

Request for Proposals: Diversity & Inclusion Progression Framework:  
Benchmarking Professional Bodies

[www.raeng.org.uk](http://www.raeng.org.uk)

### Summary of invitation

The Royal Academy of Engineering, in partnership with The Science Council, is looking to engage a company to deliver our next [Progression Framework](#) benchmarking exercise and report. The Progression Framework is a diversity and inclusion 'maturity model' for Engineering and Science Professional Bodies and Learned Societies. These are a range of institutes that maintain standards in the practice of engineering and the sciences.

The Academy and Science Council have led two previous benchmarking exercises, based on self-assessment of the Professional Bodies against the Progression Framework (in versions 1.0 and 2.0). In addition to the joint report for science and engineering in 2021, more detailed sector-specific reports have been produced on the performance of 1. Professional Engineering Institutions and 2. Scientific Bodies. All participating organisations also received a confidential report containing feedback on the performance of their own organisation in the benchmarking exercise.

Please refer to:

- The [2017](#) and [2021](#) benchmarking reports
- The [Progression Framework 3.0](#) and [Progression Framework Guidance](#)
  - Note the key difference from versions 1.0 and 2.0 is in Part 3 which no longer requests diversity data statistics, but instead asks about what data the organisations collect, how they use it, and the challenges they experience around diversity data.

The updated Progression Framework will support the Progression Framework Implementation Group (PFIG), which consists of Professional Engineering Institutions and scientific bodies, to identify progress since the 2021 benchmarking exercise, and decide on next steps within their organisations to advance diversity and inclusion.

The organisations are currently undertaking individual self-assessments, with a deadline of end April 2025.

We are looking for a supplier to:

- Review the self-assessment submissions conducted by each organisation, and create a report that benchmarks performance against the Progression Framework, making comparisons with the 2021 benchmarking.

- Provide two sector-specific reports to a publishable standard, as well as confidential individual organisation reports recommending next steps to progress on diversity and inclusion.
  - o In 2021 40 organisations took part – we hope to maintain or increase this number in 2025.
- Make any recommendations for further changes to the Progression Framework arising from the review and benchmarking process.
  - o This may include sharing good practice identified among the organisations, and conducting interviews, focus groups or workshops with the organisations in order to identify suggestions that may improve how the Progression Framework operates.

## About the Royal Academy of Engineering

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.

- As a charity, we deliver public benefit from engineering excellence and technology innovation.
- As a national academy, we provide progressive leadership for engineering and technology, and independent expert advice to government in the UK and beyond.
- 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.

As an Academy we proactively seek 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 should be considered in the development of proposals and outputs should be inclusive.

## Diversity and Inclusion at the Academy

As an Academy, we are committed to advancing [diversity and inclusion in the engineering profession](#), and therefore proactively seek to procure services from 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 should be considered in the development of proposals and outputs should be inclusive.

Please expect to be asked questions regarding your commitment to diversity and inclusion.

## About the Science Council

The Science Council purpose is to strengthen the collective impact of the science community for public benefit. We do this by connecting the science professions to

foster knowledge exchange and, through our professional registers, offer interdisciplinary recognition for scientists across the world.

Through our collective drive to uphold interdisciplinary standards we inspire and empower the science workforce to strive towards professional excellence. Our ambition is to see a diverse and growing science profession that is trusted, respected and is equipped to deliver national ambitions.

The Science Council strategy can be [viewed here](#).

## Statement of requirements

**Summary:** We expect the successful consultancy to:

- Review the self-assessment conducted by each Professional Body, conducting interviews as needed, and create a report that benchmarks performance against the Progression Framework, making comparisons with the 2021 benchmarking
- Provide an overall report, sector-specific (science and engineering) reports and confidential individual organisation reports recommending next steps to progress on diversity and inclusion
- Make any recommendations for further changes to the Progression Framework or the PFIG, arising from the review and benchmarking process

**Timing:** The project should conclude in Summer 2025 (your proposal should include a realistic timetable for completion of the project, prioritising early completion of the individual organisations' confidential reports).

**Experience:** Experience in conducting comparable benchmarking exercises or working with a diversity and inclusion maturity model would be advantageous. Experience and knowledge of Professional Engineering Institutions and scientific bodies would be advantageous. A sound understanding of diversity and inclusion is essential. Experience of assessing, summarising and drawing conclusions from quantitative and qualitative data is essential.

Deadline for proposals: 23 April

## Schedule

Date	Activity Number	Activity
24 March 2025	1	Issue of RFP (this document) to potential suppliers
1 April 2025	2	Deadline for submission of RFP clarification questions to the Academy
4 April 2025	3	Academy to respond to all clarification questions
23 April 2025	4	Deadline for return of proposals
23 -25 April 2025	5	Initial evaluation of proposals by the Academy and Science Council
28-30 April 2025	6	Interviews with shortlisted suppliers
2 May 2025	7	Notification of preferred supplier
5-9 May 2025	8	Contracting
12 May 2025	9	Begin benchmarking exercise
Summer 2025 date to be agreed	10	Submit final report

Please send your clarification questions and submissions to:

Genevieve Dobinson-Addo, Programme Manager

[Genevieve.dobinson-addo@raeng.org.uk](mailto:Genevieve.dobinson-addo@raeng.org.uk)

Karen Grayson, Senior Manager

[Karen.grayson@raeng.org.uk](mailto:Karen.grayson@raeng.org.uk)

## Your response

Please include the following in your proposal:

- Content
- Schedule
- Track record
- Cost
- Organisation (e.g. consortium)
- 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>Relevant credentials</i>			
Description of criteria	Score	Weighting	Max Points
Familiarity with PEI's and professional bodies	0-5	1	5
Understanding of diversity and inclusion	0-5	2	10
Experience of successful delivery of similar reports/assessing quantitative and qualitative data	0-5	2	10
Understanding and experience with maturity models and/or benchmarking activities	0-5	1	5
Total			30

<b>Section:</b>	<i>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
<b>Total</b>		<b>10</b>	

<b>Section:</b>	<i>Cost</i>		
Description of criteria	Score	Weighting	Max Points
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
Risk of budget overspend	0-5	1	5
<b>Total</b>		<b>15</b>	

<b>Section:</b>	<i>Organisation</i>		
Description of criteria	Score	Weighting	Max Points
Suitability of the organisation	0-5	2	10
Suitability of investigators	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	
<b>Total</b>		<b>25</b>	

### Additional Information

As signatories of the [Race at Work charter](#), the Academy is committed to developing a diverse and inclusive supply chain. Therefore, we request information about your approach to diversity and inclusion to understand your organisation's level of commitment. This can be evidenced through your corporate policies, training, strategies and/or accreditations. Your response will not form part of the assessment criteria.

Responses submitted can be verbal or written. All responses will be captured in an internal Academy Vendor List for monitoring purposes.

<b>Section:</b>	<i>Inclusive and diverse supply chain</i>	
Description of criteria	Response	
What is your organisation doing to show a commitment to Diversity and Inclusion? As applicable, please provide details of policies, training, strategies and/or accreditations		

*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 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.*