**Tomorrow’s Engineers Energy Quest (TEEQ)**

**Request for Proposal**

**Introduction**

Tomorrow’s Engineers (TE) is led by the engineering community and provides a platform for employers and stakeholders to work effectively with schools, to inspire more young people to consider careers in engineering. The Tomorrow’s Engineers Energy Quest (TEEQ) is a key strand within the overall TE programme. Funded by Shell, it is designed to inspire the next generation of scientists and engineers.

Currently Energy Quest is being delivered as a two-part project: an in-school workshop (The Energiser Event) and follow-on classroom challenge (The Energy Challenge). It is designed to be a repeat intervention and each school receives both parts. The target audience is secondary students, aged 11-14[[1]](#footnote-1) and a strong engagement with STEM teachers in target schools is expected.

The overarching aim for TEEQ is: To maximise the number of young people who make informed subject choices to enable them to pursue STEM careers.

Whilst programme outcome and impact are measured through a range of metrics, they are grouped into four key pillars:

|  |  |
| --- | --- |
| Perception & knowledge | Positive perception of engineering and STEM careers; knows what an engineer or scientist does |
| Aspiration | Aspiration for a career in engineering and STEM, or sees engineering or career in STEM as desirable |
| Action | Knows which subject choices make a career in engineering or STEM achievable; is more likely to make those choices  |
| Diversity | Knows that engineering and STEM careers are suitable for both girls and boys |

The current programme, initiated in 2014, will run until the end of the academic year 2017. During this period (Phase 1), up to 650 UK state secondary schools will have participated in TEEQ, with approximately 79,000 pupils engaged.

**Proposals for 2017-2020**

EngineeringUK (EUK) now invites proposals for the delivery and development of Tomorrow’s Engineers Energy Quest to run over three academic years from September 2017 to July 2020 (Phase 2). This document sets out the background requirements, procedure and timeframe for proposals, which may be submitted by individual organisations or consortia. EUK is looking for innovative, creative approaches to delivery of Phase 2 of the programme to ensure continued scale and reach across UK secondary schools (excluding Northern Ireland).

A budget of up to £789,000 over a three-year period is available to fund the next stage of delivery and development (Phase 2). Any resulting grant agreement will be managed by EUK and run from appointment until the end of the academic year 2019/20.

Following evaluation of the programme, going forward TEEQ will continue with Part A: The Energiser Event; however, Part B: The Energy Challenge will be redeveloped (see below for current descriptions of the two parts).

*Part A: The Energiser Event*

The Energiser Event is an in-school workshop delivered by delivery partner education officers to up to 60 11-14 year-old students in each session. The event consists of several activities based on the theme of energy with STEM careers messaging running throughout and is supported by a standard set of resources (e.g. PowerPoint, student workbook and careers materials), which are provided free of charge.

The Energiser Event is designed to increase perception, knowledge and desirability of careers in engineering through hands-on activities and meeting real-life engineers. It aims to help young people choose the right subjects to enable them to pursue a career in engineering.

*Part B: The Carbon Capture and Storage (CCS) Energy Challenge*

The CCS Energy Challenge is a teacher-led, curriculum based activity for 30 students who have already taken part in Part A. The CCS challenge is presented to the school by delivery partner education officers as a kit containing all of the lesson plans and materials for the teacher to either deliver in a series of 6 lessons, a STEM club or as an off-timetable day. The lessons consist of several experiments that will culminate in the students designing their own CCS plant.

Moving into Phase 2 of TEEQ, schools which have the existing CCS challenge kit will be offered a support package (managed by EUK) to enable them to complete the activity and repeat it with future year groups. A new Energy Challenge will need to be developed for schools taking part in Phase 2and forms part of this RfP.

**Requirements**

For 2017-2020, EUK is looking for organisation(s) or consortia to submit proposals for two packages of work. Organisations are welcome to apply for one or both packages.

We will consider bids from multiple organisations joining together as a consortium. However, we recommend that individual organisations, which are part of a joint bid, also make an individual bid highlighting which regions they can best cover, in order that we can evaluate the best possible combination of delivery options.

**Package A: Delivery of Energiser Workshop**

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| Delivery | * Deliver an agreed number of TEEQ engagements in secondary schools across the 11 regions over the three years of the programme
* Liaise with EUK to have a TEEQ presence at the National Big Bang Fair and regional Big Bang Near Me fairs
 |
| School recruitment | * Use local knowledge and contacts in schools to recruit to the programme
* Ensure schools commit to the 2 parts (The Energiser Workshop and the new Energy Challenge) and the repeat element of delivery (ideally each school will deliver the programme every year for all three years)
 |
| STEM ambassadors | * Work with local STEM Ambassador Hubs to recruit ambassadors to take part in events in line with the KPIs
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| Evaluation & reporting | * Administer a minimum of 10% evaluations in schools
* Weekly monitoring and submission of a monthly status report
* Uploading of activity data to the EUK Schools Database
* Capture and report back feedback from delivery officers to support ongoing refinement of the programme
 |

A budget of up to **£739,000** over three years is available for delivery of Package A.

Like The Energiser Event, Package B should be designed to increase perception, knowledge and desirability of careers in engineering through hands on activities and meeting real-life engineers. It aims to help young people choose the right subjects to enable them to pursue a career in engineering.

We are looking for a Delivery Partner, or consortium, to deliver Package A, The Energiser Workshop whilst addressing the following:

* Engagement of teachers, not just providing an opportunity to delegate responsibility
* A focus on all secondary maintained schools across the UK, including:
* Even split across Free School Meals (FSM) (high, medium, low)
* those in areas with a strong industrial footprint e,g. the Midlands
* the possibility to focus on Shell ‘fenceline’ areas e.g. London, Aberdeen, Fife and Bacton in Norfolk
* Opportunities to promote/link through to other initiatives that Shell UK is involved in, e.g. Make the Future Live, The Bright Ideas Challenge or Connecting STEM Teachers (delivered by the Royal Academy of Engineering)
* The programme should engage local industry/small businesses to support delivery

As the programme relies on deliverers/facilitators, the proposal should include an explanation on how you would ensure they are consistently trained to a high standard

* The activity needs to be effectively integrated into the school year, with an optimal level of notice
* Work in partnership with the delivery partners for Package B
* Utilise relationship with schools through The Energiser Event to encourage schools to participate in Package B

**Package B: Development of The Energy Challenge**

|  |  |
| --- | --- |
| Content | * Development of a new Energy Challenge
* Pilot and roll out Package B
* Work with Delivery Partners to ensure link between Package A and B
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| Training | * Deliver Train the Trainer to delivery partners
 |

A budget of **£30,000** if Part B consists of an existing intervention, or up to **£50,000** if developing a new intervention.

We are looking for an organisation to develop or tailor an activity under the theme of an “Energy Challenge” for Phase 2, to address the following:

* Teacher-led and school based interactive, repeat intervention and hands-on challenge over a period of 6 to 10 hours
* Activity to have cross curricular links and be run in school time either as classroom sessions, STEM club activity or an off-timetable day
* Can be an adaptation of an existing, well-performing intervention or something completely new
* Easily monitored for participation and impact
* Potential to link to existing awards and competitions such as The Big Bang Competition or BSA CREST awards
* Teachers given direction and support on using the TE Careers presentation and materials
* Opportunity for STEM Ambassadors to take part
* The activity should be gender inclusive and actively counter known barriers to girls engaging in STEM
* The activity needs to be effectively integrated into the school year, with an optimal level of notice
* Include a teacher expectation document that they sign to commit to delivering the Energy Challenge and administering pupil evaluations
* The activity will need to be ready for pilot in schools from October half term 2017 (at the latest)
* Work closely with the delivery partners for Package A to ensure clear link between the Energiser Event and the revised Energy Challenge
* Develop and deliver training to the Package A delivery partner(s) to ensure effective delivery of Package B, through Train the Trainer or some other method to ensure GB wide coverage

Organisations can apply to deliver Package A, Package B or both work packages.

**EUK will provide overall project management including:**

* Setting and monitoring Key Performance Indicators for the programme
* Budgetary management
* Management of grant agreements
* Provide regular reports to the funder Shell
* Organising quarterly review meetings for the project
* Provide reporting templates
* Management of online presence including TEEQ web presence on the TE website
* Evaluation scheme
* Programme management support
* Access to the Tomorrow’s Engineers Schools Database
* Engaging other national bodies to build support for the programme (E.g. STEM Learning)
* PR, communications and marketing for the programme nationally, which can be localised by the delivery organisation(s)
* Ongoing support for the CCS module (in those schools which have the kit)
* Coordinate presence of TEEQ at the Big Bang Fair

**Budget**

The funding will be provided and administered by EUK on behalf of Shell and the available budget is below.

**Package A: Delivery**

* Budget of up to **£739,000** over three years to deliver an agreed amount engagements split evenly across the 11 regions
* You will need to show how you will split this budget to cover the deliverables described

**Package B: – Development of existing or new intervention**

* Budget of up to **£30,000** if submitting an existing intervention to be adapted for Package B

Or

* Budget of up to **£50,000** if developing a new intervention for Package B

**Timeline for tender process**

|  |  |
| --- | --- |
| **Date** | **Action** |
| 13/02/17 | RfP to go out |
| 21/02/17 – 27/03/17  | Opportunity for organisations to meet with EUK to discuss tender |
| 03/04/17 | Deadline for submission |
| 4-21/04/17  | Shortlist organisations |
| 24-29/04/17 | Inform organisation if invited to interview |
| w/c 01/05/17 | Interview shortlisted organisations |
| w/c 22/05/17 | Successful delivery partners informed and commencement of Package B development |
| 21/08/17 | Commencement of Package A delivery |

**Selection Criteria**

We will be evaluating the proposals based on the following criteria with the attached weightings:

**Package** **A**

|  |  |
| --- | --- |
| **Criteria** | **% Weighting**  |
| * The delivery approach proposed by the organisation and the ability to build strong relationships with schools. For example: aspiration of number of schools involved, number of learner engagements, and links to follow-on activities, impact measures, embedding careers messages etc.
 | 35 |
| * Relevant background and experience of the organisation; credibility of the proposed activity; and experience of working with programmes of this scale, including geographical coverage
 | 20 |
| * Value for money
 | 20 |
| * Associated risks and mitigation responses
 | 15 |
| * Collaboration with other STEM outreach organisations
 | 10 |

**Package** **B**

|  |  |
| --- | --- |
| **Criteria** | **% Weighting**  |
| * How well the potential organisation appears to understand the issues involved in working with schools; the activity fits the criteria and is innovative and creative
 | 50 |
| * Relevant background and experience of the organisation and the credibility of the proposed activity; ability to work collaboratively with other partners
 | 20 |
| * Value for money
 | 20 |
| * Capacity to conduct work to a high standard
 | 10 |

The panel assessing submissions will consist of EUK and Shell.

Successful shortlisted organisations will be invited for interview as per the timeline.

Please indicate for which Package(s) you are submitting:

|  |  |
| --- | --- |
| Package | **Yes/No** |
| A – Delivery |  |
| B – Development |  |
| Both |  |

For Package A – Delivery, please indicate which areas are you interested in:

|  |  |
| --- | --- |
| **Region** | **Yes/No** |
| East of England |  |
| East Midlands |  |
| London |  |
| North East |  |
| North West |  |
| Scotland |  |
| South East |  |
| South West |  |
| West Midlands |  |
| Wales |  |
| Yorkshire & Humber |  |

**Financial information**

Please provide summary information about your organisation. You will be asked for more detailed information if you are invited to interview.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Forecast for next financial year**(if available) | **Forecast for current financial year** | **Last financial year** | **Two years ago** |
| **Total income** |  |  |  |  |
| **Total expenditure** |  |  |  |  |
| **Cash balance** (at year end) |  |  |  |  |

Please attach a copy of your latest signed financial accounts. If these are more than a year old, we may ask you for additional financial information.

**Further information and contact**

If you are considering submitting a proposal, please go to <http://www.tomorrowsengineers.org.uk/energy-quest/> where you will find out more about the programme.

Please register your interest by emailing jhill@engineeringuk.com so that we can ensure you receive all of the resources associated with TEEQ and any additional information as it becomes available (for example, in response to questions raised by others) and arrange a meeting to discuss the tender.

For all queries, please contact Jo Hill at the address above.

EngineeringUK does not bind itself to accept the lowest value tender, or any tender received. EngineeringUK reserves the right to accept the whole or part of any tender or to call for new tenders should it consider this course desirable.

**Submitting your proposal**

A project proposal is required and as a minimum the proposal should include:

* Brief history and description of the organisation including a statement of the organisation’s experience and its ability to carry out the work
* A detailed description; brief biographies; and the roles of the people who will be assigned to the project
* Two client references demonstrating impact through the delivery of activities proposed as part of the RfP
* A statement of the scope of the services to be provided, including:
* Proposed activity and relevance to the programme requirements
* Options for engaging the maximum number of schools per academic year (package A only)
* Reporting and review mechanisms and milestones
* An outline project plan, including development and operational timelines
* A complete breakdown of prices by each deliverable, including costs per school and per learner engagement (package A only)

Please submit your proposal including all the criteria mentioned above and any additional relevant information.

The deadline for receipt of written proposals is no later than midday on Monday **3rd April 2017**. Confirmation of receipt will be provided. All proposals should be sent via email or post to:

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1. KS3 in England and Wales, S1 and S2 in Scotland. [↑](#footnote-ref-1)