enterprise Company grant terms and conditions set out in Appendix 2. These reflect the requirements of GDPR, a review of arrangements for DBS checks and the role that The Careers & Enterprise Company’s partnership with the grant holder plays in delivering the Careers Strategy which has revised our Grant Funding Agreement with the Department.

Funding allocation and targets

Funding allocations as set out above in the EAN funding model.

Targets for 2018-19 and 2019-2020

Non-benchmark targets have been set in consultation with the Careers & Enterprise Company Regional Lead. The objective behind these targets are to move towards high quality full coverage of schools and colleges during the 2019-20 academic year. Targets are also set for achievement of Gatsby Benchmarks 5 and 6. These targets reflect the expectations of the Department for Education.

The Careers Enterprise Company will work with contract holders to ensure continuity and up to date information is provided for year 1 to enable delivery against year 2 targets.

	Year 1 (2018-19)	Year 2 (2019-20)
Enterprise Adviser Network status Based on June 2018 claims and EAN returns	<ul style="list-style-type: none"> • Up to 4 FTE ECs including 1 FTE Senior if appointed • At least 60 mainstream schools and colleges in the network, of which at least 60 are matched to an EA. • 70% or higher EA satisfaction (CEC annual survey) • 70% or higher School and College satisfaction (CEC annual survey) 	<ul style="list-style-type: none"> • Full coverage – Up to 5 ECs including 1 FTE Senior if appointed • Full coverage - 85 mainstream schools and colleges offered access to the network and an EA match. • At least 85 schools and colleges (of any type) matched with a similar number of EAs • 70% or higher EA satisfaction (CEC annual survey) • 70% or higher School and College satisfaction (CEC annual survey)