



External Assessors

OWGP Funding Competitions

Call Document

15th October 2021

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1 Offshore Wind Growth Partnership

The Offshore Wind Growth Partnership (OWGP) is a long-term business transformation programme that has been established as part of the UK Offshore Wind Sector Deal. It will promote closer collaboration across the supply chain, implement structured productivity improvement programmes and facilitate shared growth opportunities between developers and the supply chain.

Over the next 10 years, the OWGP will invest up to £100 million in projects, activities, products and services that provide direct support to high growth companies in the UK offshore wind supply chain. The programme will deliver a combination of sbusiness support services and grant funding to grow existing companies, drive greater collaboration, increase business competitiveness, champion innovation and attract new entrants.

2 OWGP Grant Funding Programme

The OWGP Grant Funding Programme has been established to identify high-growth companies and award funding on a competitive basis for transformative projects that will enhance competitiveness, drive innovation and stimulate growth. This programme encourages applications from existing supply chain companies and those looking to diversify from adjacent sectors.

The programme has two funding competitions offering grants of different size and scale:

2.1 Development Grants

The purpose of the Development Grants is to help UK companies to improve their competitiveness or increase capability to enable a step-change in their growth. The Development Grant Competitions are open to a wide range of proposals across the existing supply chain and beyond, to fund projects that will lead to an increase in UK content, jobs, turnover and/or exports in the offshore wind sector. This covers investment in new equipment and facilities as well as the development and implementation of new processes.

Development Grants can be between £100k and £1m.

Projects can focus on one or more of the following areas that facilitate company growth:

- Investing in new equipment or facilities to increase manufacturing or service delivery capacity or capability.
- Developing and implementing new operational processes that will increase competitiveness in the UK and global markets.
- Investing in new technologies, products and/or services to improve operational performance, reliability and/or efficiency. Please note that any technology development should be near-to-market, ready for commercialisation.
- Other activity that will grow the company and lead to increased jobs, turnover and/or exports.

2.2 Innovation Grants

The purpose of the Innovation Grants is to fund game-changing projects that deliver new innovative technologies, products and services to the sector. Unlike Development Grant Competitions, the scope of each Innovation Competition will be targeted towards specific innovation priorities and opportunities identified within the offshore wind sector. The Innovation Grant Competitions are open to a wide range of proposals across the existing supply chain companies and potential new entrants, to fund projects that will deliver market-ready solutions that address the innovation need(s) identified within the competition scope.

Projects should also unlock growth potential for innovative UK offshore wind supply chain companies by enabling an increase in jobs, turnover, export opportunities and IP.

Innovation Grants can be between £25k and £100k

3 Current Competitions

3.1 Sept 2021 Innovation Grants Competition

The purpose of this competition is to fund projects focused on **the commercialisation of technologies, products and services that will accelerate offshore wind site development during the consenting phase**. This includes post-consenting activities like ongoing survey work, monitoring and mitigation activities.

The scope of this competition is targeted towards offshore wind consenting and site development (including ongoing site surveys, monitoring and mitigation). Project focus areas can include (but are not limited to):

- New survey technologies
- Seabed survey techniques, products, and/or services (Geotechnical/Geophysical/hydrographical)
- Environmental surveys/impact assessments
 - Ornithological
 - Marine Mammal
 - Benthic/Fish/Shellfish
- Ongoing monitoring, mitigation and compensation
- Data analysis techniques
- Data sharing platforms
- Technologies to optimize scoping/site selection
- Nature inclusive/environmentally friendly designs.

Total Funding Pot: **£3m**

Total Eligible Project Costs: **£25k to £100k**

Project Duration: **Between 6 to 18 months**

Full details of the competition can be found in the [Sept 2021 Innovation Grants Scope & Guidance](#)

4 Call for External Assessors

Proposals to OWGP Funding Competitions will be peer reviewed by external assessors to ensure a fair and independent assessment process. **The OWGP is seeking to build a pool of UK-based, experienced, individual assessors to evaluate funding applications on a sub-contract basis.**

Depending on the scope of the competition, the OWGP will select the best suited assessors from the pool to conduct evaluations. The number of assessors and assessments required will depend on the number funding applications received for each competition.

It is essential that all applicants have eligibility to work in the UK.

4.1 Assessor Criteria

We require individual assessors to:

- Help to ensure that the OWGP assessment process is independent, fair and transparent.
- Individually read and assess applications assigned to them by the OWGP based on industry expertise.
- Ensure that the OWGP selects the best proposals for funding in alignment with KPIs and value for money.
- Provide relevant feedback to applicants that will help them to develop their proposal and assist their business to develop.

4.2 Assessor Responsibilities

An Assessor will be required to:

- Attend an OWGP Assessor Briefing Workshop (via Microsoft Teams)
- Assess OWGP Funding Applications using the pre-defined evaluation criteria.
- Provide a short justification and relevant feedback to the applicant for each assessment.
- Attend an OWGP Evaluation Calibration Workshop (via Microsoft Teams).
- Assess up to 20 Funding Applications for per competition.

4.3 Assessor Expertise

4.3.1 Sector Experience

An Assessor must have at least 5 years' demonstrable experience in at least one of the following sectors:

- Offshore Wind
- Onshore Wind
- Aerospace
- Automotive
- Oil & Gas
- Nuclear
- Energy (other)

Applicants that have significant experience working in the offshore wind sector and a demonstrable understanding of sector challenges and innovation needs will score higher during the evaluation process. If an applicant has significant experience in a relevant sector that is not listed here, please detail this in the application.

4.3.2 Technical Experience

An Assessor must have at least 5 years' demonstrable experience in at least one of the following areas:

- Manufacturing, Fabrication or Welding
- Engineering (e.g. Mechanical, Electrical, Civil, Chemical etc.)
- Technology Innovation*
- Data and Digitalisation
- Operational Performance
- Internet of Things
- Robotics and/or autonomous systems
- Materials Science
- Virtual Reality and/or AI
- Site Development and Consenting*

* The OWGP is actively seeking applicants with experience in these areas to assess applications under the current Funding Competition (see 3.1).

In addition to relevant sector and technical experience, assessors should be familiar with current challenges associated with UK supply chain and be able to identify opportunities for businesses to improve their competitiveness and/or develop new products and services for the offshore wind sector.

4.3.3 Assessment Experience

The OWGP is seeking individuals with experience in carrying out technical and/or analytical assessments of proposals and providing recommendations, along with experience of budgetary control.

Assessors will also be expected to hold a breadth of knowledge relating to project development, management and evaluation to undertake assessments.

5 Assessor Key Dates

The OWGP expects to run a series of Development Grant and Innovation Grant Funding Competitions each year which will focus on different offshore wind topics. For each competition, the OWGP will look to select the most appropriate individuals (based on skills and expertise) from the pool of assessors, generated as part of this open call.

To be eligible to assess funding applications submitted to the current OWGP Innovation Grant Funding Competition, applicants must be available to participate in a Briefing Workshop on or around 15th November 2021 and be able to complete up to 20 assessments by 15th December 2021. The number of assessments is subject to change depending on the number of applications received on the competition closing date of 29th October 2021. Each assessment should take no more than 1 hour to complete.

A list of key dates for the OWGP Innovation Grant Funding Competition can be found below:

Event	Date
Call for Assessors opens	15 th October 2021
Call for Assessors closes	8 th November 2021 at 12:00 noon
Assessors notified	12 th November 2021
Briefing workshop	15 th November 2021
Deadline for all assessments	13 th December 2021 12:00 noon

6 Fee

Assessors shall be paid a fee of £100 per assessment (excluding VAT). Each assessment should take no longer than 45-60 mins to complete. Assessors will be issued with applications relevant to their area of expertise. The assessment fee is non-negotiable.

On completion of each assignment e.g. OWGP Sept 2021 Innovation Grant Funding Competition, you must submit an invoice to info@owgp.org.uk cc'ing claire.canning@ore.catapult.org.uk showing the competition code and confirming the number of assessments you have conducted within the assessment period.

OWGP reserves the right not to pay:

- For any assessments submitted later than the assessment deadline unless agreed with OWGP
- Invoiced submitted later than 90 days after the competition assessment deadline.

Payment will normally be made within 30 days of the OWGP receiving your compliant invoice.

The OWGP will reimburse, at cost, reasonable and necessary travel and subsistence costs incurred in the provision of services up to a maximum sum of £350 unless otherwise agreed by the

Programme Director. You must provide the OWGP with VAT receipts of actual payment of eligible expenses.

7 Selection Process for Assessors

The OWGP will select assessors based on the following assessment criteria and scoring:

- At least 5 years' relevant technical experience and expertise in at least one relevant discipline outlined in 4.3 (30%)
- Demonstratable experience working in the offshore wind sector (20%)
- At least 5 years' experience and expertise in another relevant sector (20%)
- Previous experience in technical and/or analytical assessment (20%)
- An understanding of UK supply chain challenges and barriers to growth (10%)

The response to each application question will be scored against the following criteria. A scoring of less than four (4) will result in the response being rejected in its entirety.

MARKING SCHEME	SCORE
<i>Fails to meet the scope for External Assessor-</i> Either no response or a very poor response has been provided with major deficiencies or little relevant detail proposed. Indicates a failure to meet criteria or to make an effort. Proposal not acceptable.	0 – 1 (Fail)
<i>Partially meets the scope for External Assessor</i> - Poor response only partially satisfies scope, with significant deficiencies apparent and/or is inconsistent with other proposals. Low probability of success. Response may be fairly generic, with evidence of having been used for other applications. The scope may simply have been repeated back without addressing the specific requirement. Low probability of success. Proposal not acceptable.	2 - 3 (Fail)
<i>Almost meets the scope for External Assessor</i> - Response meets minimum scope but remains basic and minor reservations still exist about the quality or the extent of the evidence provided which could have been expanded upon. Response is sufficient but does not inspire. Reasonable probability of success, with minor weaknesses being relatively easy to correct.	4 - 5
<i>Meets the scope for External Assessor-</i> Response is relevant and good but stops short of being truly exceptional. It is sufficiently detailed to demonstrate a good understanding of the scope, including a level of detail, which adds meaning to the Qualitative. Good probability of success.	6 - 7
<i>Fully meets the scope for External Assessor</i> - Comprehensive and useful information provided which is beneficial to OWGP and the response is significantly better than other responses received. Response is supported by highly relevant skills and experience. High probability of success; no weakness noted.	8

Applicants will be advised of our decision by email no later than **Friday 12th November 2021**.

8 Confidentiality and Conflict of Interest

The Assessor should keep strictly confidential all data and information provided to them (however it is conveyed or on whatever media it is stored) through the course of their assessor services. This is unless otherwise advised by the OWGP's prior written consent. This includes, but is not limited to, information which relates to the business affairs, property, assets, trading practices, goods, the Services, developments, trade secrets, intellectual property rights, know-how, personnel, customers and suppliers, all personal data and sensitive personal data within the meaning of the Data Protection Act 1998.

The Assessor should not store any project application information in any form for longer than the assessment period. The Assessor undertakes to destroy any data and information relating to the assessment once it is completed.

Successful applicants will be required to complete a Declaration of Interest form prior to commencing assessment work detailing any organisations or Boards they are connected to, or any funding applications in which they may have a vested interest.

For the duration of the agreement you should provide assessment services to the OWGP under the following terms:

- Provide assessment services with the care, skill and diligence.
- Provide assessment services in accordance with the assessor guidance and scoring matrices provided by the OWGP.
- Notify the OWGP immediately if you feel you may have a conflict of interest with an assignment or an individual application. You are considered to have a conflict of interest if you:
 - Have been directly involved in the writing of an application
 - Work for or have an interest in a company or sub-contractor involved in an application
 - Could in any way benefit (directly or indirectly) from either scoring the application well or scoring it poorly
 - Feel in any way that you are not able to independently and objectively assess an application
- Complete and submit all accepted assessments before the assessment deadline
- Where invited and willing to do so attend assessment panels and prepare for them in advance by reviewing each project application to be discussed
- You should not transfer or sub-contract any part of the assignment to another individual as part of this contract without the consent in writing of Innovate UK

If any part of your services is found to be inadequate by the OWGP, you agree at your own expense to re-schedule and perform the work correctly. This should be done within such reasonable time as may be specified, subject to agreement with the OWGP.

9 How to Apply

If you are interested in applying for an External Assessor position, an application form can be downloaded from our website at <https://owgp.org.uk/about/grant-funding/>

Please submit the following documents to info@owgp.org.uk

- Completed application form (doc)
- CV (doc)

Submission deadline for External Assessor Applications and CVs is **12 noon on Monday 8th November 2021**.



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