

Request for proposals: facilitation of two-day in-person scoping workshop

Deadline for proposals: 12.00 GMT, 13 December 2023

Interviews to be held before 19 December

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Workshop delivery: 15 and 16 January 2024

Summary of invitation

The purpose of this commission is to secure a supplier to provide preparation support, lead facilitation, and informed outputs from the delivery of an in-person workshop, convened by the Royal Academy of Engineering (RAEng) and the National Academy of Technologies France (NATF). The overarching objective of this workshop is to pinpoint opportunities for a RAEng-NATF bilateral activity in 2024/5. The primary focus will be to explore opportunities in the context of two pre-selected themes: engineering systems approaches to net zero, and engineering education and skills. The workshop will convene approximately twelve participants drawn from the fellowships and networks of RAEng and NATF who have relevant expertise in the fields of interest. The workshop will take place in Prince Philip House, Carlton House Terrace, London, with full logistical support provided by RAEng staff.

We are looking for a supplier who can bring a creative approach to workshop facilitation and content capture to generate novel insight on opportunities for further partnership, including a plan or vision of what the academies should focus on in the next 3-5 years.

The full scope of the workshop, project deliverables and the facilitation required during the two days is outlined in the following section.

1.1 About the Royal Academy of Engineering

RAEng harnesses the power of engineering to build a sustainable society and an inclusive economy that works for everyone. In collaboration with our Fellows and partners, we are growing talent and developing skills for the future, driving innovation, building global partnerships, influencing policy and engaging the public.

1. As a charity, we deliver public benefit from engineering excellence and technology innovation.
2. As a national Academy, we provide progressive leadership for engineering and technology, and independent expert advice to government in the UK and beyond.
3. As a Fellowship, we bring together an unrivalled community of leading businesspeople, entrepreneurs, innovators, and academics from every part of engineering and technology.

In everything we do, we are guided by our five values: progressive leadership, diversity and inclusion, excellence everywhere, collaboration first and creativity and innovation. The Royal Academy of Engineering is committed to driving innovation by building networks and partnerships in over forty countries, across six continents. The Academy's strategy can be viewed [here](#).

As part of the Academy's international work, we aim to develop and promote the UK's global position in engineering and innovation. By cultivating partnerships with national engineering academies, we work to enhance international engineering leadership to address global challenges.

We are currently delivering a series of in person thought leadership workshops in partnership with Academy partners based in advanced economies including: US, China, India, South Korea, Japan, and France. These workshops are funded under the UK government's International Science Partnership Fund (ISPF) and aim to generate evidence around challenges, synergies, and future collaboration opportunities to inform key influential stakeholders and enable growth of bilateral collaborations.

1.2 About the planned scoping workshop

RAEng and NATF have held preliminary discussions about collaboration opportunities and have reached agreement to develop a concept for a future bilateral activity that facilitates cross-national exchange and engineering thought leadership on a mutual policy challenge.

To develop the concept, on 15 and 16 January 2024 the Academy will convene a one and a half day (estimated a ½ day on 15th and full day on 16th) meeting of around twelve participants from both RAEng and NATF. Attendees will be drawn from the fellowship and networks of both academies and will be experts in one or both pre-selected topics: systems approach to net zero or education and skills. This exploratory workshop will be used as a foundation to develop proposals and prepare both academies for the delivery of a in person bilateral thought leadership exchange to be delivered in 2024/25.

This scoping workshop will prepare both Academies for a later bilateral exchange by aiming to:

- **Strengthen RAEng-NATF partnership:** by convening fellows and key academy stakeholders and nurturing relationships through networking opportunities.
- **Facilitate cross-national knowledge exchange:** bringing together experts from the UK and France to exchange knowledge, national challenges, policy approaches, and best practice in relation to the proposed themes.
- **Identify value gaps:** identify areas where unique value can be generated by joint working between the two academies, for example by assessing national policy contexts and existing academy initiatives, pinpointing opportunities to jointly provide international thought leadership on global challenges, building evidence of UK-France research and innovation partnership potential, sharing experiences of influencing policymakers, enabling cross-academy learning or capacity building.
- **Activity prioritisation:** produce a prioritised list of ideas for bilateral collaboration activities, considering their potential impact, format, feasibility, and alignment with overarching goals.

The academies have agreed that the following two themes will be explored, with the intention to select one to take forward in a larger bilateral activity in 2024/25.

1) Engineering systems approaches to net zero

- a. Applying engineering systems thinking to energy policy and decision-making: exploring how engineers and national academies can influence net zero policy through engineering systems thinking. Exploring issues such as how to tactically engage policymakers, tailor communication and language to resonate with policymakers in the UK and France.
- b. Improving the 'how' in achieving a systems approach to net zero: exploring how a systems approach can be applied to key decarbonisation initiatives, including how to navigate complexity in the design and implementation of interconnected policies, strategies, and actions in relation to net zero.
- c. Systems approaches to grid transformation: as a specific sectorial focus area, exploring the challenges of electricity grid transformation, particularly in overcoming issues and delays in connecting renewable energy sources from a systems perspective.

2) Engineering education and skills

- a. Strategies to engage young people in science and technology: exploring the need and how to maintain young people's interest in STEM subjects in a changing

educational landscape, including those from underrepresented groups or disadvantaged backgrounds. Identifying how to nurture talent and skills to contribute to a pipeline of engineers fit for the future.

- b. Engineering skills for sustainability: exploring how to enhance STEM education to cultivate engineers with the essential skillsets for achieving net zero and sustainability goals. Delving into national education systems and curricular to establish foundational principles for effective skills development in response to 21st century challenges. Building on the Academy's [Engineer for 2030](#) project.
- c. Nuclear education and skills development: identifying routes for skills improvement in areas such as reactor design, fuel fabrication, and safety protocols to contribute to a skilled workforce. Particularly considering France's ambitious plans to rebuild its entire nuclear industry, from fuel systems to waste disposal.

These two themes were identified as 'value gaps,' where cross-academy learning could result in progress and where both academies are already heavily focused. It is envisioned that a large element of this workshop will include exploring each theme and identifying opportunities for partnership within each. Towards the end of the workshop, we will compare the two themes, using evidence to develop proposals on which theme holds the most potential for further bilateral collaboration.

2. Workshop deliverables

The Academy is looking to secure the support of an experienced supplier who can lead the design, facilitation, and delivery of the scoping workshop, resulting in a clear proposal for a larger bilateral partnership activity in 2024-25. We will collaborate with the supplier to refine the scope and objectives of the workshop however it is expected that the facilitator will:

1. Engage with the RAEng team for a kick-off call, and regular project check-ins throughout the project lifecycle.
2. Lead on the development of the workshop agenda, to include elements that draw on the knowledge of attendees such as:
 - High level presentations: presentations of national priorities and existing academy initiatives within the proposed themes.
 - Gap analysis discussions: to identify technical and policy challenges in the thematic areas where engineering interventions are required, or where UK-France thought leadership and collaboration could shape development and advancement.
 - Proposal presentations: Attendees to pitch ideas and proposals for the larger RAEng-NATF bilateral collaboration activity in 2024-25.
 - Developing actions and recommendations for next steps for UK-France collaboration.
 - Networking and icebreaker activities
3. Conduct research on the contextual situations in France and the United Kingdom regarding the two proposed themes to inform the development of the workshop agenda and provide a foundation for discussion.
4. Facilitate quality bespoke engagement with the participants to meet the project aims and create an engaging, creative experience for attendees.
5. Promote diverse and inclusive practices: We proactively see to procure services from diverse teams and diverse suppliers. We expect the project to be delivered in line with our values of

inclusion and diversity and to the highest ethical standards. Diverse perspectives and facilitation approaches should be considered in the development of proposals and outputs should be inclusive.

Produce high-quality outputs that will inform future bilateral collaboration between the UK and France. This could be in the format of a written report and could include a 3–5-year vision of what cross-academy collaboration could look like. The Academy is also interested in exploring more creative output development for example infographics, illustrations, or other information/material that creatively capture discussions and proposals. The table below provides further detail on project expectations and deliverables:

Activity	Deliverables
Workshop preparation (Dec 2023-Early Jan 2024)	<ol style="list-style-type: none"> 1. Project kick-off meeting and regular check-in's 2. Background research on topic proposals and international contexts to inform workshop delivery and agenda development (methodology to be proposed by supplier). 3. Defined process of how the agenda will meet the aims of the workshop by 3 January. 4. A detailed workshop agenda and running order with a clear set of roles across the facilitator and RAEng staff teams by the 8 January. 5. Developing any materials or resources required.
Workshop delivery (15 -16 January 2024)	<ol style="list-style-type: none"> 1. End-to-end facilitation of the one-and-a-half-day workshop. <ul style="list-style-type: none"> - Opening the workshop, setting the tone and objectives, introducing the processes of discussion, co-production, wrapping up and closing the workshop. - Providing appropriate steers, prompts or questions to participants during individual sessions to guide the discussions towards production of agreed discussions and outputs. 2. Leading on information capturing. RAEng staff members will also be on hand to provide additional support if required. 3. Achieve quality and inclusive engagement from workshop participants.
Output development (January – February 2024)	<p>The following outputs from the workshop to be submitted by 5 February:</p> <ol style="list-style-type: none"> 1. Summary of discussions and evidence and proposals generated. 2. A detailed report identifying the value of bilateral collaboration within the two themes. Conclusion should recommend at least one specific opportunity for further collaboration. 3. A clear 3–5-year plan of what cross-academy collaboration activities should look like.

	<p>4. Next steps and delivery plans for the RAEng-NATF collaboration, or additional opportunities within this partnership.</p> <p>The Academy is open to creative output development. In the proposal please detail suggested methodology and approaches to achieve the above.</p>
Project close (Mid-February)	1. Final workshop outputs to be submitted to the Academy.

1. Procurement schedule

Deadline for the submission of proposals	Monday 11 December (on a rolling basis)
Interviews	Monday 14 December

Please note that RAEng is closed for business during the Christmas period: 22 December – 2 January.

2. Budget and invoicing

A total budget of up to £15,000 exclusive of VAT is available for the work highlighted above. Proposals will be assessed on value for money; therefore you should clearly indicate how the funding will be used.

3. Experience and competencies

Providers are required to meet the following competency standards:

1. Recognised expertise in facilitation
2. Track record of facilitation with senior policymakers, researchers and/or business leaders, preferably in the areas of engineering education and skills, systems approaches to net zero, or engineering more broadly.
3. Experience writing high level reports and recommendations based on evidence and gap analyses.
4. Preferably at least one member of the delivery team should be a certified professional facilitator. Ability to speak English is essential, ability to speak French is not required but would be desirable.

4. Guide to contents of the proposal

Please include the following in your proposal:

- **Methodology and approach** to the workshop facilitation, agenda, and output development, detailing proposed structure and ideas for activities.
- **Experience:** Relevant experience as an inclusive facilitator, in particular previous facilitation of events with senior policymakers, or in the engineering education or net zero area, and how outputs created supported workshop aims.

- **Proposed delivery schedule:** Detailed project plan in the form of a Gantt Chart or calendar, including key milestones and check-in points with the Academy staff team. Availability: available on the 15 and 16 January to deliver workshop.
- Outline a **clear budget** relating to staff and delivery costs of up to £15,000 excluding VAT.
- **Delivery team:** please clearly explain the role and relevant experience of each delivery team member.
- **References**

Scoring matrix

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

To score well (i.e., three and above) the evaluation panel will look for clear evidence. The scores will be weighted to give an overall score. The tables below indicate the weightings which will be applied to each section – the score being multiplied by the weighting to work out your points. The three highest scoring proposals will be invited to meet us.

At interview, we will consider all criteria. The scores given before the interview may be amended following new information provided at interview.

Selection criteria

Your proposal will be scored against the following criteria:

<i>Proposed approach</i>			
Description of criteria	Score	Weighting	Max Points
Quality, appropriateness, and thoroughness of proposed approach	0-5	5	25
Quality and appropriateness of suggested outputs	0-5	5	25
All key preparatory and delivery areas covered		Yes / No	Pass / Fail
<i>Experience and track record</i>			
Expertise of the facilitator/facilitator team	0-5	1	5
Suitability for the role – assessed through strength of answers as a whole	0-5	1	5
Experience of successful delivery of similar programmes	0-5	1	5
<i>Schedule and availability</i>			

Delivery of deliverables in line with any specified dates	0-5	2	10
Availability for the two-day workshop		Yes / No	Pass / Fail
<i>Value for money</i>			
Is competitively priced	Yes / No	Pass / Fail	
Has accounted for all costs to deliver proposal	0-5	1	5
Expenditure broken down and pricing clear	0-5	1	5
Value for money	0-5	1	5