

Commissioning Specification

Business Mentor Programme

1. Introduction and context

Research undertaken for the Local Enterprise Growth Initiative (LEGI) indicated that there was a lack of support from successful local entrepreneurs in helping other businesses to start and grow. Business mentoring can provide inspiration and practical advice to businesses, as these mentors are seen as independent and business-savvy. The advice is often more welcome than formal, institutional business advice. Business mentoring also promotes networking and ties between local businesses.

This Business Mentor Programme should link in with the existing national and regional mentoring projects, in particular the Business Volunteer Programme in Greater Manchester. Businesses and entrepreneurs will be matched with mentors with a sector specific background, and assistance will be available either in person or online.

2. Aims

'By 2017 Oldham and Rochdale will be thriving – playing a new and dynamic role in the economic growth of a world-class Manchester City Region'.

This programme will contribute towards the vision of creating a sustainable and dynamic business sector across Oldham and Rochdale by ensuring successful entrepreneurs are available to provide relevant mentoring support to new or existing businesses to improve their sustainability and competitiveness.

Both Oldham and Rochdale Economic Partnership's have secured funding to deliver a dedicated business mentor programme for Oldham and Rochdale, and welcome innovative ideas from organisations with experience in delivering business mentoring schemes.

3. Proposal Detail

Accordingly, **Expressions of Interest** are invited for delivery of the following:

Business Mentor Programme comprising the following elements:

- A. Recruitment and coordination
- B. Marketing
- C. Matching aid
- D. One-to-one support

Applicants are asked to explain how they would design and deliver the project and how the project will contribute to stimulating an innovative culture of business development and growth.

All elements of the project will run between the date of appointment and 30th June 2008

Partnership working	The successful delivery agent will be expected to cooperate and collaborate with other delivery agents undertaking activity commissioned on behalf of both Economic Partnerships.
Duration of programme	Commissioned activity will run between date of appointment and 30 th June 2008.
Funding available	Up to £40,000 (Value for money will be taken into account during the assessment of Expressions of Interest received). Applicants are asked to provide an itemised quotation for the costs of implementing their proposed programme of support.
Confidentiality	Delivery agents will be required to maintain commercial confidentiality at all times, aside from information mandated under Service Level

	Agreement (SLA) to provide relevant evidence of works carried out and outputs.
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4. Outputs and Outcomes

Outputs	
New companies assisted	50
Results *	
New jobs created	20
Jobs Safeguarded	20
Increased sales	£2m

* can obtain beyond programme period

Promotion of support to local enterprises is very important to both boroughs Economic Partnerships in terms of:

- Increasing the business base across both boroughs
- Supporting existing businesses across both boroughs to grow and create new employment opportunities

In supporting these objectives Oldham and Rochdale Economic Partnerships are now commissioning a number of activities and specific works needed to meet the relevant Local Area Agreement (LAA) objectives and to contribute to the delivery of both boroughs Economic Development Strategies. This particular commissioned activity forms part of the programme.

5. Tenders

Expressions of interest should be submitted and addressed as below to arrive no later than: Monday 2nd July 2007. Please ensure that alongside hard copies an email version is sent.

Private and Confidential
 (Ref: Business Mentor Programme)
 Lynda Brookes
 RMBC
 Floor 7 Municipal Offices
 Smith Street
 Rochdale
 OL16 1WU
 Email: Lynda.brookes@rochdale.gov.uk

For further information please contact:

Jonathan Phillips
 Oldham MBC
 Policy and Commissioning Unit
 Level 4, Civic Centre
 West Street
 Oldham, OL1 1UG
 0161 770 5194
 Email: jonathan.Phillips@oldham.gov.uk