

Invitation to Tender

Centre of Excellence evaluation (2.0 Evaluation & Long-term impact of 1.0)

Issue date	Deadline for indication of intention to submit response	Deadline for submission of response
14 December 2023	12.00pm Friday 12 January 2024	12.00pm Friday 2 February 2024

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

John Lee
Impact and Evaluation Manager
WorldSkills UK
332, Third Floor
25 Wilton Road
London
SW1V 1LW

Email: jlee@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 **12.00pm Friday 12 January 2024** to the named contact in point 12 below.
12. Please submit a tender Response to this Invitation to Tender by **12.00pm Friday 02 February 2024** and any supporting documents, clearly marked 'INVITATION TO TENDER RESPONSE – ITT Centre of Excellence 2.0 evaluation', to:

John Lee
Impact and Evaluation Manager
Email: jlee@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 John Lee, jlee@worldskillsuk.org

1.0 Background

1.1. Introduction to WorldSkills UK

WorldSkills UK is a four nations partnership between education, industry and UK governments. It is a world-class skills network acting as a catalyst for:

- raising standards, through international benchmarking and professional development
- championing future skills, through analysis of rapidly changing economic demand
- empowering young people, from all backgrounds, through competitions-based training and careers advocacy.

We are working to help the UK become a 'skills economy', boosting the prestige of technical and professional education by embedding world-class training standards across the UK to help drive investment, jobs and economic growth. We're a proud member of WorldSkills, a global movement of over 80 countries. WorldSkills supports young people across the world via competitions-based training, assessment and benchmarking, with members' national teams ultimately testing their ability to achieve world-class standards in the biennial 'skills olympics'. The insights we gain from training as part of this global network enables us to embed world-class training standards across the UK to help drive investment, jobs and economic growth.

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

WorldSkills UK would like to commission a third party to carry out two independent evaluations focussing on the delivery and initial impact of the 2.0 programme, in addition to reporting on the longer-term impacts associated to organisations that participated in the pilot programme (1.0).

In 2019, WorldSkills UK commissioned Oxford University to carry out a research project and its report 'Good People in a Flawed System: the challenges of mainstreaming excellence in technical education' identified that the current UK skills systems are geared towards

competence not excellence and highlighted the missed opportunity of learning from international best practice to raise standards.

As a result, we developed our strategy to lead a world-class skills system through a Centre of Excellence. Since the launch in 2020, the three-year pilot, developed in partnership with NCFE, has established itself as a prestigious programme, cited as good practice in the Skills for Jobs white paper, with ministerial support from across the UK and significant coverage in national press and media. In 2021, WorldSkills UK and NCFE were jointly awarded ‘Collaboration of the Year Award’ by the Federation of Awarding Bodies. Read our highlights report here: [CofE-Pilot-Review.pdf \(worldskillsuk.org\)](#)

From September 2023, the Centre of Excellence, again in partnership with NCFE and joined by further investment partners including the Department for Education, Skills Education group and Autodesk, will begin its next phase of delivery as the Centre of Excellence 2.0.

The new programme will build on the success of the pilot programme and will consist of three key elements:

World-class teacher training

World-class training and skills development accessible to all teaching practitioners in further and higher educational institutions in the UK, impacting 147,000 skill-ready and transversal learners by 2026 to meet current and future needs of the economy.

1. Yearly schedule of training and skills development to meet needs of beneficiaries.
2. Leading innovation in teaching training and assessment by mainstreaming world-class teaching pedagogy and skills masterclasses in targeted industries such as digital, net zero, manufacturing, and engineering.
3. Supporting learners to acquire transferable skills through mindset development for learning and work.

Network for innovation

Convening a network of 157 + providers across the UK, connecting education, industry, and international partners to exchange, share and collaborate to foster development and innovation in teaching excellence.

1. Yearly schedule of (hybrid) engagements to meet needs of beneficiaries and partners (investment).
2. Facilitating self-serving communities of practice in key sectors including, Advanced Manufacturing, Digital Skills and Net Zero, with cooperation, collaboration, and mentoring, supported amongst organisations, and strengthening the value of the network.
3. Facilitation of skills exchanges between UK and international institutions to investigate, share and exchange in global insights to strengthen curricula and practice.

Global community for thought leadership

Leading the latest research and global trends in skills development and benchmarking the UK with other countries to champion demand for world-class skills economy reaching 1,000 + leaders across further and higher education.

1. Global community for research, evidence and learning to influence policy and practice.
2. Convening industry, education, and global networks to inform educational needs for current and future workforce.
3. Applying global insights to inform standards, qualification, and assessment development such as T-Levels, and supporting NCFE to develop higher quality learning products that deliver greater levels of excellence to improve chances of learners.

Objectives of the Centre of Excellence 2.0 programme

Overall objectives:

- Promote and advance technical learning so that teaching quality is higher, and staff and student performance is raised.
- Support educators and students to gain high performing and industry relevant skills that enhance their career development and progression.
- Provide students and apprentices with increased confidence and career aspiration and give them a springboard for transition in further education and careers.
- Enable employers to recruit from a more highly qualified and high performing and educated young workforce.
- Grow the profile and positive reputation of NCFE and increase both NCFE's and WSUK's reach and impact across technical education.
- Boost social mobility to change the lives of learners of all backgrounds.

World-class teacher training:

- Link skills development with the needs of employers and local economies, supporting Local Skills Improvement Plans.
- Contribute to local and national economic development, supporting emerging industries to address skills gaps in preparing current and future workforce such as digital, net zero, manufacturing, and engineering.
- Develop cutting edge skills in educators through a national and international network of expertise to raise standards and drive innovation in teaching, training, and assessment, supporting delivery of apprenticeships, T Levels, and HTQs.
- Support learners to acquire transferable skills through mindset development for learning and work.

Network for Innovation

- Deepen relationships with providers and reach more educators across the UK to truly embed a culture of high performance driven by international best practice.

- Facilitate self-serving communities of practice with cooperation, collaboration, and mentoring, supported amongst organisations, strengthening the value of the network.
- Inspire high-quality leadership to support senior leaders with responsibility for the strategic development of curriculums, quality improvement, teaching, and learning.
- Facilitation of skills exchanges between UK and international institutions to investigate, share and exchange in global insights to strengthen curricula and practice.

Global community for thought leadership

- Champion demand for world-class skills economy
- Convene industry, education, and global networks to inform educational needs for current and future workforce.
- Apply global insights to inform standards, qualification, and assessment development such as T-Levels, and supporting NCFE to develop higher quality learning products that deliver greater levels of excellence to improve chances of learners.

3.0. Scope of this Invitation to Tender

WorldSkills UK would like to commission a third party to carry out two independent evaluations focussing on the delivery and initial impact of the 2.0 programme, in addition to reporting on the longer-term impacts associated to organisations that participated in the pilot programme (1.0).

The overall budget across all areas of evaluation will be £105,000

4.0 Detailed Requirements -

The commissioned individual or organisation would be required to work with the WorldSkills UK evaluation team to deliver the following:

Evaluation of Centre of Excellence 2.0

- Develop a detailed timetable and plan to evaluate the impact of the programme in line with its aims and objectives and to feed into Government policy development.
- Conduct formative evaluations, on all areas of the Centre of Excellence 2.0, that provide an interim report in early May 2024 and May 2025, giving WorldSkills UK and investment partners a sense of how the programme is making an impact, to inform planning and the future direction of the Centre of Excellence 2.0.
- Provide an annual summary update of progress against the intended objectives (detailed above) for each workstream of the Centre of Excellence 2.0 due in August 2024 and 2025.

- Carry out a summative evaluation of the programme reporting in June 2026 that assesses the impact of the Centre of Excellence 2.0 against the intended objectives (detailed above) ensuring the engagement and impact on institutions, educators and learners is reflected.
- Regularly communicate with and report to WorldSkills UK on the progress of the evaluation.

Long-term impact of 1.0

- Develop a detailed timetable and plan to evaluate the impact of the programme in line with the aims detailed below and to feed into Government policy development.
- Conduct evaluations assessing the lasting impact that engagement with the Centre of excellence 1.0 has had on members from cohorts one and two of the pilot programme. Considering impact on:
 - **Organisations:** How the programme has supported the development of a high-performance culture leading to improvements in quality of delivery.
 - **Educators:** The long-term changes implemented in educator practices, including pedagogical techniques and changes to behaviours.
 - **Learners:** Explore the positive impact of the programme on learners, through distance travelled, outcomes and progression opportunities.
 - **Employers:** The benefits experienced by employers who have supported engagement in the programme and how the programme has supported the development of meeting future skills needs.
- Ensure representation of provider types and geographical location across the sample.
- Provide an interim report by early May 2024 identifying themes and early indicators ahead of final summative report to be shared in January 2025.
- Regularly communicate with and report to WorldSkills UK on the progress of the evaluation.

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

6.1 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 **TBC**. 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>
• Project initiation meeting with supplier to agree contract	w/c 19 Feb 2024
• Contract signed and returned	March 2024
2.0 Evaluation	
• Detailed evaluation timetable plan submitted and agreed	March 2024
• Year one interim research and evaluation report submitted	May 2024
• Year one annual summary submitted	August 2024
• Year two research and evaluation report submitted	May 2025
• Year two annual summary submitted	August 2025
• Final evaluation report submitted	June 2026
Long-Term impact study	
• Detailed evaluation timetable plan submitted and agreed	March 2024
• Interim research and evaluation report submitted	May 2024
• Final research evaluation and report submitted	January 2025

* 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 **£105,000 across both evaluations.**

- Long-Term impact study - £30,000 delivered evenly across the 2023/24 and 2024/25 financial years.
- 2.0 Evaluation - £75,000 delivered evenly across the 2023/24, 2024/25 and 2025/26 financial years.
- 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.

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.

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	14 Dec 2023
Deadline for submission of Appendix A*	12 Jan 2024
Deadline for submission of Tender Response and Appendix B	2 Feb 2024
Analysis and assessment of responses	w/c 5 Feb 2024
Shortlisted suppliers Pitches and Presentations	w/c 12 Feb 2024
Final Assessments	w/c 12 Feb 2024
Successful Supplier Notification sent	16 Feb 2024
Unsuccessful Suppliers Notifications sent	16 Feb 2024
Successful Supplier Contract Clarification Meeting	w/c 19 Feb 2024
Contract commencement date	19 Feb 2024
Completion and delivery of activity (2.0 Evaluation)	June 2026
Completion and delivery of activity (Long-term impact study)	January 2025

10.0 Response

10.1 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.

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 12.00pm Friday 12 January 2024

This form should be returned to:

John Lee
Impact and Evaluation Manager
Email: jlee@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 the requirements (as detailed in the Invitation to Tender) of WorldSkills UK – Centre of Excellence evaluation;
- 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 12.00pm Friday 2 February 2024
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This form should be returned to:

John Lee, Impact and Evaluation Manager
 Email: jlee@worldskillsuk.org