

Quotation Request

UK Research and Innovation (UKRI) invites you to submit a quotation for the services outlined below.

1. Requirement

This document invites quotations to provide the secretariat for The [Concordat to Support the Career Development of Researchers](#) (commonly known as the Researcher Development Concordat, hereby referred to as the RDC) for two years (24 months) from the start of the contract. The RDC is an agreement between stakeholders to improve the employment and support for researchers and research careers in higher education in the UK.

The secretariat plays a key role in maintaining the RDC by acting as the delivery body of the Researcher Development Concordat Strategy Group (RDCSG), who set the strategic and policy direction of the Concordat. The RDCSG is comprised of representatives from UK research funding bodies, higher education institutions, and other organisations and associations from within and outside of higher education that are signatories to the Concordat. The activities RDCSG have committed to can be found on the [REDACTED]

The Secretariat delivers activities via several key functions: governance, administration, stakeholder support and engagement, and monitoring and evaluation.

UKRI/Research England, on behalf of the four UK HE funding bodies, is procuring this requirement. The contractor will report to Research England, including submitting invoices and a brief annual report summarising progress and upcoming priorities. The progress report may be presented to the wider Strategy Group.

2. Functions and specific activities of the Secretariat

Governance

- organising quarterly Strategy Group meetings by:
 - canvassing availability
 - sending meeting invitations
 - working with the Chair of the RDC to confirm agendas and papers and sending these to attendees
 - taking notes, producing minutes and actions, circulating actions to attendees
 - recruiting new Strategy Group members as required
 - keeping an up-to-date mailing list of Strategy Group members
 - on rare occasions, organising additional extraordinary meetings of the Strategy Group
- organising policy-focused task and finish groups, of which there are currently two:
 - organising meetings
 - recording discussions
 - circulating actions
- producing information as required

Administration, database, and website management

- maintaining an up-to-date signatory database
- updating the list of organisational signatories
- publishing guidance, resources and news items on the website
- managing the X (formerly Twitter) account

Stakeholder support and engagement

- promoting the Concordat
- responding to queries from existing and prospective signatories, for example:

- information on how to become a signatory
- accepting new signatories
- confirming receipt of reporting submissions
- organising workshops to support Concordat Task and Finish Group leads

Monitoring and evaluation of signatory activities

- monitoring submissions and analysing signatory reports and action plans to identify trends and gaps

Drafting and publishing the RDC Strategy Group annual report, published in the spring each year. The bulk of the work is from analysing signatory reports and action plans, but it also includes:

- Drafting and publishing reports for 2024, 2025 and 2026
- collecting statements from Strategy Group members
- collecting good practice case studies from signatories to include in the report if these are not sufficiently provided
- ensuring the report is professionally proofread, formatted and designed for publication

Providing administrative support for a review of the concordat. The Secretariat will not play a role in policy development relating to the review to avoid conflicts of interest:

- organising meetings of the Review Task and Finish Group
- organising a small number of events led by the Strategy Group to collect evidence for the review.

3. An estimate of time spent by the previous Secretariat on key functions are:

<u>Key function</u>	<u>Resource requirements (FTE)</u>
Governance (including task and finish groups)	0.05
Admin, database, and website management	0.05
Stakeholder support and engagement*	0.25
Monitoring and evaluation (includes writing the annual report)	0.25

We estimate that administrative support for the review will take 0.05 FTE.

*Stakeholder support and engagement is expected to take up less time because the previous secretariat played an active role in outreach, which this secretariat is not expected to do to the same extent.

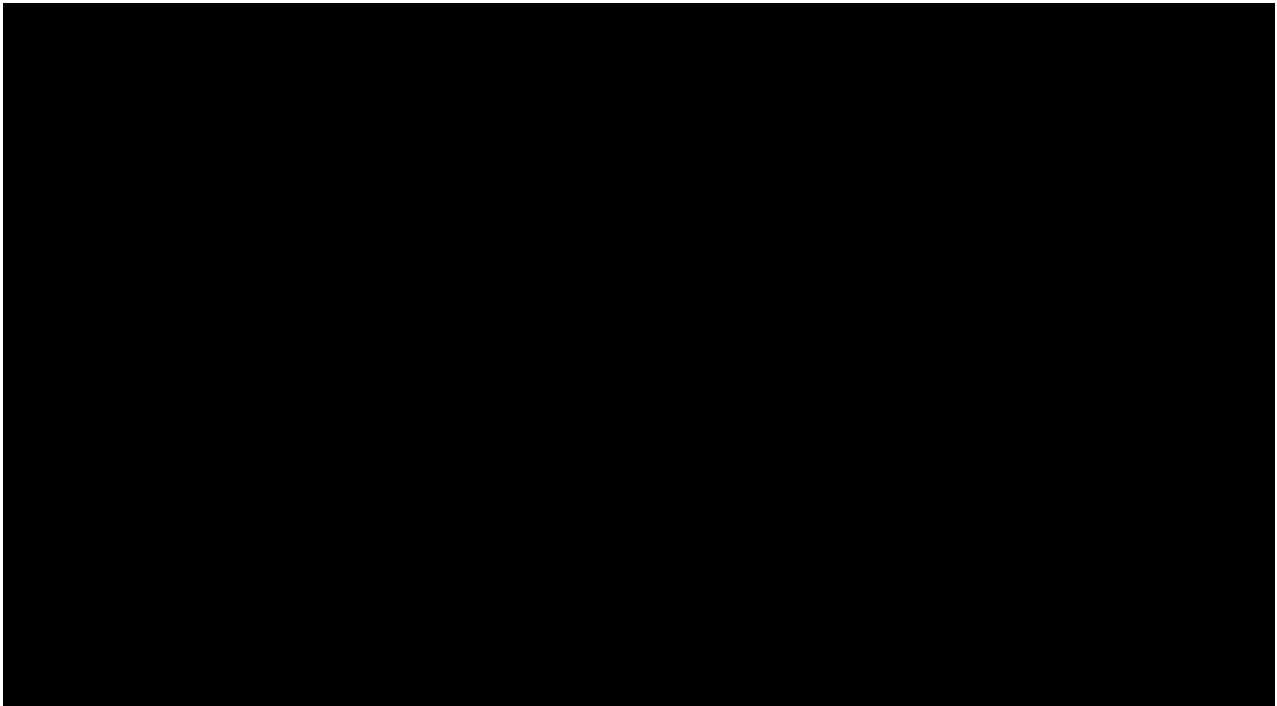
Please note that time allocations can be different to the above.

4. The timeline for this exercise is:

Activity	Deadline
Suppliers draft and submit quotation form	07/02/2025 – 16.00 on 06/03/2025
Assessment period	06/03/2025 – 18/03/2025
Notify suppliers of outcomes	18/03/2025 onwards
Contracting period	18/03/2025 onwards
Start of contract	April 2025
Contract end	24 months from contract start date

5. Price

The maximum budget is £83,000 (EX VAT). Any bids over this will be excluded.



Please provide additional information, up to 700 words, about how you will deliver this and why you are best placed to deliver this requirement.

The proposal is based on two roles, 0.05 FTE equivalent to provide administrative and governance support for meetings. Including generation of minutes and provision of papers ahead of meetings. This will be provided within existing team of the concordat strategy group chair. This provides good value for money and reduces additional bureaucracy and burden to the chair and strategy group.

The majority of cost is for a total of 0.6 FTE new role to drive the agenda of the concordat forwards. This may be achieved through secondment or appointment to the role. The successful appointee will have policy research and engagement experience and will bring rigour to the role. The costings are based on national spine framework point 537 are costed with appropriate on-costs but do not include VAT.

Given the volatility in the sector, it is essential to regain momentum and deliver on the actions of task and finish groups in a timely manner. Providing secretariat support as proposed will not only bolster the concordat through initial research and report drafting but also offer valuable insights, expertise, and advice. Insight will be balanced by delivery of prompt news and updates to the websites and swift answering of queries will support the reignition of activity in the concordat.

Appointing a role holder at the Chair's institution ensures independence from funders and sector bodies, thereby maintaining the integrity of the advice given and the confidence in decisions made. The physical proximity to the Chair will facilitate the timely achievement of objectives. If successful, we aim to appoint swiftly, either through secondment or the redeployment of existing staff.

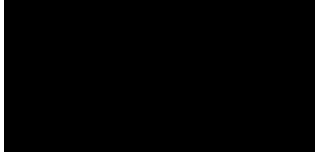
6. Validity Period



This quotation is valid until (30th April 2025)

7. Terms and Conditions

By submitting a quote, you are agreeing to UKRI terms embedded here:



8. Compliance

Please note that by completing and returning this quotation form you are confirming an offer which is made against UKRI terms and conditions (Annex A) and which, to your best knowledge, meets the requirements set out in our Requirement section. Should this NOT be the case please advise detail. UKRI reserve the right not to consider any quotation which is not in compliance with our requirement or terms.

All questions and or return of quotation should be directed to the UKRI “requester”



Please return your quotation by 17.00 on Thursday 7th March 2025.

Supplier details:

For and on behalf of: (Nottingham Trent University)

Person submitting quotation:

Telephone and email details:



Dated:17/03/2025

9. Questions and clarifications

Question 1: Please can you clarify what would be involved in 'Publishing guidance, resources and news items'? Who is writing / editing that content? Is that an expected part of the Secretariat function or is this limited to uploading items?

Answer: This is predominantly uploading resources and guidance that's already been produced. I expect there will be a need to write brief, high level content, in line with that on the current [News page](#). Members from the Strategy Group can write content if better placed.

Question 2: Please can you clarify what would be involved in activities such as 'organising workshops to support Concordat Task and Finish Group leads'? Is it expected that this will be limited to administration (i.e. setting up Zoom). Or might the role extend to taking notes and liaising with speakers and facilitators?

I expect this to include taking notes and circulating actions from T&F meetings. Chairs could potentially do this, as long as expectations are clearly agreed, and maybe it's a bit of give and take. There may be some other requirements, depending on the nature of the work, but this is up for discussion/agreement between the various groups.

Question 3: Please can you clarify what you envisage by 'promoting the Concordat', given that the request states that this is not an engagement or policy role?

This relates to:



1. As part of your organisation's general operations – i.e. where are there opportunities to promote it in existing engagements, for no additional costs.

2. General promotion and advocacy for the Concordat.

We do not expect a bespoke work package on promotion.

Question 4: Finally, please can you expand on the statement about conflict of interest (under the review section). Would this apply to wider contributions and role in the strategy group? In other words, does it mean that if my organisation is successful, I would need to step back from the strategy group?

This point is about ensuring that the Secretariat, who have a commercial interest, do not unduly influence the outcomes of the review and recommendations relating to the scale/scope of the Secretariat. This is purely about good governance and doesn't reflect our opinions, or what we think might happen. For example, we will need to ensure that roles are clearly outlined and documented.

It would not preclude you, in your representative role, from sitting on the Strategy Group and as such supporting policy development for the Concordat and the review.