

Request for Proposal: Diversity, Equity and Inclusion (DEI) training for trainers and mentors of the Leaders in Innovation Fellowships programme - run by the Royal Academy of Engineering.

www.raeng.org.uk

About our organisation

The Royal Academy of Engineering (Academy) 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're growing talent and developing skills for the future, driving innovation and building global partnerships, and 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 an increase in the diversity of the engineering profession and ensuring it is a profession in which all feel included.

Leaders In Innovation Fellowships Global programme

The [Leaders In Innovation Fellowships](#) (LIF) programme supports talented entrepreneurs from around the globe to turn their engineering innovations into impactful, sustainable businesses. LIF offers commercialisation training, mentoring and networking opportunities through Global, Advance and Community. In the last 9 years it has trained over 1400 technical innovators from 19 countries.

LIF Global is the flagship entry-point programme that supports entrepreneurs at TRL level 4 and above to develop the entrepreneurial mindset.

Advance takes exceptional entrepreneurs at TRL 7 and above through rapid scale up and international growth.

Background: Diversity & Inclusion Action Plan 2020 – 2025

Access the full Plan [here](#) and the specific goals relevant to this request for proposal below

Goal 2: Employers are supported and challenged to increase diversity and cultivate inclusive cultures

2d. Increased capacity among start-ups, spin-outs and SMEs on embedding a diverse and inclusive culture from the outset

Goal 3: An informed engineering profession with the confidence and capacity to increase diversity and inclusion

3d. Clear articulation of the importance of an inclusive engineering workforce in building a sustainable society and inclusive economy that works for everyone

Goal 4: A network of champions advocating for improved diversity and inclusion across engineering

4a. An increased number of leaders, including Academy Fellows and awardees, across every part of engineering and technology publicly committing to champion D&I

4b. Increased interaction between D&I champions, majority allies, Fellows, and the wider profession through training and events to share knowledge and best practice on D&I

Summary of invitation

Training is sought for 10 programme managers and officers (LIF team) on how to train LIF mentors and trainers to ensure they align with Academy values, in particular on inclusion and equality.

The training should focus on what the LIF team can do to ensure inclusion and equality of participation is mainstreamed throughout our programmes and trainers and mentors are embedding inclusivity and equality in all the aspects of their involvement with the innovators. The desired outcome is a safe environment for all parties involved in the programme and equal opportunity of participation in programme activities for all LIF innovators.

Essential training requirements

- A training culturally competent and relevant to all our innovators' geographies.
- An understanding of the basic forms of bias and discrimination, how to recognise them in themselves and others, how to respond when encountering them, how to overcome these and how to help LIF stakeholders develop that understanding.
- Reinforcing the [Academy values](#) in mentoring and training advice for business growth and personal leadership styles.
- Clarity on the extent to which expectations regarding DEI standards should reflect cultural differences and how to keep the training content relevant and up-to-date.
- Ensure mentors/trainers are able to identify when innovators are having a negative learning experience due to dynamics operating inside or outside of the programme. Once a flag needs to be raised, what would an efficient reporting mechanism look like?
- Awareness raising: what is and isn't acceptable during group activities and interactions with participants from other cultural, ethnic backgrounds? What group dynamics are/can become harmful to individuals and prevent them from engaging fully and enjoy their experience? How can trainers/mentors establish a safe environment for everyone to prevent this from happening? If they have identified a harmful behaviour, what would constructive mitigation look like?
- Engaging training content: how can the LIF Team ensure LIF trainers and mentors feel connected to the concepts? How can the latter be presented in a way that makes each mentor/trainer aware of how crucial they are in promoting DEI standards and practices? The Team should be provided with the training resources they will use to train mentors and trainers.
- Communications: how can the LIF team help trainers and mentors embed inclusive communication with LIF innovators, thereby igniting a standard for

kind, respectful and considered communication among the LIF innovators themselves?

- Empathy: how can LIF trainers and mentors support delegates to have difficult conversations?
- Evaluation: create an evaluation plan for the LIF team to measure the efficacy of training and progress of the D&I initiative for LIF mentors/trainers.

Structure of the bid

Please present a proposal outlining an approach and format for this project. Please include a timeline for delivery. Within your proposal, please consider the below dates and costs.

- i. Approach and format of the training
- ii. Project Schedule
- iii. Examples of similar projects you have delivered
- iv. Evidence of inclusive and ethical working
- v. Detailed costings of the project.

Budget: a maximum of £25,000 VAT inc.

Timing:

Activity	Date
Deadline for Expressions of Interest	2pm BST, 22 October
Clarification calls (if needed)	Week 28 October
Deadline for Proposals	2pm BST, 05 November
Notification of preferred supplier	Friday 8 November
Contract signing (first payment)	Week 11 November
Training delivery	November - December
Delivery of train the trainers materials (second payment)	December 2024

Experience:

Successful candidates would demonstrate:

- Required:
 - Experience in DEI reviews/audits, in international programmes.
 - Experience of delivering train-the-trainer training.
- Desirable:
 - Evidence of having worked with international clients/partners in one or more of our engaged countries: Brazil, India, Mexico, Jordan, Malaysia, Philippines, South Africa, Thailand, Vietnam.

- Evidence of having worked with entrepreneurs and researchers.

Please register interest and send your clarification questions and submissions to Info LIF at info-lif@lif.raeng.org.uk.

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. 3 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.

Selection criteria

Your response will be evaluated using the following:

Section:	<i>Relevance of the proposal to the call</i>		
Description of criteria	Score	Weighting	Max Points
Quality and appropriateness	0-5	5	25
Total		25	

Section:	<i>Capability</i>		
Description of criteria	Score	Weighting	Max Points
Expertise of the consultants / team with/in producing similar training	0-5	3	15
Total		15	

Section: Approach and format			
Description of criteria	Score	Weighting	Max Points
Creativity of the approach and format	0-5	2	10
Total		10	

Section: Cost			
Description of criteria	Score	Weighting	Max Points
Is competitively priced	Yes / No	Pass / Fail	
Has appropriately accounted for all cost to deliver proposal	0-5	1	5
Expenditure broken down and pricing clear	0-5	1	5
Total		10	