



**The Royal Academy of Engineering
Enterprise Hub
Call for proposals**

Deadline for proposals:

20 May 2019, 5pm

Please send all submissions to: enterprise@raeng.org.uk

Invitation to tender

This invitation to tender invites proposals to undertake a formal evaluation of the Academy's Engineering SME Leaders Programme.

The full scope of the project is outlined in the following sections. More information on the Academy and the Enterprise Hub can be found in Annex A.

SME Leaders Programme Evaluation

1. Background

The SME Leaders Programme started in late 2016 and we have now recruited five cohorts – a total of 53 awardees. We run the programme twice a year with an average intake of 10 per cohort.

The Programme was set up to address one of the core challenges for scale-ups – a deficit of leadership skills, as identified in the Scale Up Institute's [scaleup report](#). The SME Leaders Programme therefore focuses on evolving the leadership skills of decision makers of tech and engineering companies with ambitions to scale. We have since been reviewing and enhancing the programme annually to ensure that it is still relevant to the needs of our entrepreneurs.

We have a rigorous selection process which is detailed in Annex A.

The six month programme supports SME Leaders overcome growth pains and achieve their full potential by providing the following:

- Up to £10k grant for a leadership course(s) of their choice
- Mentoring from our pool of the Academy Fellows (FREng) and industry experts
- 1-2-1 leadership coaching
- Masterclasses and workshops
- Access to our drop-in workspace in central London
- PR and marketing support

The programme has evolved significantly since its inception in 2017. For a table of changes made to the programme, please email Catherine.capone@raeng.org.uk

You will be expected to measure the impact of all versions of the programme, as the first three cohorts experienced different opportunities to the latest cohorts.

For further information on the programme please visit our website www.raeng.org.uk/sme-leaders

2. The overall objective

The evaluation should seek to quantify the impact, competitiveness and value for money of the SME Leaders Programme.

Primary objectives

The evaluation should attempt to measure the programme in the following areas:

1. The extent to which the SME Leaders Programme is uniquely positioned to support engineering and technology entrepreneurs in the UK.
2. Impact and effectiveness of the one to one leadership coaching, training workshops and mentoring on the SME leaders' capabilities to scale up their company.
3. Value for money – an assessment based on the objectives of the programme.
4. How the SME Leaders Programme format, content and effectiveness compares with other similar programmes, primarily in the UK, but also best practice globally.

Persuasive quantitative evidence on the benefit of both the programme as a whole and individual awards is required.

Consultants will also be required to suggest suitable metrics to assess performance of the recipients and the programme.

In addition, the evaluation should collate anecdotal evidence of SME Leaders acting as role models to others and promoting a culture of entrepreneurship in the UK.

Stakeholders to be interviewed

The evaluation should be carried out by engaging with:

- Beneficiaries of the SME Leaders Programme. This can include awardees and their staff who have participated on the programme
- Unsuccessful applicants, where possible
- Mentors
- Coaches
- BEIS as the funder of the SME Leaders programme
- Members of the SME Leaders Programme Selection Panel
- Enterprise Committee Members
- Partner organisations and other stakeholders as appropriate

4. Results to be achieved by the Consultant

The Consultant shall by beginning of September 2019 deliver a final report to the Academy outlining their findings, analysis and recommendations. The report should include both a version that can be published and freely shared, and another available only for Academy Fellows and staff that contains any restricted or confidential information.

5. Procurement Schedule

Call for proposals online	15 April
Deadline for the submission of proposals	20 May 2019
Review of submission by the Royal Academy of Engineering	22 May 2019
Interview of the shortlisted suppliers	29-30 May 2019
Appointment of the supplier	3 June 2019
Inception Meeting	w/c 10 June 2019
Interim report submission	Mid August 2019
Final submission	Mid September 2019

5. Content of the Proposals

Please include the following in your proposal:

- **Proposed content:** Proposed approach and Methodology including sample interview questions for the stakeholders.
- **Schedule:** proposed schedule for the completion of the evaluation
- **Track record:** track record to date in undertaking similar projects; please include CVs of all proposed members of the project team.
- **Cost:** overall cost for the project must including: design, delivery, materials, travel, accommodation, and VAT (cost must include VAT).
- **Other:** latest set of Annual Accounts. An appropriate level of professional risk indemnity insurance.
- **References:** Please provide the contact details of two references, who we may contact for input should you be invited to interview.

6. Selection criteria

In selecting proposals for interview, we will take into account the following criteria:

- **Cost:** Overall value for money and appropriateness of the budget.
- **Proposed content:** Quality and appropriateness of the proposed approach and methodology.
- **Track record:** Track record of the project team in delivering similar projects.

7. Award Criteria

In selecting the preferred supplier, we will take into account the following additional criteria:

- **Schedule:** Suggested timescale for the project delivery and process.
- **Other:** Quality of references received.

- **Presentation:** Shortlisted candidates will be invited to the Academy for the final presentation and Question and Answer session, at which you will have the opportunity to build upon the proposal.

0	No Answer/Unacceptable Response
1	Very Poor Response
2	Poor Response
3	Acceptable Response
4	Good Response
5	Excellent Response

Note: to score well (i.e. 3 and above) the evaluation panel will look for clear evidence.

The written proposal will be scored by three members of the Academy, and the three highest scoring proposals as determined by the 'Selection Criteria' subset of scores will be invited to the Academy to present their proposal to the Interview Panel.

The Interview Panel will consider both the Selection Criteria and Award Criteria scores, to give a weighted mark out of 100. The Panel may freely revise their 'Selection Criteria' scores based on the performance at the Interview Panel, and so the scores given under part 6 are not binding. The proposal with the highest total score will be awarded as the preferred supplier.

Selection Criteria

Section: <i>Cost</i>			
Description of criteria	Score	Weighting	Max Points
Is competitively priced	0-5	2	10
Has accounted for all costs to deliver proposal	0-5	1	5
Expenditure broken down and pricing clear	0-5	1	5
Appropriateness/value for money of the budget / expenditure	0-5	1	5
Total		25	

Section: <i>Proposed content</i>			
Description of criteria	Score	Weighting	Max Points
Appropriateness of approach and methodology	0 – 5	4	20
Quality of proposed interview questions	0 – 5	2	10
Total		30	

Section: <i>Track record</i>			
Description of criteria	Score	Weighting	Max Points
Experience of the delivery team working together	0-5	1	5
Experience of similar service provision - Details of work previously completed for other clients	0-5	2	10
Total		15	

Award Criteria

Section: <i>Schedule</i>			
Description of criteria	Score	Weighting	Max Points
The timescale to successfully deliver is realistic	0-5	1	5
Delivery process is clear and realistic	0-5	2	10
Total		15	

Section: <i>Other</i>			
Description of criteria	Score	Weighting	Max Points
Client References - suitability of nominated references	0-5	0.5	2.5
Client References - quality of reference received back	0-5	0.5	2.5
Quality of Presentation	0-5	2	10
Total		15	

ANNEX A

We run two cohorts per year for the SME Leaders Programme. Average intake is 11.

1. Open call for applications lasts 10 weeks.
2. Candidates submit an online application form.
3. All applications are reviewed by at least two members of the SME Leaders Selection Panel
4. Shortlisted candidates are interviewed.
5. Those successful at interview stage will be invited to the induction day to start the programme.

To be eligible:

- Applications are sought from decision-makers (both engineering and non-engineers) in engineering and technology SMEs with an ambitious vision to grow.
- Your company must have raised at least £500,000 equity investment and/or have a turnover of at least £200,000 in the previous 12 months (excluding grants and consultancy)
- Applications must be submitted by the intended recipient, i.e. leaders (Founders, MDs, or C-level executives) of engineering SMEs in the UK
- Applicants must come from a company based in the UK and registered with Companies House. For multinational companies, the Head Office must be based in the UK
- Applicants from any nationality are eligible as long as you have the right to work in the UK
- Only applicants from SMEs who aren't wholly or majority owned by another company eligible (SME as per the EU definition)

Useful links

Full information on the SME Leaders Programme can be found here:

www.raeng.org.uk/sme-leaders

FAQs here: <https://www.raeng.org.uk/grants-and-prizes/grants/support-for-entrepreneurs/sme-leaders-programme/fag>

Full guidance notes for applicants can be found here:

<https://www.raeng.org.uk/publications/other/sme-leaders-guidance-notes>

ANNEX B

The Royal Academy of Engineering

As the UK's national academy for engineering, we bring together the most successful and talented engineers from across the engineering sectors in a Fellowship, for a shared purpose: to advance and promote excellence in engineering.

We provide analysis and policy support to promote the UK's role as a great place to do business. We take a lead on engineering education and we invest in the UK's world-class research base to underpin innovation. We work to improve public awareness and understanding of engineering.

We are a national academy with a global outlook, and we use our international partnerships to ensure that the UK benefits from international networks, expertise and investment.

Enterprise Hub

The Royal Academy of Engineering's Enterprise Hub is a national resource for the UK's most promising engineering entrepreneurs. The Hub forms part of the Academy's commitment to stimulate excellence, creativity and innovation in engineering. The Hub does this by making awards to exemplars of excellence and innovation in engineering who will be the founders and leaders of tomorrow's high-tech companies. The awards include provision of money-can't-buy bespoke support and one-to-one mentoring from its Fellowship, which comprises many of the country's most successful engineers from across academia and industry, including prominent entrepreneurs and business leaders.

Enterprise Hub Vision and objectives

Our vision is to be a key driver of sustained economic benefit to the UK by supporting the formation of a robust ecosystem that fosters a culture of entrepreneurship, innovation and success amongst UK-based engineers.

Success will be evidenced by:

- Engineering and technology entrepreneurs with global vision delivering successful applications of engineering and technological innovations, with associated social and societal benefits; and
- A society in which talented engineers are inspired to become entrepreneurs and entrepreneurial spirit is valued and celebrated.

The objectives of the Hub are to:

- Accelerate innovation for the benefit of society by supporting founders of engineering and technology enterprises with grants, bespoke training and mentoring from Academy Fellows.

- Inspire and encourage business minded UK-based engineers to pursue entrepreneurial endeavours by celebrating and promoting successes.
- Enhance the climate for engineering and technology entrepreneurs and growth of technology enterprises in the UK.

Further information about the Hub and its activities can be found here:

www.enterprisehub.raeng.org.uk