# Request for Proposals: Evaluation of 'systems capabilities in government' workshops

Deadline for proposals: 12pm on 23 March 2023

Please send submissions with subject line *ITT: Evaluation of 'systems capabilities in government' workshops* to: calum.savage@raeng.org.uk

**Requests for proposals**

This request for proposals invites proposals to undertake a formal evaluation of the Academy's systems capabilities in government workshops.

The full scope of the project is outlined in the following section, and more information about the Academy and its Theory of Change is in the Annexes.

**Systems capabilities in government workshops evaluation**

### 1. Background

As a national academy, the Academy provides progressive leadership for engineering and technology, and independent expert advice to governments in the UK and beyond.

As part of the National Engineering Policy Centre, the Academy has developed a 'systems offer'. This offer includes a bundle of capacity building and support options which are designed to increase the understanding and application of systems thinking/approaches in policymaking.

In 2022, the Academy worked with the Scottish Government's Heat Planning Team within its Energy and Climate Change directorate. A systems approach was taken to stress test the regulatory framework the Scottish Government plans to introduce to reduce emissions from buildings at a pace that is commensurate with their target of reaching net zero emissions by 2045 while proactively identifying and managing the risks involved.

The Academy worked with the Heat Planning Team to co-design workshops that took a systems approach to bring a focus on key stakeholders who will need to make decisions critical to the realisation of decarbonisation in buildings. We took a 'personas' approach to understand the risks and needs of different building occupants and what is needed from a public engagement strategy to minimise these risks.

### 2. Purpose of the evaluation

The evaluation will provide qualitative evidence of the impact of these workshops and understand the value of its methods and processes, in the context of the objectives of the systems programme and of the Academy's overall Theory of Change (see Annex 2).

The Academy's evaluations should aim to evaluate causality (i.e., that out work had (or lacked) real impact) and provide evidence of change. Our funders expect us to 'demonstrate/evidence value for money of our programmes or impact compared to a counterfactual'.

Through this evaluation the Academy wishes to learn:

- About the needs of policymakers with regards to the understanding and use of systems thinking/approaches in policy/government.
- How successfully the Academy's workshops offer is increasing the understanding and use of systems thinking/approaches in policy/government.
- In what way the Academy's workshops offer is supporting policy teams to develop better policies.
- How successfully the lessons from the Academy are being passed on from direct participants to other policymakers.
- How the systems workshops and wider systems offer can be improved.
- What indicators can be used to measure the impact of the Academy's systems offer and how to improve our monitoring and evaluation activities.

## 3. Results to be achieved

We expect the following deliverables from the evaluation:

- A Theory of Change/logic model showing the inputs, activities, outputs, outcomes and impacts of the workshops.
- A report expanding on:
  - The intended and unintended impacts of the workshops
  - The relative importance of inputs, activities and outputs in achieving outcomes and impacts
  - Recommendation for how the programme itself can improve
  - Recommendation for how the programme can improve its monitoring and evaluation activity including the data it needs to collect or access to be able to demonstrate causality in future evaluations
  - A summary of the evaluation, suitable for publication, written in an engaging style that is suited for a non-specialist audience.

## 4. Methodology

Suppliers are required to suggest an appropriate methodology to achieve the purpose of the evaluation. Qualitative or exploratory approaches that

seek to elicit the nature and extent of the programme's impact, and how the programme achieves impact, will be welcome.

If proposing metrics to assess performance or comparators, Suppliers should detail any assumptions made about availability and accessibility of programme and comparator data.

The programme team will make every effort to convene and facilitate access to stakeholders for interviews and/or group discussions.

### 5. Budget

A budget of £8,500 exclusive of VAT is available for the evaluation.

### 6. Procurement schedule

| | |
|---|---|
| Deadline for the submission of proposals | 12pm on 23 March 2023 |
| Invitations to interview | 27 March 2023 |
| Interview of shortlisted suppliers | Week 27 March 2023 |
| Appointment of supplier | Week 3 April 2023 |
| Inception meeting | Week 3 April 2023 |
| Interim report | June 2023 |
| Final report | September 2023 |
| Commission must be completed by | September 2023 |

### 7. Content of the proposals

Please submit a proposal, no longer than eight pages in total, setting out the intended approach to the research outlined in this call. The proposal should include:

- **Organisational background** (300 words max): Please explain if you are applying as an autonomous organisation or as a formal consortium. Please clearly explain the role of each participating team member.
- **Delivery proposal** (500 words max): Please explain how you intend to approach this commission and all activities that would be carried out.

- **Past experience** (300 words max): Please explain your organisation's past experience by describing a maximum of two similar projects, each with a contact name of someone who we can approach.
- **Project management** (300 words max): Please provide a brief overview of the project costs and project plan, illustrating how you intend to meet the stated deadlines.
- **Contact details of two references**, whom we may contact for input should you be invited to interview.

Responses should demonstrate value for money (e.g. by building on existing research, leveraging off other analyses of the group, etc.) and consideration of diversity and inclusion.

## 8. Assessment criteria

The Academy has high visibility among many stakeholders nationally and internationally including government, industry, and academia, all with high expectations of the Academy's capacity to deliver quality outputs with high impact.

In selecting for interview, we will take the following criteria into account:

- **Proposed content:** quality and appropriateness of the proposed approach and methodology.
- **Track record:** track record of the proposed team in delivering similar projects.

In selecting the preferred supplier, we will take the following additional criteria into account:

- **Project management:** suggested timescale for the project delivery and process.
- **Cost:** overall value for money and appropriateness of the budget.
- **Other:** quality of references received
- **Presentation:** shortlisted candidates will be invited to present their proposal and answer questions

## 9. Scoring

Written proposals will be scored by at least three members of the Academy, and the three highest scoring proposals as determined by the selection criteria will be invited to present to the Interview panel.

The Interview panel will consider both the selection criteria and award criteria scores to give a weighted mark out of 100. The panel may freely revise their selection criteria scores based on the performance at the interview panel, and the selection criteria scores are not binding. The

proposal with the highest total score will be awarded as the preferred supplier.

**Scoring frameworks:**

Scores will be awarded as follows:

| | |
|---|---|
| 0 | No answer / unacceptable response |
| 1 | Very poor response |
| 2 | Poor response |
| 3 | Acceptable response |
| 4 | Good response |
| 5 | Excellent response |

Selection criteria:

| Criteria | Score | Weighting | Max points |
|---|---|---|---|
| Proposed content: Appropriateness of approach and methodology | 0-5 | 6 | 30 |
| Track record: relevance of the experience of individual team members | 0-5 | 2 | 10 |
| Track record: experience of similar service provision | 0-5 | 2 | 10 |
| Other: suitable financial standing and level of professional indemnity insurance | 0-5 | 1 | 5 |
| | **Total** | **55** | |

Additional award criteria:

| Criteria | Score | Weighting | Max points |
|---|---|---|---|
| Project management: delivery process is clear and realistic | 0-5 | 2 | 10 |
| Cost: budget is broken down and pricing clear | 0-5 | 1 | 5 |
| Cost: proposal is competitively priced | 0-5 | 2 | 10 |
| Cost: value for money is clear and appropriate | 0-5 | 1 | 5 |
| Other: suitability of nominated references and quality of references received back | 0-5 | 1 | 5 |
| Other: quality of presentation | 0-5 | 2 | 10 |
| | **Total** | **45** | |

**Annex 1: The Royal Academy of Engineering**

Engineering matters. It underpins our daily lives, drives economic growth, plays a critical role in addressing major societal challenges and helps ensure our readiness for the future, from providing a sustainable supply of food, water and clean energy, to advancing healthcare, and keeping us safe and secure.

As the UK's national academy for engineering and technology, the Royal Academy of Engineering brings together the most talented and successful engineers – our Fellows – to advance and promote excellence in engineering for the benefit of society.

Our vision is engineering in the service of society. Our charitable mission is to deliver public benefit through engineering excellence and technology innovation. We have outstanding convening power nationally and internationally. We understand how to make systems and innovations make a positive difference to society. We are trusted for our independence and professional excellence.

In everything we do, we are guided by our five values:

- **Progressive leadership** – embodying the courage, commitment and ambition to drive positive change for engineering and society
- **Diversity and inclusion** – creating cultures in which everyone can thrive and diverse perspectives enrich our collective performance
- **Excellence everywhere** – bringing evidence, expertise, integrity and a passion for continuous improvement to everything we do
- **Collaboration first** – prioritising collaboration and building partnerships to improve outcomes
- **Creativity and innovation** – solving problems and generating opportunities through creative thinking and innovation.

Our overarching goal for 2020-2025 is **to harness the power of engineering to build a sustainable society and an inclusive economy that works for everyone.**

## Annex 2: Academy theory of change



**Impact Logic Model**

**Harnessing the power of engineering to build a sustainable society and an inclusive economy that works for everyone**

| Inputs | Outputs | Outcomes | Impact |
|---|---|---|---|
| Funding from government, industry and other partners

Expertise and leadership from Academy staff, Fellows, Awardees and industrial partners

Consultation with and applications from engineers and innovators

International partnerships and networks | **Talent and Diversity**
Talented researchers, innovators and entrepreneurs with enhanced careers and connections

More and more diverse skills and inclusive cultures in engineering research and business

**Innovation**
Engineering & technology research outputs with high potential for societal benefits

More innovative, resilient and investment ready engineering businesses

**Policy and Engagement**
Policymakers accessing engineering expertise and systems thinking

Engineers engaging with the public on how innovation can contribute to their lives | A world-leading, truly inclusive and influential engineering workforce

Ever more innovative engineering solutions for a more sustainable and resilient future

Engineering jobs which make the UK more productive, secure, healthier, safer and competitive

Greater investment into UK innovation

Policymakers equipped to make more effective policies, including on Net Zero

Wider recognition of the value of engineering | Faster progress towards Net Zero and a sustainable world

Engineering and technology better harnessed to address global and societal challenges

More balanced and inclusive economic opportunity across the UK

UK more competitive and productive |