

## PROFESSIONAL AND CAREER DEVELOPMENT OPPORTUNITIES FOR RESEARCHERS AT RISK

### Invitation to Tender

#### **Background**

The British Academy is the UK's national academy for the humanities and social sciences. We mobilise these disciplines to understand the world and shape a brighter future.

From artificial intelligence to climate change, from building prosperity to improving wellbeing – today's complex challenges can only be resolved by deepening our insight into people, cultures and societies.

We invest in researchers and projects across the UK and overseas, engage the public with fresh thinking and debates, and bring together scholars, government, business and civil society to influence policy for the benefit of everyone.

As a registered charity, Fellowship and National Academy, the Academy undertakes a range of activities that provide public benefit either directly or indirectly. These include providing financial support and funding programmes for researchers at various stages of their careers.

The Academy is seeking to commission a Supplier or Suppliers for four work programmes tailored specifically to the Researchers at Risk award holders that it is supporting.

In the Spring 2022 the British Academy launched a Researchers at Risk Fellowship Programme on behalf of the UK National Academies and in partnership with the Council for At-Risk Academics (Cara). There are currently 180 award holders at over 70 UK-based institutions with each award holder having a dedicated 'mentor' at their host institution who helps to integrate them into academic life at the institution. Host institutions do provide their own package of support and this tender is intended to be complementary and additional to that provision. The Academy is also particularly interested in being able to offer training opportunities that help support the award holders consider and plan for the time after their award. It should be noted that award holders are across all disciplines, not simply the humanities and social sciences (around a third of award holders are in disciplines in the physical, biological and medical sciences and engineering).

The Academy is seeking a Supplier or Suppliers to begin work as soon as possible and to undertake activity over the next 18 months with an expectation that the majority of work will take place within 12 months.

#### **Researchers at Risk Fellowship Programme**

To ensure that the UK continues to be a world leader in its commitment to academic freedom and scholarly collaboration, the British Academy launched a *Researchers at Risk Fellowship Programme* working on behalf of the UK National Academies and in partnership with Cara. The Programme is currently focused on Ukraine. The programme complements the work already being done by UK universities and research institutes, enabling them to provide additional two-year fellowships to researchers at risk. Researchers supported through this programme are able to be temporarily located at UK higher education and research institutions to continue their research, enhance their skills and build long-lasting collaborative links with UK counterparts.

The Fellowship Programme draws on the expertise and established networks of Cara and UK universities and research institutes to select eligible applicants and enables them to continue their research and research collaborations from the UK. A key aim of the programme is to provide additional resource for the UK to extend its vital work as a world leader and highly trusted partner in this area.

Researchers are not able to apply on an individual basis. Instead, as with the German PSI and French PAUSE schemes, applications are submitted by UK higher education and research institutions with an interest in hosting specific researchers at-risk. This ensures that from the outset those supported through the Fellowship Programme and their host institutions are a good fit and that the host institutions are able and willing to support researchers at-risk and integrate them swiftly into existing research groups.

### **Service Requirements**

The purpose of this tender is to develop and deliver professional and career development workshops tailored to the needs of British Academy funded *Researchers at Risk Fellowship* award holders.

The successful Tenderer/s shall be offered an agreement for the duration of the work. The delivery of the work is expected to start in autumn 2023.

While some high-level themes have been suggested below, the Academy would welcome suggestions from prospective Tenderers of high-quality content and innovative approaches for forward-looking and impactful work programmes. We would hope suppliers would draw on their expert experience and/or sector knowledge to inform the design of each one.

### ***Professional & Career Development Workshops***

**Rationale:** All researchers require professional and career development, however, there is a particularly acute need with this cohort given the challenges they are facing, including integrating into UK academic life and the need to consider next steps following the end of their awards. This has been raised with the Academy by the award holders themselves as well as their institutions and additional and rapid provision in this area is required.

**Aims:** The Academy seeks to offer a rolling series of professional and career development workshops that begin as soon as possible. There is an immediate and ongoing need, particularly with some award holders already a year into their two-year award. The workshops should be tailored to the needs of researchers at risk, facilitating their integration into UK academic life and raise their awareness and understanding of their future career development. The programme should ideally include the following outcomes for the delegates:

- a. offer insights and tangible planning advice into professional and career development including career choices within and outside academia. (The Academy views this and the below point as particularly crucial and will favour bids from Suppliers that can demonstrate they can fulfil these needs)
- b. equip award holders with the skills that will support their transition into future academic or non-academic roles including job searching, making job applications, succeeding at interviews.
- c. enable award holders to develop their communication, collaboration and networking skills.
- d. how to enhance impact and engagement including through building their research and online profile.

- e. enable them to support their personal effectiveness including through time management, work-life balance and how to be an effective researcher.
- f. know how to publish, peer review and make effective grant applications in a UK context.
- g. Build in from the outset monitoring, evaluation and learning for the rolling development of the workshops.

## Delivery

### ***Pedagogical approaches***

The workshops can offer a variety of pedagogical approaches, including group and individual work (for example, coaching), case studies, practical elements, opportunities for feedback and structured action learning sets. It is important that delegates can reflect and bring forward their own experiences to personalise the training specific to their needs. Where possible examples should be used with relevance to the attendee's experience and career stage.

The courses shall encourage delegates to reflect on their own competencies and consider how they can lead their groups with respect to their personal disposition, the resources available to them and managing this effectively in different scenarios. The Academy also invites Tenderers' suggestions of how ongoing learning and application of the course contents could be meaningfully facilitated for delegates beyond the course end.

- **Trainers and external speakers**

The Academy expects that trainers and speakers shall be drawn from a broad range of organisations, sectors, experiences and voices.

- **Networking**

Prospective Tenderers are invited to suggest how networking and community/cohort building will be facilitated especially during potential remote phases.

- **Accessibility**

Equality, diversity and inclusion are essential parts of the Academy's work, and the Academy expects this to be reflected in these workshops. The training provided should therefore be inclusive and accessible to all attendees, with consideration of personal needs and disabilities.

- **Frequency**

The Academy sees this as a rolling series of workshops and Tenderers are asked to provide options on how the workshops could be scaled in terms of intensity of provision in at least three scenarios (low, medium and high). The Academy wishes to see suggested dates for the intensity of the workshops so it can be judged how many workshops can be offered to award holders to what timetable as bids are reviewed.

- **Format**

The Academy expects that the majority of the courses are run in person with some online content if appropriate. Tenderers' submissions should outline options for all formats and include any costs associated.

The Academy expects groups of delegates to be around 20-30 per course.

For in-person delivery Tenderers should set out the duration of each workshop clearly so the Academy is clear what is being provided when reviewing bids.

Please note, the Academy shall be responsible for the logistics and costs of venue hire and catering, and any associated travel, catering and accommodation costs for award holders and trainers. Costs associated with travel and accommodation for training staff shall be covered in line with the Academy’s travel and expenses policy.

- **Shaping the programme**

Course providers shall be required to deliver courses in a continuous improvement approach and as such shall collect and collate feedback on the quality and effectiveness of each module following each course. This information shall be shared with the Academy who will work with the course provider to improve and tailor the course.

**Specific deliverables/outputs**

	<b>DELIVERABLE/OUTPUT</b>	<b>DELIVERABLE</b>	<b>TIMEFRAMES *</b>
1	Programme design	Work with British Academy to design the programme/course.	To be completed by 3 November 2023
2	Programme consultations and user testing	Work with the British Academy and consult award holders on course materials.	November 2023
3	Delegate registration and pre-programme communication (administration)	Work with the British Academy to communicate and promote workshops. Registration will be initially managed by the Academy and handed over at the point of place confirmation.	December 2023 onwards
4	Programme delivery	Deliver training programme/courses on dates agreed in advance with the British Academy	Starting from December 2023
5	Programme feedback	Run delegate survey processes post each course to test delegate’s satisfaction. Review data at end of a full round which may result in course material review and changes.	January 2024 onwards
6	Post programme review and updates	Work with British Academy to review feedback and reports on agreed timelines. Course material updates and reviews to be conducted based on reported requirements.	January 2024 onwards

*\*Subject to confirmation of the timeframes with the course providers*

**Timeframe**

The following sets out the tender timetable:

	<b>TENDERING STAGE</b>	<b>DATES</b>
1	Tender Open	Open Friday 18 August
2	Tender Closes	<b>(5pm)</b> Wednesday 20 September 2023
3	Evaluation and shortlisting of bids	21-26 September 2023

4	Confirmation of short-listing and offer of interviews	By 5pm 27 September 2023
5	Presentation and interviews	Tuesday 3 October 2023
6	Contract Award	By Monday 9 October 2023
7	Contract Start Date	Monday 16 October 2023
8	Kick off meeting	w/c Monday 16 October 2023
9	Completion of Services/Project	Wednesday 26 March 2025

### **Criteria Questions**

The following sets out the criteria to be used in assessing proposals received:

<b>Criteria No.</b>	<b>Criteria Question</b>	<b>Weighting</b>
Mandatory A	Have you demonstrable experience of delivering similar projects for delegates from an academic background within the last 3 years? Yes or No?	Pass/Fail
1	<b>Understanding of the Requirements</b> Demonstrate your understanding of the brief requirements and objectives and why you have chosen to tender for the Services.	10%
2	<b>Relevant knowledge and experience</b> a. Outline your organisation's background and experience in providing similar training services for academics. b. Provide a brief statement of 2 recent and relevant examples of similar service provision. c. Demonstrate your organisations' specific knowledge and experiences of the sector, including: i. Understanding of the research funding landscape and the academic research community ii. Understanding of the challenges facing researchers in understanding and navigating the UK research landscape and life beyond academia iii. Ability and capacity to run a rolling series of workshops.	20%
3	<b>Methodology</b> Detail how your organisation would propose to achieve the delivery of the services including: a. Proposed design framework of the workshops, pedagogical approaches, duration, inclusion of innovative approaches or themes not outlined in this document (please include options for low, medium and high intensity rolling workshops) b. Please include mock agendas and timelines as examples c. Detailed timeline for delivery (including development phase) d. Outline your organisation's methodology in consideration of the audience, course format, subject matter, and application in the research sector	20%

<b>Criteria No.</b>	<b>Criteria Question</b>	<b>Weighting</b>
4	<p><b>Project Team</b></p> <p>a. Detail your proposed team for the Services including who will be responsible for delivering various elements throughout the course design, development and delivery timeline (e.g. project management, course design etc)</p> <p>b. Please detail the experience of the individuals proposed for the project team including provision of CVs.</p>	20%
5	<p><b>Risk assessment and mitigation</b></p> <p>a. Please detail your organisation's assessment of possible risks and your suggested mitigations relating to the Services and evidence of contingency planning to ensure business continuity.</p>	10%
<b>Pricing Schedule</b>	Please provide the pricing for the bid, demonstrating value for money	20%
<b>Total</b>		<b>100%</b>

### **Budget for agreement**

The services agreement shall be offered to the successful tenderer/s.

The Academy advises Tenderers that the British Academy is a registered UK charity and the funds for this agreement are provided via Government grants funded by public funds. We therefore ask that you are mindful of restrictions we have and the obligation to acquit on all expenditure.

Please note the Academy shall award the Services to the Tenderer/s who offers the best value for money and quality of services.

Any costs that are variable due to possible models offered to the Academy in tender submissions shall be identified clearly.