

## **Invitation to Tender**

### **Provision of Enthuse funded STEM CPD Partner in Wales**

#### **Summary**

1. STEM Learning Ltd invites proposals from interested parties to manage and operate the Enthuse funded science CPD for Welsh Schools.
2. The contract is currently operated by Techniquist in Cardiff and is due for renewal in September 2018. This invitation to tender is part of the exercise in ensuring the value for money for the Board of STEM Learning and our funding partners.
3. The work will be for delivery of the programme up to 31 August 2021. An initial period of 12 months from 1 September 2018 to 31 August 2019 with the possibility subject to the performance of the successful bidder, of further funding up August 2021. There will be an option of a break clause at the end of August 2019.
4. Proposals to be selected as a Welsh Partner for STEM CPD should be submitted no later than **12:00 on 9 July 2018**.

#### **Background**

STEM Learning Ltd is the UK's leading organisation for supporting STEM (Science, Technology, Engineering and Mathematics) education. It is a not for profit organisation, supported financially by a unique alliance of funders including the Wellcome Trust, the Government, the Gatsby Foundation, European Space Agency (ESA), professional institutions, scientific societies and employers.

Operating as the National STEM Learning Network, and working with a wide range of partners across education, academia and industry, STEM Learning provides an internationally renowned portfolio of professional development, resources and support for all those educating, supporting and encouraging young people in STEM subjects, from early Years through to post-16.

The aim of the National STEM Learning Network is to ensure high quality of science teaching and learning through effective continued professional development (CPD) for all those people involved in science education and therefore to increase participation in science study and careers beyond the age of compulsory schooling and to improve all young people's perception of and engagement with science. STEM wishes to outsource the development, delivery and evaluation of continuing professional development in Wales, and to work collectively and collaboratively to achieve this.

The National STEM Learning Network comprises:

The National STEM Learning Centre at York – providing all those teaching or supporting STEM subjects across the UK with access to a range of professional development activities, resources, networks and support.

Around 45 Science Learning Partnerships (SLPs) across England – each working to ensure all teachers, schools and colleges can access local STEM specific professional development and support, with proven impacts on outcomes for young people in STEM subjects and careers. SLPs work closely with a wide range of local partners supporting STEM, including Maths Hubs, Computing at School (CAS) Hubs and Teaching School Alliances.

Partners in Scotland, Wales and Northern Ireland – providing access to appropriate STEM-specific support for teachers, schools and colleges.

## **Our work**

Each year, the Network as a whole works directly with teachers and other educators in over 85% of the UK's secondary schools and around 30 % of primary schools. The resources within the network, with over 10,000 quality assured, curriculum linked resources, has at least one teacher registered from 100% of UK secondary schools and post-16 institutions, and at least one registration from 75% of the UK's 22,500 primary schools.

Specifically, the closer integration of the offer of CPD in Wales and their activities with the National STEM Learning Network offers significant opportunities to build on the success of the STEM Learning offer including –

Further impacts on young people's and teachers' perceptions of STEM subjects and STEM careers through extending the engagement of STEM Ambassadors within school/college and teacher development (CPD and initial teacher education) settings.

Building evidence of the impacts of engaging with STEM Learning on outcomes for teachers and young people, including – but not necessarily limited to those identified in the Network's established Theory of Change.

Improving teachers' and school & college leaders'

- subject & pedagogical knowledge, and awareness of STEM careers
- confidence, motivation and competence
- leadership within STEM
- quality of teaching
- retention and career progression

Leading to increased pupil

- engagement, achievement and STEM literacy
- pursuit of STEM subjects and careers post-16

## **Aims and objectives of the Programme to be offered**

### **Requirements**

The successful bidder shall promptly and efficiently complete the delivery of the services outlined below:

The successful bidder will be responsible for co-ordinating provision and staffing within their area and will be provided with funding to cover costs for the project including:

- Development, delivery and evaluation of CPD
- Engagement of teachers and technicians of science from primary, post primary and post-16 sectors.
- Management of all course bookings and related administration which includes accurately documenting participant information, marking attendance registers within one week of completion of each event of every course.
- CPD bookings are to be recorded on STEM Learning's booking system by the contract holder within 5 working days of receipt of the booking. This also applies to retrospective bookings.
- CPD attendance records and all metadata and affiliations must be updated within 5 working days of the CPD event or by the last day of the termly reporting period, whichever is the sooner.

- Documenting participant and course information, through STEM Learning's systems.
- Management, allocation and triggering of ENTHUSE Awards according to the current and enforceable ENTHUSE terms & conditions
- Use of STEM Learning's online impact toolkit to collate feedback and assess impact of CPD delivered.
- Management of the allocated budget and preparation of termly financial reports.
- Working with STEM Learning to identify gaps in CPD and develop strategies for supporting networks and peer-to-peer partnerships.
- Engaging new schools and other organisations to participate in networks or provide direct peer to peer support for schools.

The successful bidder will be required to work closely with STEM Ambassador Hubs, Professional Institutions, CAS Hubs, and others to communicate clearly opportunities and benefits of engagement to all interested parties, collect evidence of impact, and build the profile of STEM Learning CPD within local areas.

The successful bidder will also be expected to work with schools to develop applications for Enthuse Partnerships in Wales. Further details can be found on the website. [www.stem.org.uk](http://www.stem.org.uk).

### **Reporting requirements**

The successful bidder will be required to produce a monthly report due at the end of each month commencing September 2018 and a termly report commencing at the end of December 2018, both using standard templates provided by STEM Learning. These reports will provide statistical data and qualitative information on the progress of the programme.

### **Support from STEM Learning**

The delivery of this contract will be supported by a management structure, sitting within STEM Learning, including:

Light touch regional co-ordination across Wales and regional partners in creating effective relationships. The Regional Network Lead will support the successful bidder. They will be expected to work closely with the National STEM Learning Network's existing partners in order to ensure that together they are addressing relevant needs and priorities, as well as contributing positively to the achievement of UK-wide ambitions for the programme.

Evaluation of impact – the National STEM Learning Network's existing online Impact Toolkit is used to gather the feedback and impact evidence from STEM Learning participants and the schools, colleges or other partners with whom they have worked.

This will be triangulated with other feedback and independent external research to provide a robust body of evidence on the impacts of the CPD delivered which can be reported building sustainability of the programme.

This ITT sets out the expectations of STEM Learning for which proposals are invited. Proposals must be submitted in line with the process and timescales set out in the relevant sections below.

## Monitoring performance and impact

The key deliverable in terms of monitoring ongoing performance will be a termly Impact report, prepared by the successful bidder with input from appropriate partners. This will provide an overview of the level and scope of activity achieved over the appropriate period with—crucially—an assessment by the contract holder of the impact that this activity, together with previous activity, is having in terms of young people and their influencers, educators, employers.

The main measures within the reporting will be:

**Impact** of CPD provision on participants' knowledge and skills, and pupils' engagement in science. This will be based on the Impact report and also from more detailed analysis gathering and provision of evidence from all aspects of the programme to include:

- evidence of impact on teaching and learning;
- trends in attainment and uptake of science in the country.

The contract holder will utilise STEM's online impact toolkit where possible to collate such feedback.

**Reach** of CPD provision to stimulate demand for CPD and embed it as an intrinsic and ongoing part of science educators' professional life, across Wales particularly in institutions where attainment in science is low.

The termly and annual reports on number of CPD days, number of unique participants and number of unique schools engaged during the reporting period. This will also include the number of state funded establishments broken down by primary, secondary, FE and by type of CPD and by proportion of these that are newly engaged or re-engaged with the programme.

**Quality of the programme** a review of the appropriateness of programme of CPD developed and delivered. Review of the working with partners and stakeholders. A section of the termly report which requires reflection and analysis and may include: data on customer satisfaction; details of professional development leads and use of external consultants; nature of working with partners / advisory group / network meetings and outcomes of such working; updating of the risk register.

## Scope and Finances

Proposals are invited to become the Enthuse funded STEM CPD Partner for Wales, based on this Invitation to Tender document and in accordance with the timescales and other requirements set out in this document.

Bidders must be active across the whole geographical area which will help to ensure that there is full geographical coverage across the UK. Within and beyond the agreed area, there is also a clear expectation that the successful bidder will work closely with the STEM Ambassador Hub and will work closely and collaboratively with partners in England, Scotland, and Northern Ireland to maximize the impact that the programme can have on young people and their influencers, teachers, schools and colleges.

To be most effective, proposals to become the Enthuse funded STEM CPD Partner for Wales need to be as explicit as possible on how the proposed partnership will work effectively with the relevant STEM Ambassador Hub and others to deliver a shared vision for improving STEM aspirations, education, uptake and progression across the region.

Bidders are expected to make their own assessment as to whether TUPE would apply with this contract.

## Available Funding

This is the maximum funding available over the period for which proposals are invited for this work and proposals must be able to demonstrate that the Partner would be able to achieve its aims and ambitions within this funding envelope.

It is considered important that – from a funding as well as operational point of view – organisations wishing to be the Enthuse funded STEM CPD Partner for Wales are able to demonstrate that they are not overly dependent on this funding stream, and are able to provide schools/colleges, employers and others a ‘value added’ service through their appropriately diversified business model, including provision of complementary science / STEM support.

**Funding envelope** for the period 1 September 2018 to 31 August 2019

Organisations wishing to become the Enthuse funded STEM CPD Partner for Wales will have access to the following funding from 1 September 2018 to 31 August 2019.

Deliverables and Funding available		
Total Target - CPD days	425 days (5hr of CPD = 1 day)	
Total Funding	At £139.86 per day	£59,441
Operational Costs	£139.86 per CPD day	
Enthuse Awards	£60,350 at an agreed rate per course (no lower than £142.00 per day )	
Average costs to participants	At £200 per day (including hospitality)	

Translation of materials into Welsh medium are considered part of the operation costs of the contract.

## Timescales

The timetable for the submission, assessment and selection of organisations to become Enthuse funded STEM CPD Partner for Wales is given in the table below:

<b>Date</b>	<b>Activity</b>
15 June 2018	Issue documentation inviting organisations to submit proposals to be the Enthuse STEM CPD Partner for Wales from 1 September 2018
15 June to 9 July 2018	Preparation of proposal documents by interested organisations
9 July 2018 – 12:00	Deadline for receipt of proposals from interested parties
9 July to 13 July 2018	Assessment of proposals
20 July 2018	Inform successful organisation  Finalise contract negotiations
4 August 2018	Confirmation of unsuccessful bidders
1 September 2018	Contract commences

## Management and reporting

The successful bidder will be required to produce a monthly report due at the end of each month commencing September 2018 and a termly report commencing at the end of December 2018, both using standard templates provided by STEM Learning. These reports will provide statistical data and qualitative information on the progress of the programme.

This report will cover a mix of quantitative and qualitative measures and data, to demonstrate the impact of the programme on teachers and key outcomes for young people and schools and colleges.

In addition, the successful bidder will be expected to provide STEM Learning with appropriate information, data and case studies on an ongoing, ad-hoc basis in order to support communications and other activities.

## Format of Proposals

Proposals should provide an ambitious vision for the development of the STEM CPD offer within Wales, supported by a business plan for how this will be achieved, working in close collaboration with others.

It should demonstrate a detailed understanding of the current, emerging and likely future needs of the area in terms of young people, school and college performance, skills requirements and employers and how delivery will positively impact all key groups.

It will also be explicit in how the Enthuse funded STEM CPD Partner for Wales will engage with the Welsh Assembly, and the STEM Ambassador Hub, and how it will work alongside Maths Hubs, CAS Hubs along with other key partners such as Science Centres, STEM support providers, employers etc. to achieve the business plan and so positively impact STEM education and skills across the region.

Proposals should be set out to clearly detail—

- a vision for what the contract holder will achieve, along with relevant qualitative and quantitative metrics along with plans on identifying, measuring and continually improving impact
- a description of the key work streams, priorities and outcomes, including an outline project plan of activities to be undertaken, including appropriate key date/milestones and deliverables
- a summary of relevant experience, demonstrating the credibility and current financial and operational scope of the organisation wishing to become a STEM CPD Partner for Wales . This should include evidence of its commitment to and track record in partnership working, along with its understanding of the education and skills environments.
- short descriptions of key personnel involved in implementing the business plan, including relevant experience and qualifications
- reference sites (as URLs) for examples of relevant work or experience
- an assessment of the risks associated with the work and how these will be managed rationale or breakdown to clearly demonstrate how funding will be utilized.

## Evaluation criteria

Proposals will be evaluated against the following criteria—

1. relevant experience of proposing organisation and its team
2. understanding of national as well as local priorities in terms of STEM education and skills
3. A well thought out operational plan for achieving this vision, with a commitment to, and track record of, partnership working to maximize outcomes for young people, schools/colleges, STEM Ambassadors, employers and other stakeholders
4. compliance with and understanding of requirements outlined in this document
5. ability to demonstrate credibility and track record in driving innovation and creativity in approaches whilst maintaining quality of service to schools/colleges, employers and other stakeholders

6. commitment to an ethos of partnership working with STEM Learning and all appropriate stakeholders, forging cohesive relationships across the STEM landscape resulting in improved outcomes for young people.
7. value for money
8. How the organisation will comply with the GDPR regulations in their operations of this contract

## **Submission of Proposals**

The deadline for receipt of submissions is 12:00 **9 July 2018**. Late submissions will not be accepted. It is the responsibility of the bidder to ensure that proposals arrive by the deadline stated. All submissions will be acknowledged with a notification of receipt.

An electronic copy of the proposal should be received in PDF format by this deadline. This is an electronic only submission process, therefore all documentation must be submitted in PDF format as a single zipped folder if the size of the submission is greater than 10Mb.

Proposals should be no longer than 8 to 10 sides of A4 in a font no smaller than Arial 11. If the proposal exceeds this limit, evaluators will be advised to disregard any information outside the limit. CVs of people involved can be submitted as appendices and will not be included in the 10 page limit.

Proposals should be emailed to: [r.sigsworth@stem.org.uk](mailto:r.sigsworth@stem.org.uk)

STEM Learning Ltd reserves the right not to award a contract.

## **Enquiries**

Enquiries about this tender should be directed via email, in the first instance, to:

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National STEM Learning Centre  
[r.sigsworth@stem.org.uk](mailto:r.sigsworth@stem.org.uk)

14 June 2018