

Midlands Engine: Political Advisory Services

Midlands Engine is looking to engage an appropriately qualified and experienced supplier for the delivery of political services to the Midlands Engine.

We are seeking a flexible provider who when called upon will advise on and act on any other matters not expressly specified but implied in the nature of this commission which may be relevant to Midlands Engine. It is expected the successful provider will provide 1 day per week support but be able to provide the flexibility and be responsive to meet the needs of the service.

The appointed contractor must demonstrate that there is no business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the activities outlined in this invitation to quote.

Service deliverables:

1. **Build profile and reputation:** Build the Midlands Engine's profile and reputation within Westminster and Whitehall, with members of the cabinet, junior ministers, political advisers or civil servants.
2. **Develop and deliver a formal engagement plan,** ensuring an agreed number of meetings with Ministers and Senior Civil Servants for Midlands Engine Chairman and Executive Director.
3. **Secure visits and meetings:** Secure monthly or bi-monthly visits to the region /virtual meetings from ministers, covering a range of different issues (in line with areas of focus to be agreed in the Business Plan / events activity and partner presented opportunities)
4. **Input to meetings, visits and activities:** Input into the co-ordination of regional visits, events and activities which may be planned, ensuring appropriate political representation – working with colleagues within the Midlands Engine Team and across the partnership as appropriate
5. **Coordinate work with colleagues:** Coordinate the Political Advisory work with Midlands Engine appointed public affairs/media reporting firm - working together with Midlands Engine PA/Communications Team taking a lead role where required
6. **Understand the Midlands Engine agenda:** Develop and maintain an overarching understanding of the Midlands Engine agenda, key priorities and political environment. To provide background on this to the Chair, where appropriate identifying potential actions, and to ensure the Chair's voice and views are heard by those in Government
7. **Flexible services:** Provide services on a flexible and adaptable basis in order to meet varying demands.

General:

1. Working with the Executive Director, enable and lead where needed to establish an active policy-making function for Midlands Engine, where this is recognised within Government as a core and valued function fulfilled.
2. Lead on and advise on the development of future devolution policy, working with the Executive Director.
3. Prepare, consult on and submit consultation responses on behalf of the Midlands Engine, working with the Executive Director, appointed public affairs firm and communications lead as appropriate,
4. Advise on political positioning, planning for and preparations in respect of spending round(s) and other fiscal events.

5. Support and lead where needed in the development of robust cases for investment by Government, including development of investment rationales, links to national policy delivery enablers, engagement with influencers and decision makers and document production
6. Coordinate the work of colleagues e.g. Midlands Engine Executive Team members, and where relevant, appointed consultants to build as strong a case as possible for any areas of interest by Government, as soon as practical.

Summary of activities:

1. Develop and deliver a formal engagement plan, including working with Government ministers, Midlands MPs, APPGs and Special Advisors securing key meetings as required
2. Input into the coordination of regional visits, events and activities as required
3. Coordinate and input the Political Advisory work with Midlands Engine appointed public affairs/media reporting firm - working together with Midlands Engine PA/Communications Team
4. Prepare, consult on and submit consultation where required responses on behalf of the Midlands Engine
5. Develop and maintain an overarching understanding of the Midlands Engine agenda, key priorities and political environment
6. Provide regular updates which can be disseminated through the Midlands Engine partnership.
7. Provide political updates to be put into Newsletters and social media content to be produced as standard off the back of meetings
8. Update to Operating and Executive Boards as required

Response structure: If you are interested in providing a quotation for this work, please provide a response to include:

1. Your approach to achieve each of the deliverables and the value added which your firm will bring
2. Your company expertise and resources you would commit (including the team proposed). Please provide a copy the CV's of the available staff with your proposal.
3. Day/hourly rates for key personnel
4. Your response should include any key areas where you believe your company can offer added value to Midlands Engine

Services timeline: Commencing, May 2021 concluding on or by 31 March 2022.

Quotation: It is expected the successful firm will provide up to 1 day per week on a flexible basis quotations accompanied by a rate card and CV identifying the key personnel.

Deadline for tenders: Close of business 07 May 2021

Please send submissions to: info@midlandsendengine.org

Evaluation basis: Responses received will be evaluated on a qualitative and quantitative basis at a ratio of 70:30.