**ITT 512 BRIEF: CONSULTANCY SERVICES FOR THE 2021 VIRUTAL COMMONWEALTH SCIENCE**

**1.** **Introduction**

[The Royal Society](https://royalsociety.org/) is the national academy for science in the UK. It is a self-governing Fellowship of many of the world’s most distinguished scientists who are elected based on their scientific work. The Society is over 350 years old and its Fellowship includes names such as Newton, Darwin and Hawking as well as current names such as Uta Frith, Julia Higgins and current Royal Society President, Sir Venki Ramakrishnan and our incoming President Sir Adrian Smith. The Fellowship embraces the work of discovery scientists and applied scientists and covers the full range of scientific disciplines.

**2. Background**

The Commonwealth Science Conference (CSC) is part of a wider programme, led by the Royal Society, to strengthen collaborations between scientists from across the Commonwealth. The conference aims to bring together early career researchers (ECRs) and some of the most eminent scientists and scientific influencers from across the Commonwealth under the theme ‘Science for a Sustainable Recovery’.

The 2021 CSC and wider programme are funded by the UK Government’s [Global Challenges Research Fund](https://royalsociety.org/~/media/grants/schemes/ODA-GCRF.pdf?la=en-GB&hash=B51F1E2140346184856E2F87D6F4B32A) (GCRN), which is part of the UK’s Official Development Assistance (ODA), the focus of the CSC is:

1. to improve research links between outstanding early career researchers and with leading scientists from across the Commonwealth, in order to facilitate joint work on addressing global development challenges;
2. to encourage scientific capacity strengthening in developing Commonwealth countries;
3. to influence the Commonwealth policy agenda.

Due to Covid-19 and the long-term impact of the pandemic on international travel, the Society has decided to run the 2021 meeting as an entirely virtual event. The desired outcome post the CSC, is for smaller groups to come together at face-to-face regional thematic meetings throughout FY21/22 to continue discussions and develop research ideas.

**3. Service Requirements**

The Royal Society has a long history of running scientific meetings both in the UK and internationally yet has limited experience and resources available for the running virtual events and meetings.

The successful Tenderer shall assist the Society to refine our programme for the virtual CSC event and then use this programme to determine what event firms are be best suited to be invited to the Society’s Event Management tender. An outline of the 2021 CSC event Tender is at Appendix A of this document.

The outputs require of the successful consultant are to:

1. advise the Royal Society on the best structure of the services for the CSC event based on the Society’s proposed programme
2. propose what types of platforms, services and deliverables will be required for the scope of the event programme
3. propose a timeline for the tender, what evaluation mechanisms are recommended to test Tenderers’ suitability for the Services, and how long it may take the successful tenderer to mobilise and begin working on the project
4. advise if the tender should be an open or select tender
5. propose the budget required for the project based on market research of event management and similar events, and
6. identify a list of event management firms (after declaring any conflicts of interest) that could deliver the virtual CSC event and can meet the following requirements:
7. Deliver a virtual event over a period of 2-3 weeks that includes live, pre-recorded and on-demand material. A draft programme will be shared with the successful tenderer.
8. Accommodate a variety of formats including plenaries by high-profile speakers, panel discussions, poster and breakout sessions.
9. Ensure participants are able to engage with the content and speakers, and network with one another
10. Facilitate participants to join the meeting in regional hubs, to support regional networking and to address potential issues with connectivity in remote areas.

Please note that the running of the CSC Event Management tender and the evaluation process will be managed internally by the Society and will be out of scope for this Service provision.

**5. Budget**

Tenderers are asked to submit their proposed costs and daily rates for their proposal in the provided Schedule 5 Pricing Template. We ask that Tenderers keep in mind that we are a charity and this project will be funded from publicly funded grants.

**6. Timeframes for Tender**

The Society seek an Agreement in place with the successful tenderer and commence work with the Society’s CSC team by early August 2020.

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|  | **Tendering Stage** | **Dates** |
| 1 | Tender Open | 7 July 2020 |
| 2 | Tender Clarification Questions | Up to 12.00 noon on Wednesday 22 July 2020 |
| 3 | Tender Closes | 2pm BST 24 July 2020 |
| 4 | Evaluation and Shortlisting of bids | 31 July 2020 |
| 5 | Interviews | Week commencing 3 August 2020 |
| 6 | Contract Award | 7 August 2020 |
| 7  | Contract start date | 10 August 2020 |
| 8 | Completion of Consultancy | By end of August 2020 |
| 9 | Date of CSC Event Tender Opening | W/c 1 September 2020 |

**APPENDIX A - PROPOSED SPECIFICATION DELIVERABLES FOR THE 2021 VIRTUAL EVENT MANAGEMENT TENDER (ITT 513)**

The CSC Event management tender will seek to ascertain how the successful tenderer shall:

1. deliver an event that can accommodate participants joining from across the Commonwealth and multiple time zones, including how participants will be able to access sessions that they are not able to attend at a later date.
2. work with key stakeholders (Royal Society staff, senior scientists and scientific influences), including providing training sessions to familiarise staff and speakers with the platform, pre-recording sessions, technical support during the meeting and out of hours support for participants.
3. ensure that participants are able to engage with live, pre-recorded and on demand content including keynote talks, panel discussions, poster sessions and thematic breakout discussions.
4. support the networking of participants from across the Commonwealth on different thematic areas, including how participants can access speakers and other participants’ biographies and schedule 121 or group discussions on a particular topic, and how participants can be automatically assigned to breakout groups based on their areas of interest.
5. determine how participants can find out about upcoming sessions and register for the ones of interest.
6. identify risks and how the supplier plans to mitigate against these risks
7. propose a likely budget for the services and what elements should be included in a templated pricing schedule
8. demonstrate experience of successfully delivering large international virtual meetings for an academic audience, and
9. Suggest how they can capture participants’ attendance and engagement with the event for evaluation and analysis purposes.