

# **Invitation to tender: Equality, Diversity and Inclusion (EDI) assessment and capability in the National Engineering Policy Centre**

---

Deadline for proposals: 1pm on 10 January 2023

Please send submissions to: [nepc@raeng.org.uk](mailto:nepc@raeng.org.uk)

## Invitation to tender

The purpose of this commission is to develop Equality, Diversity and Inclusion (EDI) assessment and capability in the National Engineering Policy Centre .

The full scope of the project is outlined in the following section.

## Equality, Diversity and Inclusion (EDI) assessment and capability in the National Engineering Policy Centre

### 1. Background

#### About the National Engineering Policy Centre (NEPC)

The National Engineering Policy Centre (NEPC) is a partnership of 42 professional engineering organisations that cover the breadth and depth of our profession, led by the Royal Academy of Engineering. Together we provide insights, advice, and practical policy recommendations on complex national and global challenges.

**Vision:** Engineering thinking is at the heart of policymaking, creating positive impacts for society.

**Mission:** The National Engineering Policy Centre marshals the nation's leading engineering expertise to provide practical policy advice on national and global challenges.

The NEPC was created in 2019. Through this work, the NEPC has helped shape critical policy decisions that have made a difference to people's lives and the economy. The NEPC has addressed a wide range of issues, including:

- Sustainability and net zero
- COVID 19
- Infection resilient environments
- Safety and ethics of autonomous systems
- Late-stage R&D: business perspectives

For more information about our work, please see our [summary report](#)

#### EDI in the five-year strategy of the NEPC

In September 2022, the NEPC launched its first five-year strategy and set out four strategic aims to be achieved by 2027.

EDI is at the heart of our vision: as the ultimate end of NEPC is to bring engineering to the heart of policymaking in order to create 'positive impacts for a more equal society.'

EDI is also threaded in one of our aims (see page 7 of [strategy document](#), under strategic aim 3 'Develop an inclusive and forward-looking partnership') as follows:

- We will 'Be a model for its inclusive working practices and effective, collaborative governance' and to achieve that 'Promote equality, diversity and inclusion within our profession, our processes, and behaviours.'
- We will 'Have developed actions on equality, diversity, and inclusion within engineering policy' and to achieve that 'Consider equality, diversity, and inclusion perspectives in our policy work'.

## **Partnership governance, partnership engagement and project management**

The NEPC partners meet in plenary meetings, with a small number of key representatives of each of the 42 partners. The half-day meetings are typically held twice a year, in person at one of the partners' venues. In addition, partners meet on a monthly basis for online Information Exchanges to share updates on current work and hold mini-deep dives on chosen themes.

The progress of the delivery of the NEPC strategy is overseen by the Academy's Engineering Policy Centre Committee (EPCC). The delivery of this commission will be advised by a small reference group, comprised of representatives from EPCC, key staff members and partners. The relationship with the successful consultants will be managed by the Head of policy programme and partnerships, who will facilitate communications, partnership engagement and relationships with the oversight group and committee.

### **2. Purpose of the commission**

The purpose of this commission is to develop Equality, Diversity and Inclusion (EDI) assessment and capability in the National Engineering Policy Centre .

### **3. Objectives**

There are three key objectives:

- **Produce a deployable EDI action plan and impact assessment methodology for the NEPC's policy advisory work**

This part of the work is about developing a deployable robust action plan for building EDI into NEPC policy work, and an assessment methodology to build in accountability, which is on par with or ahead of relevant existing best-in-class methodologies and approaches to EDI standards and assessment. Relevant approach might be those used in policy, policy advisory, horizon scanning and foresight, and/or science and engineering advice (for instance, Equality Impact Assessments are a common framework, with examples in government e.g. this [guidance from the Home Office](#) or UKRI's [Equality Impact Assessment](#) for illustration).

A key part of the work will be to engage the partnership in the validation of the methodology and of the ways of working that will enable its deployment across the work of the NEPC. Ways of working will include agreement on how and when to use the EDI impact assessment methodology (e.g. deployable process to ensure EDI is built into project scoping, delivery and evaluation), agreed templates and reporting processes, and co-opted targets for the use of the new methodology. The engagement should ensure that the development process is inclusive, and support an effective and collaborative governance.

- **Assess the EDI impact of selected NEPC policy projects**

This part of the work is to test the EDI impact assessment methodology and use it to benchmark selected past NEPC policy projects. The work will also include a short summary report highlighting strengths and areas for improvement, and comments on the useability and usefulness of the methodology, including using it to develop a deployable decision making framework to ensure EDI is built into project scoping, delivery and evaluation.

The projects selected for benchmark are:

- a. Infections Resilient Environment: The [Infections Resilient Environment work](#) was commissioned by the Government Chief Scientific Advisor. The two-phase programme of work set out to understand how to overcome the barriers to infection resilience. The project is still active with the opportunity for the benchmark to influence next stage of work.
- b. A new piece on net zero and materials which is currently being scoped. The benchmark will be more about testing the new methodology on a newly started programme of work and influence its delivery.

- **Provide training for the partnership on using the methodology**

This part of the work is about providing a training session to the partnership on using the EDI assessment methodology and on understanding the action plan that will enable the NEPC to build in its accountability. We expect this to take place at the NEPC's plenary meeting (half-day in person, in London) currently planned on 25 September or 2 October.

#### **4. Methodology and results to be achieved by the consultants**

Consultants are required to suggest an appropriate methodology to achieve the objectives of the commissions.

We expect the following elements to be considered:

- EDI impact assessment methodology: A report presenting and commenting existing relevant existing best-in-class methodologies and approaches to EDI and detailing an EDI impact assessment methodology for the NEPC. The final version of the report will include lessons from the benchmarking work and incorporate final edits to the methodology so that it is ready for onward use. We also ask for a plan to aid the transition from the initial consultant-supported phase to a deployment phase that takes the NEPC's towards a mature and autonomous user and champion for EDI impact assessment in policy and policy advisory.
- EDI impact assessment benchmark: EDI impact assessment reports for the selected policy projects.
- Engagement: Inclusive consultation and engagement with the partners of the NEPC with the view to co-develop ways of working and co-validate the methodology, and to build a shared understanding EDI assessment and its pertinence to our policy advisory work. We expect the consultants to make use of a half-day plenary event autumn 2023 for a training on using the assessment methodology and the action plan, and a presentation of the results of the benchmark work to the partnership, prior to produce final versions of the reports. Other engagement activities can be proposed to best achieve the objectives of the commission. It will be possible for the Academy to convene dedicated online presentations and discussions with partners and to schedule project updates at the monthly online partners' exchanges.
- Robust project management that supports the Head of policy programme and partnerships and Programme Officer, NEPC to engage the advisory reference group and the NEPC's oversight committee.

## 5. Timeline and milestones

The work will commence week 30 January 2023 and must be completed by December 2024.

Milestones:

- February: inception and set-up of engagement activities
- Early September: interim reports.
- Late September/early October: NEPC half-day plenary, presentation of the final iteration of the methodology and results of benchmark work for discussion.
- December: final reports.

## 6. Budget and invoicing

A budget of £52,000 inclusive of VAT is available for the work. The invoicing schedule will be as follows: £10,000 by 15 March 2023, £14,000 on 30 June 2023, £14,000 upon submission of the interim report, £14,000 upon submission of the final report.

## 7. Competencies

Consultants are required to meet the following competency standards:

- Recognised expertise in EDI assessment and a track record of creating resilient best-in-class EDI models and helping organisations to charter ambitious EDI courses.
- Relevant expertise to assess the two policy projects included in the scope.
- Evidence of ability to deliver projects of a similar scale, scope and complexity.

## 8. Procurement schedule

Deadline for the submission of proposals	1pm on 10 January 2023
Invitations for interview	13 January 2023
Interview of shortlisted suppliers	Week 16 January 2023
Appointment of supplier	Week 23 January 2023
Inception meeting	Week 30 January 2023

## 9. Content of the proposals

Please include the following in your proposal:

- **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 experiences** (300 words max): Please explain your organisation's past experiences by evidencing a maximum of three similar projects.
- **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**, who we may contact for input should you be invited to interview.
- **Other:** Latest set of Annual Accounts and an appropriate level of professional risk indemnity insurance.

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.

## 10. Assessment criteria

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

- **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 into account the following additional criteria:

- **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 do a presentation and for a Question-and-Answer session, at which you will have the opportunity to build upon proposal.

## 11. 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 subset of scores 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

<b>Criteria</b>	<b>Score</b>	<b>Weighting</b>	<b>Max points</b>
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
	<b>Total</b>	<b>55</b>	

#### Award criteria

<b>Criteria</b>	<b>Score</b>	<b>Weighting</b>	<b>Max points</b>
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
	<b>Total</b>	<b>45</b>	

## Annex:

### 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.**