**Policy Fellowships: Applying systems thinking in policy**

**Brief for a writer**

**Client:** Royal Academy of Engineering (Academy)

**Deadline: 10am, 9 December 2023** to isabella.stevens@raeng.org.uk for response to Brief, with introduction to who you are, examples of past projects and indicative budget.

**Summary**

The Royal Academy of Engineering is looking to appoint a professional writer for a report on the use of engineering systems thinking in policy. The report will use individual experiences to showcase the value of applying systems approaches to policy problems for an audience of policymakers, at a peer-to peer level. The report will be in two parts: Part 1) will consist of case studies from nine policymakers who took part in the Policy Fellowships programme. Part 2) summarises the key lessons learned from a) the case studies and b) two workshops which will take place in March 2023.

The output will count c. 11000-14000 words total and be completed by **Mid-May 2023.**

**Background**

*The Royal Academy of Engineering:*

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

At the Royal Academy of Engineering we have a responsibility to provide leadership for engineering and technology and technical leadership for wider society. We are:

* A charity: We deliver public benefit from engineering excellence and technology innovation.
* A National Academy: We provide progressive leadership for engineering and technology, and independent expert advice to government, in the UK and beyond.
* A Fellowship: We bring together an unrivalled community of leading business people, entrepreneurs, innovators and academics from every part of engineering and technology.

*The Policy Fellowships Programme:*

The Policy Fellowships programme inspires policymakers to think differently and to use engineering and systems thinking to frame complex and wicked problems, and design resilient solutions.

The programme has grown a unique network of policy makers, engineers and other experts who are working together to develop fresh insights and approaches to economic, social and technical problems.

Twice a year the Royal Academy of Engineering will select exceptional policymakers to become Policy Fellows.

*Alumni Systems Thinking Project*

This project aims to showcase the value of systems thinking in policy and engage the policy profession. This has involved a series of online seminars, where alumni of the Policy Fellowships programme presented their experience of applying systems thinking to policy to an audience of their peers.

The ‘Policy Fellowships: Applying systems thinking in policy’ report will be the written portion of this project. Nine of the Policy Fellowships alumni who presented their work in seminars will be the subject of the nine case studies presented in the written report.

*Audience*

The Audience for this work is policy professionals. This work aims to engage this group, by communicating the value of systems approaches to policy challenges through peer-to-peer learning.

**Outputs**

There will be three outputs from this work:

*Stage One Output:*

1. Nine case studies (first person narrative). Total c. **8000-12000 words**.
	1. This will cover:
		1. 1 page summary, including:
			1. Policy context
			2. How systems approaches were used in addressing this
			3. Impact
			4. Lessons learned
		2. Deep-dive into the use of systems thinking, with emphasis on systems tools or methods used in the process.
	2. Case studies will vary in length; the deep-dive sections will be bespoke to each case study, in order to bring out the most relevant element.

*Stage Two Outputs:*

1. An overarching narrative on the collective insights arising from the use of systems thinking in addressing policy challenges (in third person). Total c. **2500 words**. This will cover:
	1. Key uses of systems thinking
	2. Benefits/ opportunities
	3. Challenges
	4. Recommendations
	5. Resources
2. An executive summary of the finished document. Total c. **500 words.**

The final text should be submitted in MS Word (or equivalent) and be fully proofread. The language is English, and style defined as plain English, concise and authoritative in line with the Academy’s Editorial Style Guide.

The work will be designed into a public report.

**Activities**

*Stage One Activities:*

1. Inception meeting
2. Review of existing material
	1. Case studies will be synthesised from a range of materials, including:
		1. PowerPoint
		2. Event descriptions
		3. Event notes
		4. Summaries of the policy fellowships journey
3. Production of the outline content for the case studies
4. Production of interview guides to gather missing information
5. Short interviews
	1. The analysis of the nine reports will be complemented by nine interviews.
		1. The writer will need to provide a bespoke interview guide for each of the 9 policy fellows, attend and write up each interview.
6. Produce first draft case studies
7. Produce second draft incorporating comments

*Stage Two Activities*

1. Attendance at two workshops in March 2023
	1. An overview of the case studies will be presented to a group of policy fellows and experts at two workshops in March 2023. The purpose of these workshops is to co-create the insights with Policy Fellows, identifying key themes and main narratives for each theme.
	2. The writer will need to attend
2. Produce overarching narrative of the collective insights from the workshop and case studies.
3. Combine outputs from phase one and two into a single paper
4. Write executive summary

**Timeline**

Stage 1:

*14 December (11am-4pm) -* Work begins with an inception meeting. Writer reviews case study materials and develops interview guides.

*January 2023 –* Interviews with policy fellows

*Mid- February 2023 –* Writer to provide outline of Case study content

*End of February 2023 -* The first draft for the nine case studies submitted for comments.

*Mid-March 2023*- Final draft due.

Stage 2:

*Mid-March 2023* – Two workshops to be attended

*End of March –* First draft for overarching narrative on the collective insights from the workshops and case studies submitted for comments.

*24 April 2023 –* Final draft due. First draft of executive summary due.

*Mid- May 2023 –* Executive summary finished, and final document collated.

**Budget**

The total budget is £6000-£8000 ex VAT.

**Note on ownership and confidentiality**

All documentation is property of their original authors and the Royal Academy of Engineering. You will be asked to sign a confidentiality agreement and to return all documentation at the end of the project. The final report will be property of the Royal Academy of Engineering.