



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 are staff who 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 are volunteers who 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 through a partnership between Thurrock Council and a subcontracting agreement with an independent training organisation, who have confirmed that they will not continue beyond June 2020. **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 ensuring regular reporting and links with the Skills Advisory Panel, and Digital Skills Partnership. 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.

The Careers Enterprise Company and Thurrock Council are seeking a new organisation to fulfil the contract delivery function, ensuring join up across the geography. We are looking for match funding for the Essex County area to deliver the Enterprise Adviser Network from the 1st July 2020 and subsequently into the 2020/21 academic year until 31st August 2021, with match funding beyond that date according to DfE Grant Funding Agreements.

THE CAREERS & ENTERPRISE COMPANY

EAN Funding Model

- Enterprise Co-ordinators (with a caseload of c.20 schools each) are 50% funded by the [Careers Enterprise Company](#) (CEC) capped at £25,000 a year per EC (or £30,000 for Senior Enterprise Co-ordinators). This includes on-costs such as travel and subsistence and equipment.
- To achieve full coverage in Essex inclusive of all schools and colleges would require 5 Enterprise Co-ordinators (including a Senior Co-ordinator with a caseload of 10 schools only). The chosen delivery partner would therefore need to match fund 50% of staffing costs, the annual maximum match funding required is £130,000. The minimum match funding required is £100,000.
- The priority is for the existing four Enterprise Co-ordinators already covering Essex to be retained in the network to enable continuity of delivery.
- From September 2020 a sustainability fund will also be available, and the delivery partner will be expected to provide match for this fund, either by cash or in-kind support.

The EAN Proposal

The CEC and Thurrock Council are seeking an organisation or consortium to host (ECs are field based in their areas) and oversee the continued expansion of the EAN network across Essex from 1st July 2020 to 31st August 2021.

There are various options that may achieve this:

- Bids from an organisation or consortium of organisations (with nominated host for 4 ECs in addition to hosting 1 new Senior Enterprise Coordinator post) covering 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 manage the staffing resource.

Minimum requirements

- Working with partners across Essex, Southend and Thurrock within a governance structure.
- Must be ready to be operational by 1st July 2020.

Questions to answer as part of your response and application:

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 would host the Enterprise Co-ordinators (office space, equipment, employment contract)
3. Will you be operational by 1st July 2020? How will you achieve this?
4. How you plan to match fund the staffing costs and sustainability fund.
5. Please provide an overview of your track record in delivering similar programmes
6. How will you ensure compliance with CEC's requirements set out above?
7. How will you engage new employers in the network?
8. How will you ensure join up with Essex, Southend and Thurrock to achieve a co-ordinated approach?
9. Which local networks and partners do you already work with (evidence joint work and support where possible, such as a letter of recommendation)?
 1. Please set out (maximum one page) how you will deliver the network and please send your proposal by 17:00 Friday 29th May 2020 to LEPinfo@careersandenterprise.co.uk

Date of interviews for shortlisted applications: 2nd June 2020

Venue: County Hall, Market Road, Chelmsford. CM1 1QH / or possibly via video conference if current situation prevails

Panel:

2. Louise Aitken – SELEP Skills Lead
3. Michele Lucas – Assistant Director, Education and Skills – Thurrock Council
4. Georgina Angele - CEC Regional Lead, South East
5. James Moon - CEC Area Manager East.

Decision deadline – 3rd June 2020

Partnership Strategy Day – week commencing 8th June 2020.