



INVITATION FOR EXPRESSION OF INTEREST

TO PROVIDE CONSULTANCY SERVICES

Cultural Industries Quarter Agency are seeking additional business coaches, mentors and advisors to support social enterprises as part of Social Enterprise Exchange.

We are looking to enhance our business support activity for existing social enterprises registered on the SEE2 programme by growing the number of business consultants we can draw on to help develop our programme of community hosted business support surgeries. This will be based on agreed day rate and be deployed on an as and when basis depending on the skills and support required by the social enterprises participating in our programme.

The role is peripatetic as we wish to develop the business support available to Hubs (as hosts) across the Sheffield City Region to accommodate business support surgeries and (where aligned) deliver occasional workshops.

This call comprises 3 separate lots (services). Applicants can submit an interest in more than one Lot:

- Lot 1: General business advice and support
- Lot 2: Funding/Financial advice
- Lot 3: Legal and company structural advice

All information is included in the document below.

The deadline to submit your proposal is 7th April at 11:59pm.

For more information, contact Steve Ellwood steve.ellwood@ciq.org.uk



CULTURAL INDUSTRIES QUARTER AGENCY

Social Enterprise and Business Development Consultant

1. Project Summary

Social Enterprise Exchange (SEE2) is a comprehensive programme of social enterprise support contributing to jobs, growth and social inclusion across the Sheffield City Region (SCR). It is delivered by a community-based consortium in collaboration with Sheffield City Region Growth Hub and is part funded by the European Regional Development Fund 2014 – 2020.

Social Enterprise Exchange will promote social entrepreneurship, through awareness raising events, knowledge exchange and peer networking; it will provide support for start-ups, including start-up grants and mentoring; and it will offer specialist enterprise support for existing social enterprises to grow and to develop new products and services.

2. Specific objectives of the consultant

- i) To produce and deliver business support workshops, webinars etc to SEE2 clients;
- ii) To deliver one to one support and advice to SEE2 clients as agreed under one or more of the following headings: -
 - General business advice and support
 - Funding/Financial advice
 - Legal and company structural advice

3. Duration and targets

The contract is initially offered to 30th June 2023.

4. Contract

The contract is offered on a fixed day rate of £400 or £200 for half a day inclusive.

The contract will be on a call off basis with work being assigned to consultants by the SEE2 partnership, according to the needs and requirements of the programme.

Contract for the work will commence May 2022.

5. Selection criteria

All expressions of interest should demonstrate they sufficiently meet the following

gateway selection criteria to demonstrate their capability to deliver the services offered.

- (i) Previous experience and track record
- (ii) Availability for the period to June 2023
- (iii) Agreement to the fixed rate set for this contract
- (iv) Ability to provide a reference from at least two 2 previous clients

6. Award criteria

Selected proposals will be awarded on the basis of Most Economically Advantageous Tender and responses will be evaluated using the criteria/weightings set out below.

- Qualifications and/or previous experience 25
- Awareness and understanding of business and social enterprise 25
- Ability to present to both individuals and groups 25
- Technical ability in use of social media and presentation software 25

Total maximum score 100

7. Return of responses

Applicants should provide a CV and covering letter detailing how they meet the selection and award criteria and identifying which of the 3 lots they are interested in delivering

All responses should be sent by email to **Steve Ellwood** steve.ellwood@ciq.org.uk

The schedule is as follows:

Invitation to tender advertised from 23rd March 2022

Return of proposal by 11:59pm 7th April 2022

Desktop evaluation week commencing 11th April 2022

Notification of decision by 15th April 2022

Please include all the information in your proposal response below:

- Contact information - Name and main contact details of provider including address, email, telephone plus business name and website where applicable.
- Whether or not you are registered for VAT
- Your UTR if a sole trader or company number if not Track record and experience
- Please provide contact details for at least two referees who are familiar with your work, including name, address, email and telephone

8. Contractual arrangements

The service provider will operate under a freelance contract with Cultural Industries Quarter Agency with payment by invoice subject to meeting performance targets. Evidence of freelance status will be required.

9. Audit requirements

We are required to maintain evidence relating to the financial and nonfinancial aspects of the SEE project and will retain original copies of invoices and other evidence for the extended life time of this project including photographic , computer records, correspondence etc.