

May 2020

REQUEST FOR QUOTES:

**DELIVERY OF EVALUATION REPORT/SUMMATIVE
ASSESSMENT**



European Union

European Regional
Development Fund

1. OVERVIEW FOR SUPPLIERS:

Aston University's Energy & Bioproducts Research Institute (EBRI) invites you to submit a quotation for the delivery of an Evaluation Report/Summative Assessment of the EBRI ERDF Successor Project.

Specifically the Assessment should highlight the impact of the project on the economic performance of the West Midlands Region. This programme of support should be delivered between July 2020 and June 2022. (Suppliers should be aware that the possibility exists that the project could be extended to June 2023 and if so there will be some additional budget available to cover this period.)

2. KEY INFORMATION

EBRI invites you to submit a formal written quotation for the delivery of an Evaluation Report/Summative Assessment:

1. The contract period will be for a term of 24 months from 1 July 2020 to 30 June 2022. The activity could be extended for longer if agreed by both parties and the project continues through to June 2023. (Additional budget will be available to cover this extension period)
2. The total value of this work is limited at £18,000 (+ VAT).

Your quotation document should be provided via email to Michael Gannon (ERDF Project Administrator) at the following address: m.gannon@aston.ac.uk

Deadline for submission of quotes – **Friday 12 June 2020**

3. The quotation document must make reference to the following information:
 - a. The analytical methods and requirements detailed in 'Section 4: Specification of Required Activity'
 - b. Your experience in providing this service and capability to meet the criteria detailed in 'Section 5: Supplier Requirements'.
 - c. Details of all proposed financial costs with reference to 'Section 8: Contract Value'

3. BACKGROUND INFORMATION

The Energy & Bioproducts Research Institute (EBRI) at Aston University is a world-leading centre for bioenergy research and technology development. EBRI is home to both academic and industry-facing teams that aim to accelerate the commercial deployment of emerging bioenergy technologies. EBRI's research and technology capabilities extend to cover the breadth of advanced thermal and biological conversion processes, including gasification, pyrolysis, anaerobic digestion and thermo-chemical refining of biomass and plastics to high-quality engine fuels.

The bioenergy sector is an acute priority for the West Midlands region as geographic constraints limit the region's potential to generate renewable energy from alternative technologies such as wind, marine and tidal power. Similarly, the commercialisation of emerging bioenergy technology can stimulate growth in the region's manufacturing, power technologies and engineering sectors and lead to the development of an internationally competitive bioenergy supply chain.

Whilst the West Midlands has a significant number of companies and sectors with potential to operate in the bioenergy sector their entry into the market can be hindered by an information deficit and lack of access to specialists and experts. To encourage and enable West Midlands businesses to take advantage of growth opportunities in the bioenergy sector EBRI has been awarded funding from the European Regional Development Fund (ERDF) to deliver a programme of structured industry engagement.

This programme – the EBRI ERDF Successor Project - is designed to support the development of a regional bioenergy supply chain and promote the adoption of innovative new bioenergy technologies across the West Midlands. See EBRI ERDF Project website for more details (<https://bioenergy-for-business.org>).

4. SPECIFICATION OF REQUIRED ACTIVITY:

Quotations are invited to develop and deliver an Evaluation Report/Summative Assessment for the EBRI ERDF Successor Project that complies with and satisfies the requirements of the European Regional Development Fund.

Specifically the Assessment should highlight the impact of the project on the economic performance of the West Midlands Region. Top line indicators of the success of EBRI are expected to be:

- Business expenditure on RD&I as a percentage (%) of West Midlands GVA.
- GVA of West Midlands Bioenergy sector.
- Data from end beneficiaries of the EBRI project including private businesses (from Medium to Small size) and individuals (e.g. research scientists setting up in spin-out businesses to develop and commercialise aspects of applications of EBRI technology).
- Analysis of *attributable* impact the project has had in terms of catalysing the uptake/development of bioproducts and other bioenergy technology, diversion of waste from landfill or incineration, the identification and capitalisation of new business opportunities and applications (e.g. in the automotive and transport sectors) and other key outcomes.
- The extent to which private businesses in the West Midlands have been able to maximise the economic opportunities demonstrated by the EBRI project.

Other indicators may include:

- A profile of the region as an adopter of bioproducts and bioenergy technologies.
- The development of an effective and growing supply chain based around West Midlands.
- Businesses diversifying into bioproduct related manufacturing and services to support adoption of bioproducts.
- The attraction of new bioproduct related businesses to the region (inward investment impacts).

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. Therefore the evaluation of the EBRI project will be vital to determine whether the project has been a success, whether there continues to be a need and demand, and whether it should be developed and extended. The evaluation will cover performance against predicted outcomes and identify any good practice or individual case studies that can be used to demonstrate impact on individuals, local businesses and the performance of the local economy. The evaluation will be longitudinal evaluation throughout the delivery period to ensure constant feedback and evolution to exceed all expectations on the project objectives, impact and success rates.

An interim evaluation report will be required in March 2021 with a final evaluation report following the Summative Assessment structure required in June 2022.

Aston University is looking for suppliers to provide a methodology but the following would be expected:

- Documentation Review
- Output Review
- Project Staff Consultation
- Business Consultation with project beneficiaries including face to face, telephone interviews and questionnaires
- Attendance at events such as some Master classes and seminars, workshops, information sessions
- Case Studies of businesses supported through the project
- Economic Impact Assessment of the project

Overall, the evaluation should assess the project in relation to achieving its aims and objectives and delivering the expected outputs and outcomes, and make recommendations for future activity.

The evaluation will look at:

- Has the project met its overall aims and objectives?
- What has the project achieved?
- What benefits has the project delivered and for whom?
- Was the project delivered in line with the original delivery plan? If not, why?
- Are businesses happy with the support provided? If not, why?
- Have the delivery arrangements been appropriate?
- What impact has the project had in the local economy?
- How is the project achieving strategic added value?
- Have the target outputs been achieved?
- What lessons can be learned?
- Are there any notable examples of good or innovative practice from the project?
- Have there been any unexpected outcomes?
- What factors have contributed to the success / failure of the project?
- Has the project caused any displacement?
- Are there any negative issues that need to be addressed?

5. SUPPLIER REQUIREMENTS

Suppliers must be able to:

- Commence delivery of this work in July 2020.
- Design a methodology to carry out the Evaluation Report that incorporates ERDF requirements.
- Consider ERDF guidance and build on the Summative Assessment Plan that has already been submitted to the Managing Authority

6. SCORING SYSTEM:

Each criteria will be assessed using the points allocation below:

1 (Poor) 2 (Satisfactory) 3 (Good) 4 (Very good) 5 (Excellent)

Points awarded against each criterion will be adjusted using the agreed **weighting** system to provide a **TOTAL WEIGHTED SCORE** for each quotation to determine the successful supplier.

Assessment

Criteria description	Weighting %
Experience & capacity to develop and deliver an assessment methodology	45
Proposed analytical methods	30
Experience of ERDF projects	20
Value for Money	5

7. CONTRACT SCHEDULE

The contract period will be for a term of 24 months from July 2020 to June 2022 with the possibility of a project extension through to June 2023.

8. CONTRACT VALUE

The maximum value of this contract is £18,000 (+ VAT) for project evaluation up to June 2022. Should the project be extended through to June 2023 there will be additional budget available to cover this period.