

Low Carbon Skills for Wigan

Research Specification

March 2011

1 Introduction to the Greater Manchester Low Carbon Economic Area (LCEA)

Wigan is one of the 10 Association of Greater Manchester Authorities (AGMA) who have collectively made a commitment to reduce carbon emissions across GM by 30-50% by 2025. There is now substantial evidence that the challenge of moving Greater Manchester towards a low carbon future presents significant economic opportunity. The Greater Manchester '*Mini Stern*' report put a figure of £20 billion on that opportunity.

In 2010 an independent survey indicated that the low carbon supply chain across Greater Manchester already had a market value in 2008/09 of £4.4 billion, employing over 34,000 people across 1,900 companies. That analysis suggests that the low carbon economy in Greater Manchester is already worth over £4bn turnover p.a. and is expected to grow organically by 4% per annum. As such, it is anticipated that the low carbon economy will be a lever for job creation and economic growth, and potentially a way to help tackle long-term worklessness and reduce the effects of the economic downturn, whilst also assisting in the process of easing the GM GVA performance deficit.

Building upon the analysis and evidence the ten Greater Manchester local authorities have come together under the leadership of the Greater Manchester Environment Commission to develop a combined programme of work. The Greater Manchester Low Carbon Delivery Plan will build upon the LCEA designation negotiated with the previous Government. It was the only one of the eight previously designated LCEAs to be developed and designed by local authorities themselves, through their recognising the absolute necessity of scaling up levels of investment and activity to make significant progress, especially in the area of building retrofit.

The Greater Manchester Strategy states that by 2015 "Greater Manchester has established itself as a world-leading City region in the transformation to a low carbon economy".

LCEA Areas of work:

- **Residential Retrofit**

A capital delivery programme to pioneer approaches in tackling the challenging issues presented by the existing housing stock.

- **Non-residential Retrofit**

A capital programme that will establish the investment and delivery vehicles necessary to make the low carbon retro-fitting of public and privately owned non-residential buildings across Greater Manchester an attractive proposition for owners, occupiers and investors.

- **New developments and Infrastructure**

An integrating programme that aligns spatial planning strategies at the sub regional and district level with the supporting energy infrastructure, knowledge and

partnerships. The vision and 5 year outcome is that from 2019 all new developments will be zero carbon, for residential developments the target is 2016.

- **Skills and Employment**

Evidence would suggest that to achieve the objectives of the LCEA we will need to increase the proportion of people with relevant low carbon skills in order to deliver the capital and other work we will be creating through the different work packages. This will include increasing the proportion of people with relevant skills in the construction, retrofit, and finance and professional sectors, as well as ensuring we have the high level skills to foster innovation and support the development of new products and services.

- **Supply Chain**

Establish where opportunities exist for businesses to meet the retrofit demand and what business support requirements are necessary to expedite this. Programme is likely to include a combination of support to develop the supply chain, upskill installers and provide collaborative networks including R&D.

- **Funding and Finance**

Innovative financial mechanisms.

- **Enabling Delivery**

A programme that will provide the definition for a centralised programme delivery organisation to support the management of all the LCEA components.

- **Communications and Branding**

Ensuring that key developments relating to the LCEA are communicated both to internal and external audiences.

- **Low Carbon Laboratory**

Corridor Manchester is an innovative partnership that brings together the University of Manchester, Manchester Metropolitan University, Manchester City Council and Central Manchester Foundation Hospital Trust.

Further information available from the CNE website:

http://neweconomymanchester.com/stories/837-low_carbon_economy

2 Introduction to Wigan

Wigan Council is developing its Economic Framework and the transition to a low carbon economy is a principle which underpins this document.

Wigan has a strong manufacturing and engineering base, and we recognise the value of this as a platform to diversify, especially through creating new low carbon manufacturing jobs. However, we need to build on our strengths and successes by improving skills development and business growth, especially in areas such as sustainable construction, environmental technologies and creative business in order to attract new business investment.

We are investing in a number of business support and development programmes, including:

- Sector development including Environmental Technologies, Waste, and Manufacturing/Engineering, supporting businesses to identify opportunities for
 - Productivity improvement
 - Supply chain development
 - Increased innovation
 - Product development
 - Diversification
 - Energy Management
- Comprehensive business start up support, with specific focus on the sectors above, and on social enterprise opportunities.
- Local employment agreements, brokerage and support.

The manufacturing sector within the borough needs to respond effectively to global technological challenges in order to compete on a local, regional, national and global basis. New technological challenges are emerging as a consequence of climate change, population growth and the drive towards a low carbon economy. These technological challenges provide important opportunities for diversification and the development of new products and services. We recognise some industries will witness incremental change in their transition to a low carbon economy but that others will require a more fundamental shift.

Many companies are already responding to the emerging opportunities themselves, and do not require public support. However, research suggests that in some sectors, even in a recession, there are likely to be skills shortages and without intervention, Wigan and wider GM may lack the skills to fulfil the jobs being created.

Useful documents:

Climate Change Strategy and Action Plan

<http://www.wigan.gov.uk/Services/Environment/SustainableDevelopment/ClimateChangeStrategyandActionPlan.htm>

Wigan Low Carbon Energy study

<http://www.wigan.gov.uk/NR/rdonlyres/463093BB-1F0D-4B79-9850-63997A84B5F7/0/WiganEnergyStudy1278kb.pdf>

LDF

<http://www.wigan.gov.uk/Services/Planning/Policies/DevelopmentFramework/>

...including the LDF Topic Papers

<http://www.wigan.gov.uk/Services/Planning/Policies/DevelopmentFramework/TopicPapersFebruary2011.htm>

3 Research Objectives

1. To clarify the current employment position and future projections for the Low Carbon sector in Wigan.
2. To understand what skills sets and occupations will be necessary to ensure a transition to a Low Carbon borough
3. To understand the existing skills provision available in Wigan and identification of gaps both for current demand and future projected demand for the sector.
4. To understand how best to capitalise upon the skills and employment opportunities created through the Wigan and GM carbon reduction programmes, particularly in relation to the long term workless and existing workforce.

4 Scope of the works

4.1 Study Area

Transition to a low carbon economy is critical to economic development in Wigan, enabling adaptation by existing businesses, and opportunities for diversification, innovation and development by existing businesses into new low carbon products and services. On this basis the following subsectors of the Manufacturing sector are the focus of this research:

- Engineering
- Environmental Technologies

In addition, low carbon retrofit and new build are key areas of work and so construction sector will also be a focus.

Finally the following sub sectors of the low carbon economy:

- Energy Efficiency
- Energy Supply
- Renewable Energy
- Waste and Waste to Energy
- Low Carbon/Sustainable Transport
- Land based sector

The above list is not exhaustive, and consultants are encouraged to identify additional sub-sectors that should be included within the study.

The geographical area will be Wigan, including the wider travel to work area as appropriate.

Reference should be made to the strategic research project being undertaken by the University of Salford into Integrated Workforce Renewal. The Brief for this work is available to tenderers, and close working with this research team will be facilitated for the successful tenderer.

4.2 Study Objectives

The successful bidder will be required, but not be limited, to undertake the following:

Objective	Activity
<p>1. To clarify the current employment position and future projections for the Low Carbon sector in Wigan.</p>	<p>Determine the current size of the low carbon sectors (as listed above) in Wigan – by company, employment, geography and sub-sector, including projections for ‘low carbon jobs’ for next 3-5 years. This element should include clarification on the definition and scope of the sub-sectors listed above.</p> <p>Liaison with existing organisations delivering business support and development in Wigan will be needed.</p> <p>Please note: Sector analysis work has already been carried out into low carbon and environmental goods and services for Greater Manchester, including Wigan. The scope of this is therefore excluded from this tender. The report produced will be available to the winning tenderer.</p> <p>Determine the labour market forecast for the sector over a 3-5 year timescale – including identification of growth in existing subsectors within Wigan in addition to emerging industries within the sector</p> <p>To include a robust review of existing data and statistics specific to Wigan – where possible building on and corroborating works already completed.</p>
<p>2. To understand what skills sets and occupations will be necessary to ensure a transition to a Low Carbon economy in Wigan</p>	<p>Determine the existing skills shortages and vacancy position within the sector across Wigan – detailing occupation type and skills levels within each sub-sector.</p> <p>Determine the range and type of skill sets (from entry to level 4 and whether accredited or non-accredited) that are likely to be necessary to ensure a transition to a Low Carbon Economy.</p> <p>To include a robust review of existing data and statistics specific to Wigan – where possible building on and corroborating works already completed</p>
<p>3. To understand the existing skills provision available in Wigan/GM/Wigan travel to work area, and identification of gaps</p>	<p>Determine the existing and planned provision for training in low carbon skills in Wigan to support this sector – both public and private training provision, including an analysis of accredited and</p>

<p>both for current demand and future projected demand for the sector.</p>	<p>non-accredited provision.</p> <p>Explore barriers to accessing provision.</p> <p>Determine the current funding landscape for low carbon skills and training provision in Wigan and identify and identify any gaps – particularly for the sub-sectors listed above.</p>
<p>4. To understand how best to capitalise upon the skills and employment opportunities created through the LCEA programmes, particularly in relation to the long term workless and existing workforce.</p>	<p>Determine the opportunities for workless people to benefit from the Low Carbon Economy and in particular the current LCEA programmes in delivery or planned for the next 3-5 years.</p> <p>This analysis should provide a quantitative assessment on the skills and job creation opportunities.</p>
<p>5. To understand the impact of legislation</p>	<p>Analysis of EU and UK legislation and how this will impact or can support transition to a low carbon economy in Wigan.</p>

5 Methodology

The successful bidder will be expected to develop and determine the most appropriate methodologies to answer the project objectives as outlined above. This could include (but is not prescribed to be):-

- Desk based research of existing studies
- Field research – telephone, written or focus group questionnaires with businesses
- Stakeholder interviews
- Data collection and analysis (of pilot project data)

The successful bidder will report to and liaise with Steve Turner/Christine Bainbridge, Project Development Managers, who will oversee the project.

The bidder will be expected to work from his or her own offices and have access to the necessary IT resources.

6 Key Deliverables

- A detailed report (in MS Word compatible format) providing a quantitative analysis of the market as described (Objectives 1-3 above) substantiated by clear evidence based research and data analysis, highlighting key recommendations to achieve Objective 4 as outlined above.
- Provision of the datasets used in MS Excel workbook format including breakdowns of data as agreed by the project manager.
- The report should be presented in two phases – an interim report after 6 weeks and following discussion with the project manager, a full detailed report and presentation (in MS Word and MS PowerPoint format).

7 Commissioning

The appointment of the Consultant will be made on the basis of the submission that best satisfies the requirement of the brief and the aims and objectives contained within it. Evaluation of submitted tenders will also include a combination of the criteria set out below.

During the evaluation period, the Commission for the New Economy reserves the right to seek clarification from Tenderers, to assist it in its consideration of their Tenders.

Tenders will be evaluated to determine the most economically advantageous Tender, taking into consideration the following award criteria:

- Best value for money in terms of price and output;
- A clear understanding of the scope of the services to be provided, and the quality of the proposals to deliver these services;
- A demonstration of appropriate expertise and knowledge of the organisation and individual team members, including local, sub-regional, and regional knowledge;
- Capacity and ability to meet programmed deadlines.

As part of the Tender, consultants should provide the following information:

- Details of similar works carried out elsewhere, or details showing the competence of the organisation to undertake such works. Please include telephone numbers of referees that may be contacted;
- Copies of Officers curriculum vitae undertaking the work;
- A copy of each of the last three years audited accounts for the company or partnership, if available;
- Proposed involvement of, and arrangements for managing working relationships with, sub-contractors in providing the Contract;
- Proposed method for monitoring of performance and details of any Quality Assurance schemes that you operate or are a party to, if appropriate;
- Information about environmental good practice within the Company;
- A copy of the equality and diversity policy;
- A copy of the health and safety policy;
- Ability to meet the Council's insurance requirements;
- Outline Methodology of the approach to be taken;
- Details of personnel who will work on the project, including skills and experience.

The Consultant which best satisfies these criteria will be awarded the contract. Each of these criteria will be weighted equally in the Evaluation of Tenders.

The Commission reserves the right to withhold the awarding of the contract subject to tenders being received that meet the provision, as set out in this document, and fitting within the allocated budget.

8 Submission Details

Tenders should be returned in one envelope not bearing any company logo or any other means of identification.

The envelope should be marked:-

“Tender – Strictly Confidential – Provision of Research into Low Carbon Skills in Wigan”

and returned to:-

Steve Turner
Head of Carbon Economy
Commission for the New Economy
Churchgate House
56, Oxford Street,
Manchester
M1 6EU

Please Note: the deadline for submission of tenders is: Wednesday 4 May 2011

Consultants are advised to make themselves familiar with the area prior to making any bid. The project manager may be called upon to assist, however, canvassing by the consultant of any Commission or Wigan Council Officers or members or their agents or servants will disqualify their bid.

The Commission for the New Economy will not be responsible for any costs or expenses incurred before a formal letter of engagement is issued.

Tenders will be expected to remain valid for a decision within 90 days of receipt. Training and Support monies will be paid out in advance by the delivering organisation and claimed back in arrears on a quarterly basis following receipt of satisfactory monitoring returns. Alternative arrangements may be made for organisations that do not have the financial capabilities to work in this manner. The managing organisation will also be required to produce an interim evaluation report and a final evaluation report. Failure to produce these to a satisfactory standard will result in funds being withheld.

Documents and information being supplied including supporting information will become the property of Wigan Council at the end of the tender.

Please ensure that you complete the tender return summary sheet attached in Appendix 4 and place at the front of your submission.

9 Predicted Timescales

Issue of Invitation to Tender	Monday 11 April 2011
Tenders to be Returned	Wednesday 4 May 2011
Evaluation of Tenders	Thursday 5/Friday 6 May 2011
Interview Date for Tenderers	Friday 13 May 2011
Expected date of award of Contract	Monday 16 May 2011
Contract Commencement	Monday 16 May 2011

10 Funding

There will be a budget of £35,000 (exclusive of VAT) allocated for this commission. This is to include all fees, expenses and disbursements.

All Prices shall be stated in pounds sterling and exclusive of VAT.

11 Client Contact Details

If you have any questions or require any clarifications, please contact the Procuring Officer:

Steve Turner
Head of Carbon Economy
Commission for the New Economy
Churchgate House
56, Oxford Street,
Manchester
M1 6EU

Tel: 0161 237 4417

Email: Steve.Turner@neweconomymanchester.com

Or:

Christine Bainbridge
Resource Procurement and Development Manager
Wigan Council
Gateway House
Standishgate
Wigan
WN1 1AE

Tel: 01942 828960

Email: c.bainbridge@wigan.gov.uk

Other than the person or persons identified above, no Commission or Wigan Council employee or member of the Council has the authority to give any information or make any representation (express or implied) in relation to this ITT or any other matter relating to the Contract.

Please note that the responses to any queries or clarification requests may, at the Commission's discretion, be circulated to all Tenderers.

The Commission reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the ITT. All such further documentation that may be issued shall be deemed to form part of the ITT and shall supplement and/or supersede any part of the ITT to the extent indicated.

Tenderers must obtain for themselves at their own expense all information necessary for the preparation of their Tenders.

Under the Contract the Commission will require compliance with its policies. Tenderers are advised to satisfy themselves that they understand all of the requirements of the Contract before submitting their Tender.

The Tender must be received in accordance with the relevant instructions no later than the time and date indicated.

13 Contract Documents

Any resulting Contract will consist of the Contract Particulars (to be completed), the Standard Terms and Conditions and any Special Terms and Conditions (as detailed in this document) and will be subject to English law.

This procurement complies with the restricted procedure under EU procurement rules and the Commission cannot enter into any negotiations on the Tender or Contract.

Any contract award will be conditional on the Contract being approved in accordance with the Commission's internal procedures and the Council being generally able to proceed and will allow the statutory standstill period of a minimum of 10 calendar days to elapse before sending confirmation of contract award to the successful Tenderer.