



Royal Academy
of Engineering

Enterprise
Hub

**The Royal Academy of Engineering
Enterprise Hub**

Call for proposals:

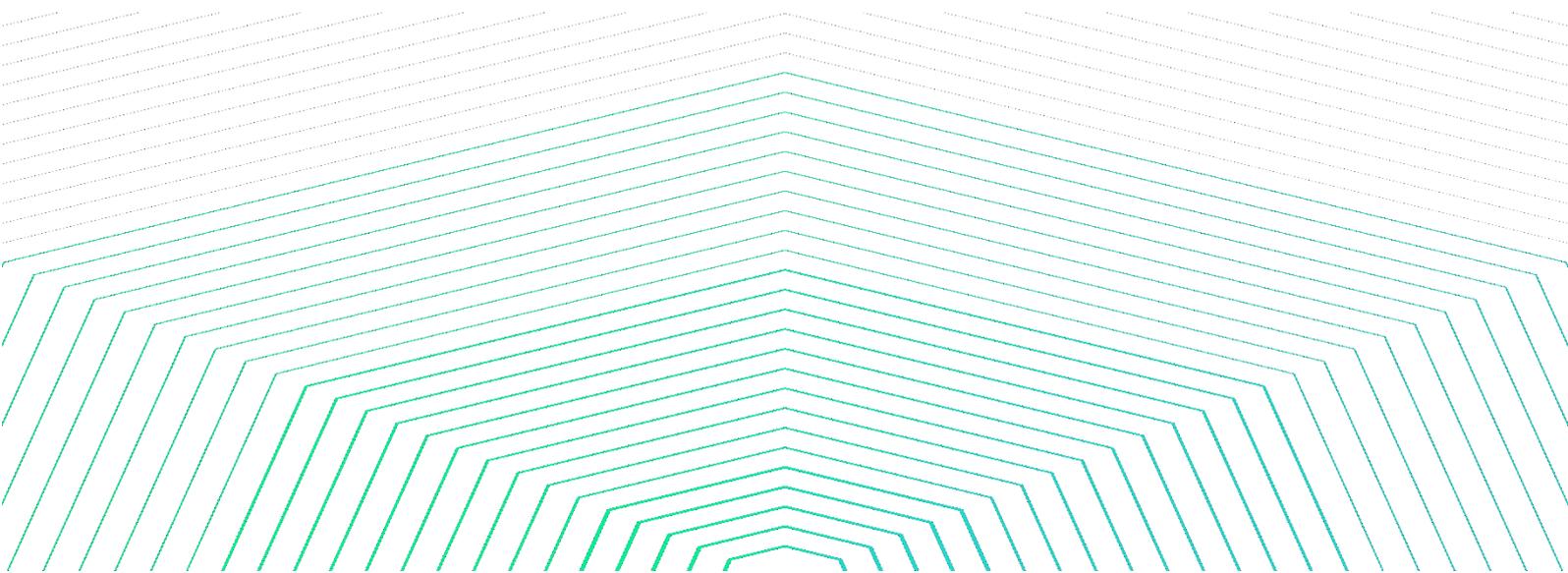
People and culture modules - SME Leaders Programme

Deadline for proposals:

5pm on 14 October 2020

Please send all submissions to: catherine.capone@raeng.org.uk

Interviews held: Week commencing 9 November 2020



Summary

The Academy is seeking a training provider to design and deliver People and Culture modules for the [SME Leaders Programme](#) to support the leaders of the fast growing engineering and technology companies to create inclusive cultures and build diverse and inclusive workplaces.

When they join the scaleup programme, our leaders of engineering SMEs are at an inflection growth stage. They face a lot of challenges as they build a rapidly growing and diverse team. They go from managing a small close-knit team to managing a larger group who weren't onboarded at the beginning. The difficulties also lie in carrying the company culture, vision and values (if they even exist) throughout the rest of the team.

Training modules should be practical and practitioner led, focusing on equipping participants with the appropriate skills, tools and techniques to help build high performing teams.

Introduction

The Royal Academy of Engineering is a charity that harnesses the power of engineering to build a sustainable society and an inclusive economy that works for everyone.

In collaboration with our Fellows and partners, we're growing talent and developing skills for the future, driving innovation and building global partnerships, and influencing policy and engaging the public.

Together we're working to tackle the greatest challenges of our age.

Enterprise Hub

The Royal Academy of Engineering Enterprise Hub supports the UK's brightest technology and engineering entrepreneurs to realise their potential.

We run three programmes for entrepreneurial engineers at different career stages. Each one offers equity-free funding, an extended programme of mentorship and coaching, and a lifetime of support through connection to an exceptional community of engineers and innovators.

The Enterprise Hub focuses on supporting individuals and fostering their potential in the long term, taking nothing in return. This sets us apart from the usual 'accelerator' model: the Enterprise Hub's programmes last between 6 and 12 months, and all

programmes give entrepreneurs lifelong access to an unrivalled community of mentors and alumni.

Our goal is to encourage creativity and innovation in engineering for the benefit of all. By fostering lasting, exceptional connections between talent and expertise, we aim to create a virtuous cycle of innovation that can deliver on this ambition.

The Enterprise Hub was formally launched in April 2013. Since then, we have supported over 130 researchers, recent graduates and SME leaders to start up and scale up businesses that can give practical application to their inventions. We've awarded over £4 million in grant funding, and our Hub Members have gone on to raise over £100 million in additional funding.

Enterprise Hub Vision and objectives

Our vision is to be a key driver of sustained economic benefit to the UK by supporting the formation of a robust ecosystem that fosters a culture of entrepreneurship, innovation and success amongst UK-based engineers.

Success will be evidenced by:

- Engineering and technology entrepreneurs with global vision delivering successful applications of engineering and technological innovations, with associated social and societal benefits; and
- A society in which talented engineers are inspired to become entrepreneurs and entrepreneurial spirit is valued and celebrated.

The objectives of the Hub are to:

- Accelerate innovation for the benefit of society by supporting founders of engineering and technology enterprises with grants, bespoke training and mentoring from Academy Fellows.
- Inspire and encourage business minded UK-based engineers to pursue entrepreneurial endeavours by celebrating and promoting successes.
- Enhance the climate for engineering and technology entrepreneurs and growth of technology enterprises in the UK.

Further information about the Hub and its activities can be found here:

www.enterprisehub.raeng.org.uk

This document outlines the Academy's requirements for providers to design and deliver 3-4 half-day 'people and culture' modules over a six-month period from March 2021, to be delivered twice a year. The contract is intended to last for 3 years however, continuation of the contract beyond first year will be subject to satisfactory performance and annual review.

We have been running the SME Leaders Programme in various forms since 2017, with 72 participants having completed the programme, and the requirements are based upon this experience.

Contact details

To submit a query or to register your interest about this Call for Proposals please contact Catherine.capone@raeng.org.uk

All questions raised will be collated, and answers forwarded on to all parties who have registered an interest in submitting a proposal.

Submission

Please send all proposals clearly marked as proposal documents to Catherine.capone@raeng.org.uk , and we will acknowledge safe receipt

Statement of requirements

1. **Summary:** The Enterprise Hub at the Royal Academy of Engineering is looking to procure a training provider to deliver a training programme over the next 3 years. The programme will run on a rolling 6-monthly basis, starting in March and September of each year.
2. **Trainees:** The trainees will be senior leaders of technology and engineering startups who are at the inflection stage of rapid scaling up (referred to as 'Hub Members'). Some may have founded their company, others will be CEOs, CTOs, MDs and equivalent.

Each cohort of Hub Members will comprise approximately 12 leaders with a broad range of backgrounds, engineering and technology sectors and experience.

The Hub Members will have differing levels of experience of leadership. For some, this will be the first company they have led in a senior capacity role. Others may already have some scaleup or commercial experience. However, all will have joined the programme because they have recognised the need to further enhance their leadership skills to support the scale up phase of their engineering and technology venture.

The Hub Members start the programme with around 8 members of staff and after 12 months of joining the programme, they tend to double or triple their numbers.

When joining, Hub Members have raised an average of £1m, and after 12 months most companies tend to have raised another £1m-£3m

3. **Timing:** The modules should be delivered over a six month period, starting in March and September each year.
4. **Content:** These modules will be compulsory for Hub members to attend.

The topics should cover:

- a) Culture, values and vision
- b) Diversity and inclusivity
- c) Managing a rapidly growing team/organisation
- d) Attracting and retaining talent

5. **Location:** All training will take place at the Academy premises in Central London, Taylor Centre, 4 Carlton House Terrace. The venue, refreshments and meals will be provided by the Academy. If we are unable to deliver the sessions in-house due to the pandemic or other crises, you should be prepared to deliver all modules online.

6. **Delivery:** We expect the half-day modules to take place from 10am-1:30pm over the space of a six month period. We provide at least one roundtable/workshop/social event each month throughout the programme, so the modules do not necessarily have to be delivered in a row. Any month that doesn't include a 'people and culture' module, we will fill with a different training or social opportunity.
7. **Dates:** To be set in agreement with the chosen training provider. First session to commence March 2021.
8. **Method:** Training should focus on skills, tools and techniques, as well as theory/knowledge. The training should be interactive. Peer to peer learning and discussions should also be utilised. Training should be delivered on a group basis in a lively and friendly manner, to encourage the development of a collegiate atmosphere amongst the participants, who will have had limited prior interaction with one another.
9. **Provider expenses:** All other training related costs should be factored into the proposal.
10. **Materials:** Materials for each training session should be made available to the attendees and the Hub team electronically after each session.
11. **Feedback:** Hub Members will be requested to submit feedback after each module, so that any learnings can be implemented into the subsequent modules. The feedback survey will be created by the Enterprise Hub, and comments will be shared anonymously with the trainers afterwards.

Considerations

12. **Support package:** Hub Members on the [SME Leaders Programme](#) receive a support package including:
 - A grant of up to £10,000 to pay for leadership courses of your choice
 - Expert business mentoring
 - One-to-one personal development coaching
 - Workshops, roundtables, speaker events
 - Access to the Taylor Centre, our co-working and meeting space in central London
 - PR and IP support
 - Note, we do not take any equity stake in the participating companies

Success Measures and Key Performance indicators (KPIs)

Training provider will be required to:

1. Deliver training on time, to budget and in line with agreed parameters (to be agreed at the inception meeting)
2. A proactive approach to delivery and customisation
3. Achieve participant satisfaction of >90% with the learning outcomes of the training course
4. Implement enhancement, taking into account feedback from participants

Procurement Schedule

| | |
|---|---------------------|
| Deadline for the submission of proposals | 14 October 2020 |
| Interview of the shortlisted suppliers | w/c 9 November 2020 |
| Appointment of the supplier | December 2020 |
| Inception Meeting – including confirming dates of training. | w/c 11 January 2021 |
| Contract Commencement | 4 February 2021 |
| Induction Day (Hub members meet each other, staff, and key suppliers) | 4 March 2021 |

Content of Proposals

Please include the following in your proposal:

- **Programme content:** Outline what will be delivered, by whom, and the learning outcomes.
- **Track record:** track record to date in delivering similar training programmes in technology entrepreneurship and innovation leadership; please include short bios of individual trainers where appropriate.
- **Cost:** annual overall cost for the delivery of the programme for each 6-month training programme over the next three years, including: design, delivery, materials, travel, accommodation, and VAT. The number of trainees may vary slightly by 1-2 SME leaders, so please indicate if this will affect the costs.
- **References:** Please provide the contact details of two references. We will only contact them should your proposal still be in consideration post-interview.

Budget

We anticipate spending £12,000 + VAT per year, which will cover two cohorts of approximately 12 entrepreneurs each.

Scoring matrix

| | |
|---|--|
| 0 | No Answer/Unacceptable Response |
| 1 | Very Poor Response |
| 2 | Poor Response |
| 3 | Acceptable Response |
| 4 | Good Response |
| 5 | Excellent Response |

To score well (i.e. 3 and above) the evaluation panel will look for clear evidence. The Scored Criteria will then be weighted to give a mark for the assessment stage. The tables below indicate the weightings which will be applied to each section of the Scored Criteria. The three highest scoring proposals will be invited to the Academy to present their proposal.

At interview, we will consider all criteria. The scores given before the interview may be amended following new information provided at interview.

Selection criteria

In selecting providers to be interviewed we will consider the following criteria:

- **Programme content:** Appropriateness of topics covered. Quality and novelty of the delivery method.
- **Track record:** Expertise of the trainers. Experience of successful delivery of similar programmes.

Award criteria

In awarding the provider, we will take all of the above into account, as well as the following criteria:

- **Cost:** Overall value for money. Appropriateness of the budget.
- **Organisation:** Suitability of the organisation. Quality of references received,
- **Presentation:** Shortlisted candidates will be invited for the final presentation and Question and Answer session, at which you will have the opportunity to build upon the proposal.

Selection criteria scoring table

| Section: <i>Programme Content</i> | | | |
|--|----------|-------------|------------|
| Description of criteria | Score | Weighting | Max Points |
| Quality and appropriateness | 0-5 | 5 | 25 |
| All key training areas covered | Yes / No | Pass / Fail | |
| Total | | 25 | |

| Section: <i>Track Record</i> | | | |
|---|-------|-----------|------------|
| Description of criteria | Score | Weighting | Max Points |
| Expertise of the trainers | 0-5 | 1 | 5 |
| Experience of successful delivery of similar programmes | 0-5 | 2 | 15 |
| Total | | 35 | |

Award criteria scoring table

| Section: <i>Cost</i> | | | |
|---|----------|-------------|------------|
| Description of criteria | Score | Weighting | Max Points |
| Is competitively priced | Yes / No | Pass / Fail | |
| Has accounted for all costs to deliver proposal | Yes / No | Pass / Fail | |

| Section: <i>Organisation</i> | | | |
|---|----------|-------------|------------|
| Description of criteria | Score | Weighting | Max Points |
| Track record | 0-5 | 1 | 5 |
| Client References – suitability of referees and quality of references received back | Yes / No | Pass / Fail | |
| Total | | 5 | |

| Section: <i>Presentation</i> | | | |
|--|-------|-----------|------------|
| Description of criteria | Score | Weighting | Max Points |
| Quality of presentation | 0-5 | 1 | 5 |
| Suitability of the proposed training content | 0-5 | 1 | 5 |
| Track record of the trainers | 0-5 | 1 | 5 |
| Total | | 15 | |