



Request for Proposal: Evaluating the Diversity Impact Programme – generating learning on processes and impact.

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Background to programme

The Diversity Impact Programme provides grant funding of up to £100,000 for new projects in university engineering departments that address the unequal outcomes experienced by students from underrepresented groups.

The programme's aim is that departments work more effectively to achieve equal outcomes for students irrespective of their diversity characteristics. This will increase levels of attraction, retention and belonging in engineering departments for students from under-represented groups, as well as early careers success in engineering and academic roles in line with their majority peers.

Applicants and award-holders will have defined the need and the solution; the Royal Academy of Engineering provides funding and a context to share and learn throughout the grant period. Projects can run from 12 to 18 months and grant recipients will join a community of practice to facilitate learning across the cohort of grantees and the wider higher education institution (HEI) sector. Funding is awarded to applicants who are committed to transformative change, who have a track record of co-creation and co-delivery of projects, who can commit to a community of practice, and who want to develop effective solutions that can transform the higher education and career transition outcomes for people from underrepresented groups.

Summary of invitation

The Diversity Impact Programme is already underway and there is a need to identify current learnings from the process and emerging impact of the programme to consider the future evolution and enhancement of the programme. The learning and evaluation report should address the following areas:

- What processes are working and could be improved to enhance the delivery and impact of the programme?
- What learnings can be gained from awardees as they engage with the Diversity Impact Programme?
- What learning can be gained from internal Academy staff to continuously enhance the DiP?
- What is the emerging impact of the programme?

The Royal Academy of Engineering is also considering how the learning and recommendations made in the report can support the development and shape of a larger impact evaluation of the programme.

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 business people, 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 Academy's strategy can be [viewed here](#).

Statement of requirements

- a. **Summary:** Whilst a Theory of Change exists for the programme, there has been no learning or early evaluation of the programme to date which would enable the Royal Academy of Engineering to consider the future development of the programme. The learning and evaluation report should help the Royal Academy of Engineering understand what is working, how the programme is working and what we should consider in shaping the future direction of the programme.
- b. **Structure of the bid:** Please present a proposal outlining an approach and method to this learning and evaluation report that includes engagement with the programme advisory group, award holders and relevant stakeholders. Please include a timeline for delivery. Within your proposal, please consider the below dates, noting that you will be required to present at least 1 interim report which present research and findings to date.

Please include the following in your proposal:

- i. Method and approach
- ii. Project Schedule
- iii. Examples of similar projects you have delivered
- iv. Evidence of Inclusive and ethical working
- v. Research outputs
- vi. Cost up to £35,000
- vii. Research, learning and evaluation team
- viii. References

- **Timing:**

Activity	Date (2023)
Request for Proposal opens	16 th February
Request for Proposal deadline	16 th March

Interviews	27 th March
Appointment meeting with successful applicant	10 th April
Kick off/briefing meeting	
Contract signing (first payment)	20 th March
Interim report 1	1 st June
Second payment	24 th June
Final report (draft)	29 th July
Review and Sign Off	4 th August
Final payment	12 th August

1. **Experience:** Interested applicants should demonstrate experience of generating evidence, learning and conducting evaluation of complex programmes (preferably diversity and inclusion programmes), and evidence an ability to engage with multiple stakeholders to collect data, and experience of analysing data to inform recommendations for future enhancements and evaluation considerations. Ideally, interested applicants will also have experience of conducting evaluations in the Higher Education setting, or otherwise demonstrate an understanding of how Higher Education Institutions operate.
1. **Inclusive and ethical working:** We expect the project to be delivered in line with our values of inclusion and diversity and to the highest ethical standards. We expect to see diverse perspectives considered in the development of all proposals and as an Academy we proactively seek to procure services from diverse teams.
- **Output:** The Academy expects a full report containing the comprehensive review, and an annex including a research bank/library summarising the findings of the major reports.

Deadline for proposals: 16th March 2023

Schedule

Date (2023)	Activity Number	Activity
16 th February	1	Issue of RFP (this document) to potential suppliers
27 th February	2	Deadline for submission of RFP clarification questions to RAE (Royal Academy of Engineering) *
3 rd March	3	Deadline for RAE to respond to all clarification questions
16 th March	4	Deadline for return of RFP*
27 th March	5	Interviews

6 th April	8	Notification of preferred supplier
10 th April	9	Meet with successful bidder

Please send your clarification questions and submissions to:

Dr Arun Verma, Senior Manager, Diversity and Inclusion,
arun.verma@raeng.org.uk.

Your response

Please include the following in your proposal:

- Methodology
- Project Schedule
- Examples of similar projects you have delivered
- Evidence of Inclusive and ethical working
- Research outputs
- Cost up to £35,000 (including VAT)
- Research team CVs (where appropriate)
- 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., 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. The three highest scoring proposals will be invited to the Academy to present their proposal.

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 response will be evaluated using the following:

Section: <i>Brief and Methodology</i>			
Description of criteria	Score	Weighting	Max Points

Quality, appropriateness and novelty	0-5	5	25
Generating programme learning and experience	0-5	5	25
Proposed approach to evaluation and learning	0-5	5	25
Total			

Section: <i>Previous Experience</i>			
Description of criteria	Score	Weighting	Max Points
Expertise of the consultants/team	0-5	1	5
Experience of successful delivery of similar learning and evaluation projects	0-5	1	5
Total			

Section: <i>Project Schedule</i>			
Description of criteria	Score	Weighting	Max Points
The timescale to successfully deliver is realistic	0-5	1	5
Delivery process is clear and realistic	0-5	1	5
Total			

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

Section: <i>Organisation</i>			
Description of criteria	Score	Weighting	Max Points
Suitability of the organisation	0-5	2	10
Suitability of the selection process for trainers	0-5	1	5
Client References - suitability of nominated references	Yes / No	Pass / Fail	
Client References - quality of reference received back	Yes / No	Pass / Fail	
Total			

If you wish to receive any additional or updated information, please ensure that you register interest prior to submitting the proposal. All proposals must remain valid for a period of **90 days** from the date of submission by the vendor. This RFP and the information contained within it are deemed to be confidential information. Proposals must include information about costs and state whether these do or do not include VAT (Value Added Tax) or any other levies. By submission of a proposal, the vendor warrants that the prices in the proposal have been arrived at independently, without consultation or agreement with any other potential vendor.*