

Invitation to Tender

Research Project: Manufacturing excellence

How can young people acquire the world-class skills the UK needs to become a global leader in advanced manufacturing?

Issue date	Deadline for indication of intention to submit response	Deadline for submission of response
Friday 9 September 2022, 12:00 (midday)	Friday 16 September 2022, 15:00	Wednesday 28 September 2022, 12:00 (midday)

All enquiries relating to this invitation to tender should be directed to:

Richard Carter
Procurement and Contracting Manager
Email: rcarter@worldskillsuk.org

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Guidance Notes

1. The information disclosed in this document will be used to select a supplier to provide services to WorldSkills UK. However, any response based on this document does not imply any representation by WorldSkills UK as to the supplier's financial stability, professional competence or ability in any way to provide the goods and/or services.
2. WorldSkills UK reserves the right to reject a supplier if it deems:
 - a) the supplier's commercial history is unstable or unsound e.g. relevant convictions or professional misconduct;
 - b) the supplier's financial and economic standing is insufficient to sustain the contract;
 - c) the supplier fails to submit all documents requested or to sign the declaration; and/or
 - d) any other material matter.
3. If the supplier is part of a group of companies, please respond specifically for the company not for the group.
4. Any costs or charges arising out of the supplier's proposal or in any way incurred with respect to the consideration of the supplier's proposal, whether or not finally submitted or accepted, shall be borne by the supplier.
5. Evaluation of tenders received by WorldSkills UK will principally be made on the basis of economic and contractor ability to perform a job of this nature in a timely manner (further detail is offered in Section Numbers 4, 5 and 6).
6. This tender is not an offer to contract. Issuance of the Invitation to Tender and the subsequent receipt and evaluation of the supplier's response by WorldSkills UK does not commit WorldSkills UK to award a contract to any supplier, even if all elements of the tender are met. Only the execution of a written contract will obligate WorldSkills UK in accordance with the terms and conditions contained in such contract.
7. WorldSkills UK reserves the right to accept or reject any responses to this Invitation to Tender, and to enter into discussion and/or negotiations with more than one supplier at the same time, should such action be in the best interest of WorldSkills UK.
8. The supplier must check to ensure that all required documentation is submitted. Any documents included should be clearly marked with the supplier's name.
9. The provision of any false information will disqualify the applicant from consideration for inclusion on the WorldSkills UK approved Invitation to Tender List.
10. WorldSkills UK will treat the information provided by the supplier as part of the response as private and confidential.
11. Please submit Appendix A - Notification of Intention to Submit Response by **15:00 on Friday 16 September 2022** to the named contact in point 12 below.
12. Please submit a tender Response to this Invitation to Tender by **12:00 on Wednesday 29 September 2022**, and any supporting documents, clearly marked 'INVITATION TO TENDER RESPONSE – ITT Manufacturing Excellence', to:

Richard Carter
Procurement and Contracting Manager
Email: rcarter@worldskillsuk.org

13. A response must be accompanied by the Appendix B - Declaration Form, and must be signed by a person duly authorised by the supplier.
14. WorldSkills UK welcomes queries regarding this ITT from suppliers. All queries and responses will be logged, and shared with all invited suppliers, and published on the WorldSkills UK website, up to the deadline date for the submission of Appendix A – Notification of Intention to Submit Response. After this deadline, Queries and Responses will be shared only with the suppliers who have submitted an Appendix A – Notification of Intention to Submit Response. All queries must be submitted in writing to Richard Carter, rcarter@worldskillsuk.org

1.0 Background

1.1. Introduction to WorldSkills UK

WorldSkills UK is an independent charity and a partnership between employers, education and governments. Together, we are raising standards in apprenticeships and technical education so more young people get the best start in work and life.

We are part of WorldSkills, a global movement supported by over 80 member countries, which celebrates young people achieving world-class standards in the biennial 'Skills Olympics'. As the only skills charity which can bring this global benchmarking back into the UK, we have the unique assets, resources and networks to help raise training standards and improve young people's technical and soft skills-set and resilient mindset to ever higher standards.

We inspire young people via our careers advice resources to choose excellence through apprenticeships and technical education as a prestigious career route on their path to reaching their potential, whatever their background. We develop excellence in young people by testing and assessing their skills and knowledge against their peers through our national and international competitions programmes, improving their confidence and potential. We innovate to mainstream global excellence to help improve the standard of teaching, training and assessment through international benchmarking to help young people, employers and the UK economy succeed.

Full details of the organisation, including our vision, mission and values, can be found at the www.worldskillsuk.org Organisations responding to the ITT are recommended to review this information.

2.0 Context of Requirements

2.1 Context

WorldSkills UK commissioned research shined a light on how leading economies are using world-class manufacturing skills to attract and anchor increased foreign direct investment, underpinning jobs, productivity, and prosperity. [*Promoting technical skills to win foreign investment*](#) showed that a sophisticated and globally competitive skills offer is essential to economies' ability to compete for foreign investment, and highlighted examples of best practice in both Singapore and Costa Rica on boosting FDI in advanced manufacturing. These insights were built upon by the Skills Taskforce for

Global Britain, established by WorldSkills UK to explore how the UK could better integrate skills and investment policy to capture greater FDI across its nations and regions. [Wanted: Skills for inward investors](#) showed that, to attract firms in internationally mobile sectors like advanced manufacturing and clean tech, the UK needs international competitive skills with skills delivery focused on demand as a part of a new vision for inward investment. In response to the Skills Taskforce report WorldSkills UK committed to make sure more of its skills development and careers advocacy programmes focus on sectors that are internationally mobile, such as digital, clean tech and advanced manufacturing, and help to attract firms to the UK.

Further research commissioned by WorldSkills UK has also highlighted the importance of first-rate and up-to-date manufacturing skills in building a decarbonised future for the UK. [Skills for a net-zero economy](#), published earlier this year, identified sustainable manufacturing as a business area where 'green skills' are most needed, and where a lack of skills that support emission reduction are hampering competitiveness and exacerbating energy costs. As noted by the [Climate Change Committee](#), manufacturing will need to do much of the heavy lifting when it comes to the UK's transition to net-zero, both as a sector responsible for a large percentage of UK emissions, and in being uniquely placed to create the products and infrastructure needed in a net-zero economy. In response to the findings of the report, WorldSkills UK have committed to reflect employer demand for high-quality green skills in our competition programmes and support for educators, as well as inspire young people from all backgrounds to gain skills and jobs that tackle climate change.

In line with the outlined of ambition to help create a decarbonised, internationally competitive, and jobs-rich manufacturing industry in the UK, WorldSkills UK have signed a Memorandum of Understanding (MOU) with the High-Value Manufacturing Catapult (HVMC). By working in partnership to integrate HVMC insights on emerging skills into WorldSkills UK's skills development and CPD programmes, both sides are striving to future proof the manufacturing skills pipeline in line with the exigencies of net-zero and industrial transformation. We know from HVMC research conducted with the Gatsby Foundation that UK manufacturers face significant challenges accessing a future focused skills supply. [Manufacturing the Future Workforce](#), points to the importance of up-to-date skills to firms' ability to adopt new technologies and exploit innovations, particularly at technician level where the UK has a [well-documented shortage](#). The sector also has [the highest rate of skills shortage vacancies](#) of any sector in the UK.

Drawing on WorldSkills UK's ability to develop and promote high-quality skills for young people, and building on our partnership with the HVMC, [this research project](#) will add value to the 'Manufacturing the Future Workforce' report by exploring how far manufacturing skills developed in post-16 education and training education are in line with industry needs. The research will also shed light on young people's perceptions and motivations around a career in manufacturing, as well as the relative international competitiveness of manufacturing skills being delivered in the UK.

The research will play an important role in exploring employer views on the current and anticipated impact of industrial transformation on both skills demand and job creation in advanced manufacturing. This is foundational to our ability to both understand and supply the skills the UK needs to become a global leader. As demonstrated, cementing this world-leading position can enable the UK to accelerate progress toward net-zero and increase competitiveness for FDI. The research will also inform WorldSkills UK's careers development activity, helping to inspire young people and signpost toward dynamic highly productive manufacturing jobs of the future.

2.2 Research aims

The headline research question we want to address is: **How best can WorldSkills UK support young people to acquire the world-class skills the UK needs to become a global leader in advanced manufacturing?**

To answer this question, the research project will need to:

1. Examine manufacturers demand for skills and how these expect this to change in the future. The research will also need to examine how new forms of advanced manufacturing are impacting on demand for job roles, including technicians where the UK has key shortages.
2. Explore whether skills providers are able to deliver these skills through post-16 education and training, and what barriers they face providing up-to-date and first-rate skills needed by manufacturers.
3. Analyse young people's perceptions of manufacturing, the attractiveness of a career in the industry, and what barriers young people face pursuing these opportunities
4. Investigate the extent to which manufacturing skills delivered in the UK are internationally competitive and what the UK can learn from other countries
5. Assess how important manufacturing skills are to regional economies and levelling up

In so doing, the research will yield conclusions on how WorldSkills UK can work in partnership with industry, education, and governments to:

1. Strengthen the skills and capabilities of the FE workforce to deliver the future focused skills manufacturers require (through our Centre for Excellence and support for educators)
2. Help ensure UK manufacturing skills are internationally competitive and support decarbonisation (through our skills development programmes and international benchmarking)
3. Inspire and empower more young people of all backgrounds toward highly skilled rewarding careers in advanced manufacturing (through our Spotlight Talks and careers advice toolkit)

We expect the various strands of research to be brought together in a final report suitable for external publication. The research and survey evidence should be presented with in-depth case studies to illustrate examples of successful implementation and provide learning for the UK skills sector and governments. In addition to informing WorldSkills UK's activity, the report should include clear conclusions for UK skills providers, businesses, and governments, focused on equipping more young people with the world-class skills the UK needs to become a global leader in advanced manufacturing.

2.3. Methodology

As a minimum this would include:

1. High level analysis of skills demand and technological change in advanced manufacturing, and the response of the UK Government and devolved nations to support sectoral growth.
2. Analysis of regional economic data on the manufacturing sector, exploring the industries impact on wages, economic growth, and productivity.
3. Evaluation of DfE published statistics on manufacturing skills demand, learner participation, and outcomes, assessing the current pipeline of people and skills.
4. Polling of manufacturers exploring skills demand and the impact of advanced manufacturing on job roles.
5. Interviews and surveying with WorldSkills UK's Centre of Excellence members and training managers, understanding the ability of skills providers to deliver relevant high-quality skills.
6. Polling of young people exploring their understanding of, and appetite for, careers in manufacturing.
7. Consultative roundtables bringing together industry, education and government, organised in partnership with WorldSkills UK.
8. Case study interviews with employers and skills providers.

WorldSkills UK is open to other innovative ideas to answer the research question. These will be considered on merit.

3.0. Scope of this Invitation to Tender

The scope of this ITT is to find a suitable organisation to conduct the research on behalf of WorldSkills UK.

4.0 Detailed Requirements

The research project should conclude as a single, high-quality report suitable for external publication by WorldSkills UK. It should present a set of conclusions for WorldSkills UK and our partners on how young people can acquire the world-class skills the UK needs to become a global leader in advanced manufacturing:

- focussed on the actions WorldSkills UK can implement
- targeted at skills providers to help create change within their institutions
- for governments of the four UK nations to suggest how to support and/or implement actions on a wider scale

The researcher/s will need to keep in touch with WorldSkills UK throughout the course of the project and provide formal updates when required. The researcher/s should be prepared to present the findings of their research at an in-person and/or online event organised by WorldSkills UK and assist with the promotion of the research upon publication. The researcher/s will also need to work with WorldSkills UK to promote the report and ensure it generates media and stakeholder interest.

5.0. Data Protection

Supplier and any partners / subcontractors must be able to show documentary evidence of their compliance with the following:

- Have a current appropriate registration with the ICO.
- Have an up-to-date company-wide Privacy Policy which includes the data processing activities to be undertaken as part of any contract awarded.
- Have a published up-to-date Privacy Notice, including name and details of Data Protection Officer / Manager, as appropriate.
- Have appropriate policies and procedures in place for managing complete and accurate records, management of rights of the data subject, and incident management.

6.0 Timescales and Deadlines

Outline of Delivery Timescales

It is envisaged (as per the timescales detailed in Section 9 below) that the contract for this project will be awarded no later than Wednesday 19 October 2022. The indicative timescales for key milestones that WorldSkills UK are working to, and would look for the appointed supplier to work to, are as follows:

<u>Activity</u>	<u>Deadline*</u>
• Meeting with supplier to agree contract	14 October 2022
• Contract signed and returned	19 October 2022
• Delivery of research project	February 2023

* WorldSkills UK reserves the right to alter the deadlines, as and when required; suitable notice would be provided to the nominated supplier.

In addition to the above defined activities, additional meetings to satisfy the requirement to consult with WorldSkills UK throughout will be required to be set up.

7.0 Budget

- The maximum budget available to include all aspects of the work required for this activity is £50,000
- The delivery organisation will be required to keep full financial records of all delivery costs and will be subject to range of reporting requirements throughout the life of the project.

Tenders must include a full budget breakdown, detailing the full costs of all elements of the project. This should include:

- Management and administration of the planning and delivery costs (hourly / daily rates and number of hours / days etc).
- Staff delivery costs (hourly / daily rates and number of hours / days etc).
- Travel / mileage costs.
- Resources / materials / other costs (these must be detailed) etc.
- Additional research costs

Tenders must demonstrate value for money, and cost saving efficiency throughout the proposed budget.

8.0 Process

8.1 Evaluation of Submissions

Responses to this Invitation to Tender will be evaluated against the following criteria:

- Value for money;
- Demonstration of an understanding of the activities required to meet the detailed requirements and expertise within each given area;
- The proposed organisation and management of the activities required to meet the detailed requirements;
- The proposed supplier’s compliance with the Data Protection requirements stated in Section 5.
- The proposed supplier’s ability to demonstrate experience in delivering similar projects; and
- The proposed supplier’s ability to propose [where appropriate] a part investment, part- sponsorship opportunity that would extend benefit to both WorldSkills UK and the proposed supplier.

8.2 Scoring criteria

- Score 5 Excellent - Exceeds the Required Standard (Response includes additional detailed elements, over and above those requested)
- Score 4 Good - Meets the Standard Required (Response is comprehensive in detailing all requested information)
- Score 3 Partially Meets - Meets the Required Standard in Most Aspects (Response meets the standard in most aspects, but fails to provide details in some areas, overall adequate response)
- Score 2 Limited - Does not Meet the Standard in Most Aspects (Response includes limited information, and fails to respond directly in the majority of requested areas)
- Score 1 Fails to Meet - Fails to Meet the Standard (Response fails to meet the standard, with inadequate detail and / or no responses to requested areas)

9.0 Timescales

The key milestones in this tender process are as follows:

<u>Activity</u>	<u>Deadline</u>
ITT Issue Date	9 September 2022
Deadline for submission of Appendix A	16 September 2022
Deadline for submission of Tender Response and Appendix B	28 September 2022
Analysis and assessment of responses	29 Sep – 3 Oct 2022
Shortlisted suppliers Pitches and Presentations	6 – 7 October 2022

Final Assessments	W/C 10 October 2022
Successful Supplier Notification sent	W/C 10 October 2022
Unsuccessful Suppliers Notifications sent	W/C 10 October 2022
Successful Supplier Contract Clarification Meeting	14 October 2022
Contract commencement date	19 October 2022
Completion and delivery of activity	February 2023

10.0 Response

Expected Response Requirements

a) Executive Summary

The Executive Summary should focus on the key features of the response, including all key assumptions made (but excluding all financial information).

The objective of the Executive Summary is to provide WorldSkills UK with a clear, concise and complete summary of the response together with an insight into the reasoning and rationale behind the response. It should highlight the key strengths of the response to demonstrate how the tender represents value for money.

The Executive Summary must only contain information drawn from other areas of the response and must not contain any new material.

b) Delivery Plan

The Delivery Plan should focus on how the requirements of this Invitation to Tender will be met.

Essentially, it is an insight into how the supplier will tackle this project to achieve the required results.

Timescales should be provided (with reference to the Outline of Delivery Timescales in Section Number 6.1), and should also include the following:

- The overall approach you would take to the project;
- A delivery plan including milestones;
- Outline of the project team structure, including staff levels of expertise, and roles and responsibilities on the project;
- Details of the project management processes, including quality assurance, delivery to deadlines and budget;
- Data Protection compliance;
- Any key points you consider should be taken into account.

c) Budget and Costs Analysis

The Budget and Costs Analysis should detail the breakdown of costs for undertaking this project, including:

- Budget breakdown (number of days work, staff day rates, details of all other costs) including those headings listed in the Budget stated in Section 7.
- Clear demonstration of value for money, and cost saving efficiency throughout the proposed budget.

Where there is an appropriate proposal on a part-investment or part-sponsorship opportunity, this should be detailed specifically in this section of the Response.

d) Examples of Previous Similar Projects

Detail two examples of projects of a similar scale and complexity that the supplier has undertaken in the last two years. This should include particular highlights and any lessons learned as a result of these projects.

e) Details of Referees

Provide the following details for two clients that the supplier would be content for WorldSkills UK to contact in relation to seeking a reference:

- organisation;
- name of contact;
- telephone number for contact; and
- email address for contact.

f) Declaration

Completed and signed declaration form (Appendix B)

Appendix A – Notification of Intention to Submit Response

Supplier name	
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Please tick (✓) one option as appropriate:

Having examined the Invitation to Tender and being fully satisfied in all respects with the requirements, I hereby confirm on behalf of the aforementioned supplier the intention to submit a response.	
Having examined the Invitation to Tender and being fully satisfied in all respects with the requirements, I hereby confirm on behalf of the aforementioned supplier that a response will not be submitted.	

Name	
Position	
Signature	
Date	

If this form is being submitted by email, by placing a cross (✕) in the 'Signature' box above this will be deemed appropriate providing the form is emailed from the aforementioned individual's email account.

Deadline for response is Friday 16 September 2022 at 15:00

This form should be returned to:

Richard Carter
Procurement and Contracting Manager
Email: rcarter@worldskillsuk.org

Appendix B – Declaration

Supplier name	
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I confirm that I have requisite corporate authority to submit this response on behalf of aforementioned supplier. In support of this submission and on behalf of the aforementioned supplier I hereby:

- a. offer to deliver one or more of the requirements (as detailed in the Invitation to Tender) of WorldSkills UK – Manufacturing excellence;
- b. confirm that I am not aware of any grounds that may deem this response ineligible;
- c. confirm that I am not aware of any conflict of interest or any circumstances that could give rise to a conflict of interest;
- d. confirm that I have read, fully understood and complied with all the requirements of the Invitation to Tender;
- e. understand that this response remains open for acceptance by WorldSkills UK for a period of 30 days after the deadline for submission of responses specified in the Invitation to Tender; and
- f. Confirm that the following sections of the response have been completed and enclosed:
 - Executive Summary;
 - Delivery Plan;
 - Budget and Cost Analysis;
 - Examples of Previous Similar Projects; and
 - Details of Referees.

Name	
Position	
Signature	
Date	

If this form is being submitted by email, by placing a cross (✖) in the ‘Signature’ box above this will be deemed appropriate providing the form is emailed from the aforementioned individual’s email account.

Deadline for response is Wednesday 28 September 2022 at 12:00 (midday)

This form should be returned to: Richard Carter - Procurement and Contracting Manager
 Email: rcarter@worldskillsuk.org