



## **Haven Gateway Partnership (HGP) requests quotations to support SMEs with Industry Expert Consultant Mentors**

The Transport and Logistical Efficiencies (TALE) project is an exciting business support project covering Norfolk, Suffolk, Essex, Kent and East Sussex, funded by the European Regional Development Fund (ERDF) and led by the Haven Gateway Partnership.

The Haven Gateway Partnership is an organisation through which both the public and private sector organisations can work together to promote the economic opportunities and secure the future prosperity of the area which is a major international gateway for the UK.

Essex County Council is the accountable body for Haven Gateway Partnership so all contracts are awarded via Essex County Council systems and processes.

Essex County Council is dedicated to improving Essex and the lives of our residents. Our ambition is to deliver the best quality of life in Britain. We will achieve this by providing high-quality, targeted services that deliver real value for money.

ESIF/ERDF is the funding body for the TALE project, providing 50% of the funding for the project. The 2014-20 European Structural Investment Fund (ESIF) Growth Programme provides investment to projects that improve local innovation and growth, create jobs and promotes social inclusion. ESIF comprises three different funds including European Regional Development Fund (ERDF) which focusses on research and innovation; supporting and promoting small and medium enterprises; and the creation of a low carbon economy. The Managing Authority for ERDF is the Department for Levelling Up, Housing and Communities (DLUHC).

### **Background**

The Haven Gateway Partnership was created in 2001 by a group of partners across North Essex and South Suffolk in order to promote the area as a distinct economic sub region based upon its strong links with the Haven Ports of Felixstowe and Harwich. Today, the Partnership remains a vehicle for co-operation and collaboration. It is a public/private partnership which still embraces Ports and Logistics but now also supports its partners, through evidence backed advocacy and selective project work, to drive economic growth more generally in support of the New Anglia (NALEP) and South East (SELEP) Local Enterprise Partnerships (LEPs) which cover Norfolk, Suffolk, Essex, Kent and East Sussex Counties. Supporting innovation is a growing focus of our work, in particular, innovation in our priority industrial sectors: Advanced Manufacturing; Construction; Ports and Logistics; Digital, Cultural and Creative; Low Carbon and Renewables and Health and Care.

We have successfully secured support from the European Structural and Investment Fund (ESIF) under the European Regional Development Fund (ERDF) for our Transport and Logistical Efficiencies (TALE) project which ran from April 2018 to the end of August 2021 and due to its success, secured an extension to the end of November 2022. TALE is a targeted business support and innovation grant programme that is focused on:

- improving the efficiency and productivity in small to medium sized enterprises (SMEs) in the transport and logistics sector and
- improving the logistics and supply chain operations in SMEs in other sectors, across NALEP and SELEP
- promoting the adoption of data analytics and data security tools and techniques as a route to enhanced competitiveness such as better use of consumer data and other available big data sets eg weather, travel statistics
- delivering business growth in the NALEP and SELEP areas

TALE builds on the success of a previous logistics focussed ERDF project called Low Carbon Freight Dividend (LCFD) which supported SMEs in the East of England to switch their container movements from road to rail or coastal shipping and so reduce their carbon emissions.

As part of the extension of TALE, we wish to offer up to 25 businesses mentoring or the opportunity to work with an Industry Expert to improve their business.

## **Requirement**

We would like to recruit a panel of industry experts who we can call upon to give practical mentoring and expert advice and support to individual SMEs within the Transport and Logistics sector as well as those who move goods from A to B (ie manufacturers etc).

We would like experts to offer virtual 1:1 mentoring support (up to 9 hours per SME over a 2—3 month period including writing up follow up reports for SMEs). This support can run through until the end of September 2022.

Industry experts should have director level experience of working in the transport or logistics sector or function or be part of the supply chain supporting it and be passionate about using their experience to help SMEs to gain efficiencies through better use of data by digitalising their systems, operations and processes. They should have senior leadership, business strategy experience, a commercial focus, experience of working with SMEs and in consulting, mentoring or coaching.

We are looking for individual consultants who have expertise and experience in one or more of the following areas.

- Operations and Processes
- Logistics systems including transport management systems, vehicle compliance, stock management, despatch systems
- Ecommerce fulfilment
- Data analytics and Business Intelligence
- Cyber Security
- Digital capability
- People and data

This list is not exhaustive and should you have additional expertise that you can offer that fits within the TALE project, you should include this within your response.

### **Workload and Process**

We cannot guarantee a specific number of hours' work to our experts because the mentoring programme will be demand led by the SMEs. Introductions will be made by our team who will carry out a thorough diagnostic with an interested SME resulting in an action plan being developed. This will include the options of mentoring or grant support. If the mentoring route is chosen, we will support the SME to choose their mentor(s) and after checking the fit and availability with the mentor, will facilitate the first meeting.

Your mentoring support could be in blocks of 3, 6 or 9 hours depending on the needs of the SME. These hours need to be spent with the SME (virtually) discussing the areas identified in the action plan that they need assistance with, with clear goals and actions set at the end of each section that can then be reviewed. Some of this time can be used if you write up a report for the SME after the session.

You will be required to record all hours that you spend with the SME and provide a regular update to the TALE team.

When considering your costs, please advise for the following:

- an hourly rate;
- a rate for a block of three hours direct mentoring support plus one hour in total for preparation and follow-up time (these will be taken over a period of time)
- a rate for a block of nine hours direct mentoring support plus one hour in total for preparation and follow up time (these will be taken over a period of time)

- the cost of writing a blog or short think-piece relating to your area of expertise or following up from a webinar/event for the website and e-newsletter.

### Publicity

- Our experts must be prepared to have their profiles on our website and other marketing collateral including social media so that we can promote their support to the network.

### Key Dates and Milestones

27 April 2022	RFQ issued
6 May 2022 12 noon	Deadline for RFQ responses
9 – 10 May 2022	Assessment of responses
10 May 2022	Appointment of successful companies

### Equality and Diversity

The TALE project operates in line with the Equality and Diversity Policy of Essex County Council as well as the ERDF Equality and Diversity theme (details are available on request). We will actively promote equality and freedom from discrimination and we will not discriminate on grounds of gender, age, disability or ethnic origin.

All expert mentors will be expected deliver in line with these policies.

As part of your submission, please answer the following questions:

<b>Evaluation Criteria;</b>					
<b>Part I: Yes = Pass; No = Fail</b>					
<b>Part II: No = Pass; Yes with evidence at III = Pass; Yes with no evidence = Fail</b>					
<b>Part IV: Yes = Pass; No = Fail</b>					
I.	Does your organisation fully comply with your statutory obligations under the Equality Act 2010?	Yes	No	N/A	If stated Yes, please state how
II.	Have you ever been challenged under the Equality Act e.g. a discrimination case?	Yes	No	N/A	If stated Yes, please state how

III.	If answered yes to the above question, do you have any evidence of changes in practises or working	Yes	No	N/A	If stated Yes, please state how
IV.	If you are not currently subject to UK legislation, do you comply with equivalent legislation that is designed to eliminate discrimination and promote equality of opportunity?	Yes	No	N/A	If stated Yes, please state how

## Insurance

Please confirm you hold the required insurance levels below by marking with an 'X' if you have the insurance or are willing to obtain prior to the contract start date.

You will be required to provide copies of your insurance policies prior to contract start. If the policies are already in place, please submit copies of these with your RFQ submission.

4.1	<b>Employers Liability Insurance</b> to a value of <b>£5M</b>	Yes, or willing to obtain	
		No	
4.2	<b>Public Liability Insurance</b> to a value of <b>£5M</b>	Yes, or willing to obtain	
		No	
4.3	<b>Professional Indemnity Insurance</b> to a value of <b>£500,000</b>	Yes, or willing to obtain	
		No	

## 5.2 Modern Slavery

An organisation in any part of a group structure will be required to comply with the provision of the Modern Slavery Act 2015 and will need to produce a statement if they:

- Are a corporate body or a partnership (described as an “organisation” within RFQ documents), wherever incorporated;
- Carry on a business, or part of a business, in the UK;
- Supply goods or services; and

- Have an annual turnover of £36m or more

Depending on your annual turnover, please self-certify the following questions in relation to your organisation or supply chain by marking the relevant box below with an 'X'.

We confirm that we are taking steps to ensure there is no Modern Slavery or Human Trafficking within our organisation or our supply chain	
We are not currently taking steps but will do going forward if successful in this RFQ	
We are not taking any steps	
N/A due to not having an annual turnover of £36m or more	

### Conflicts of interest

The project also offers grants to SMEs for consultancy support and a situation may arise where the company you are mentoring would like to continue working with you beyond the 9 hours of support funded by the project. In this instance we would require you to inform us in line with our conflict of interest policy – see attached

### To Apply

If you are interested in joining our expert panel please submit your:

- Areas of expertise and the experience you have. Please give examples of your experience – this can be a CV type document. If you have more than one 'expert' in your organisation, please provide information for each one. Please refer to the specification document for the types of expertise sought to support businesses. If you have others not listed, please include them in this section.
- Equality and Diversity Criteria response table
- A referee we can contact if necessary

Cost schedule including:

- an hourly rate;
- a rate for a block of three hours direct mentoring support plus one hour in total for preparation and follow-up time;
- the cost to develop and present a 1-2 hour webinar or panel event on a topic agreed with the project team;

- the cost to act as convenor and host facilitator for a 1-2 hour a webinar or workshop;
- the cost of writing a blog or short think piece relating to your area of expertise or following up from a webinar/event for the website and e-newsletter.
- Confirmation of the Equality and Diversity questions.

### **Clarifications**

If you require any clarifications please contact Lisa Brazier by email ([lisa.brazier@haven-gateway.org](mailto:lisa.brazier@haven-gateway.org)).

### **Timescales**

Please send your response by Friday 6 May 12noon to Lisa Brazier by email ([lisa.brazier@haven-gateway.org](mailto:lisa.brazier@haven-gateway.org)). .