

Dorset Local Enterprise Partnership

Skills Commission Consultancy Brief

March 2022

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1. PURPOSE

Across the globe, we are moving to a skills based economy in terms of workforce and jobs of the future. To help Dorset ensure it moves at pace, Dorset Council, Bournemouth, Christchurch & Poole (BCP) Council and Dorset Local Enterprise Partnership (LEP) are working together to create a Skills Commission in order to understand the potential skills journey and opportunities / needs in Dorset for the future.

The purpose of the Skills Commission is to provide an objective and independent review of the future Dorset Skills landscape, helping to shape a world-class skills and learning infrastructure for all communities.

The Skills Commission requires a skills expert to figurehead as Chair and provide high level business leadership of the commission who can claim the national stage on Dorset's behalf. Particular emphasis will be on

- independence and objectivity
- an understanding of the skills agenda and the economy in Dorset, the UK and beyond
- considering the future picture, based on current trends.

This invitation to tender is open for applicants who can fulfil this leadership remit.

2. CONTEXT

Working with education providers and the private sector, Dorset Council, Bournemouth, BCP Council and Dorset LEP have together created ambitious place based strategies for investment opportunities for economic development ([Dorset Investment Prospectus](#)) and clear action plans around skills drawing on the regions strengths, prospects and challenges ([Dorset Skills Action Plan](#)).

Building on evidence supporting these strategic documents, the Skills Commission will be led by research and an evidence base from industry and global academic research reports and local information.

The Commission will bring together senior representatives from industry, education and public life and will be established as a time-limited, high-level Board (draft Terms of Reference can be found [here](#)).

This work will support the skills agenda throughout Bournemouth, Christchurch, Dorset and Poole, helping to inform actions in the Brighter Futures and Dynamic Places sections of BCP Council's corporate plan and the Economic Growth priority of Dorset Council's Corporate plan.

In terms of governance, the Commission will work closely with the [Dorset Skills Advisory Panel & Board](#) and will ultimately report to the Cabinets of the Dorset Unitary Councils (Dorset and BCP) the Dorset LEP Board.

3. COMMISSION

The two primary aims of the Commission are:

1. To undertake a review into the Dorset skills landscape – with a particular consideration of the National Skills White Paper and the Levelling Up White Paper, producing a report that lays out a potential skills journey and opportunities/needs based on 10-, 20- and 30-year trajectories.

2. To work closely with the Dorset Skills Advisory Panel and Board to support immediate implementation of the wider skills priorities within the Dorset Skills Plan and Dorset Investment Prospectus, and to ensure an effective handover at the end of the Commission's lifetime in 2022.

To fulfil the key aims, the Commission must:

- assess the optimum solution for delivery of post-16 education across Dorset.
- reflect a strong dialogue with business and industry to future proof emerging sector skills needs and talent gaps.
- investigate and to propose the most effective framework for negotiation of an Adult Skills Devolution Deal with Central Government.

The outcome of this work will help the Dorset remove barriers to raising prosperity, enable business-led growth and provide relevant skills education over a sustained period.

The process of developing the final report will be important in opening-up debate and challenge in clarifying skills provision for Dorset to help achieve the stretching ambitions we have for Dorset. For example, highlighting interdependencies between high growth business and skilled workforce. We expect to agitate and influence others in the process of developing this work, leading to the best outcomes for Dorset.

We welcome innovative approaches to the leadership of the Commission and the presentation of the report. The report will need to stand up to test and challenge by stakeholders – and ultimately act as a galvanising tool for partners across Dorset.

A significant amount of data and information has already been produced as part of our strategic development around skills and this will be shared with the successful applicant. The majority of work should be desk-based and conducted via virtual technology/ communications.

The Commission should support Dorset to move at pace on medium to long term responses to skills opportunities, linking to the Skills White Paper.

4. KEY STAGES & DELIVERABLES

The contract is to run from 1 April until 15 December 2022. The key stages and deliverables are as follows:

- Identify the work Programme – 30/4/2022
- Key Milestone meetings – May, August and November 2022
- Draft Report – 31 October 2022
- Presentation to stakeholders - 15 November 2022
- Final Report following stakeholder feedback – 15 December 2022.

5. BUDGET

The Skills Commission is a critical piece of work which will shape Dorset's future skills opportunities. For the leadership of this work we anticipate a total maximum budget of £10,000, including VAT

Tenders should be submitted clearly setting out the hourly rate at which the applicant will be charged (exclusive of VAT). Tenders should be valid for six months.

6. CONTRACT MANAGEMENT & MONITORING

The work will be overseen by the Dorset LEP Head of Enterprise, Skills and Industry and the supplier should nominate a dedicated point of contact to act as Contract Manager to oversee the work and liaise with and report into the Dorset LEP.

It should be noted that Dorset LEP requires a high level of accuracy in this piece of work, particularly in relation to the data and management information provided. The Contract Manager is responsible for ensuring the quality of the work and the accuracy of the information provided.

7. CONFLICTS OF INTEREST

Dorset LEP may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform Dorset LEP, detailing the conflict in the Supplier response to this tender.

8. TIMESCALES

Activity	Date
Invitation to Tender	22/03/2022
Deadline for submissions	04/04/2022
Assessment of responses received	w/c 05/04/2022
Interviews	w/c 11/04/2022
Inception meeting	w/c 11/04/2022
Contract start date	19 April 2022

The LEP reserves the right to cancel the tender process. No work is guaranteed to be awarded under the tender process and Dorset LEP is not responsible for any costs incurred as part of the bidding process.

The deadline for any Tender Clarifications from potential applicants is 31st March 2022.

9. ASSESSMENT

Tenders will be assessed using the following criteria and weightings and the weighted scores within each sub-criteria will be added together to arrive at the total score for this piece of work.

Question	Weighting
Understanding of requirement	20%
Experience of similar work and credibility with stakeholders	40%
Proposed approach to this work	20%
Proposed team	10%
Pricing	10%

Tenders will be scored according to the below scheduled; scoring and comments are confidential and will not be shared with any applicants.

Score	Comment
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4 - Excellent	Proposal meets, and in some places exceeds, the required standard.
3 - Good	Proposal meets required standard.
2 - Acceptable	Proposal meets the required standard in most respects, but is lacking or inconsistent in others.
1 - Poor	Proposal falls short of expected standard.
0 - Unacceptable	Significantly fails to meet required standard or does not provide the relevant answer.

Clarifications may be sought in writing from the suppliers and scores adjusted accordingly. Full or partial proposals that in the opinion of the Dorset LEP are unrealistically low or not reasonable sustainable (in terms of Quality or Price) may be rejected.

Dorset LEP reserves the right not to make any appointment.

10. PROPOSAL SUBMISSION

In order to be considered for selection, proposals to this tender must be received by **5pm, Monday 4 April 2022**. Any individual or organisation responding to this tender must submit its response via email to the following:

Rebecca Davies

Head of Enterprise, Skills and Industry

Email: rdavies@bournemouth.ac.uk

Please note that submissions not received via the means identified in this document may not be accepted or considered. Any tender submitted and/or received after the time specified may not be considered and the Bidder will be advised of this.

11. GUIDANCE

- Take the time to read and understand this document. In particular, develop a strong understanding of the Commission section.
- In structuring your proposal, consider how it will be evaluated.
- Bidders are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last-minute problems. Failure to submit the tender submission as required may result in the relevant Bidder being excluded from any further participation in this procurement.
- If you require clarification or you have any questions please direct these to: *Rebecca Davies*, rdavies@bournemouth.ac.uk