

Universities UK

Invitation to tender

Tender title: Responding to international humanitarian crises: supporting the Council for At -Risk Academics (Cara)

24 March 2023

Prepared by: Jamie Arrowsmith, Director, Universities UK International

long term, and how a more strategic approach to fundraising and capacity might be developed.

Aims of the commission

We are seeking a consultant to advise on developing a longer-term fundraising strategy for Cara. The commission should:

- Describe Cara's current funding modalities
- Evaluate the strengths and challenges of the current approach
- Identify case studies of similar organisations that have developed and implemented

Budget and timeline

The total budget available for this project is £25,000 exclusive of VAT . This will be payable in two tranches:

- 50% on signing of the contract
- 50% on satisfactory completion of the project.

Funding for this project is provided as part of a grant from UKRI/Research England.

This project must begin no later than 24 April 2023.

All outputs must be satisfactorily delivered to UUK no later than 15 July 2023.

Management , monitoring and oversight

This project will be managed by Rosalyn Boxall, Partnerships Manager at Universities UK International (UUKi) in collaboration with senior representation from Cara.

The appointed supplier will be expected to provide light touch fortnightly monitoring reports to track progress against agreed milestones.

The contracting entity for this project will be Universities UK.

Tender requirements

1. The tender proposal

Candidates should deliver a concise tender (8 pages maximum excluding CVs), focusing on the proposed work and budget. The tender should include information on the following:

- details of organisation including name, legal status, full contact details and lead contact
- details or CVs of staff who will undertake the work and a clear break down of how much time each person will contribute to the project
- details of other pieces of work that you/your organisation has delivered which are similar in focus, scope and tone to the project / activity
- reasons why you are interested in applying for the research project
- professional experience and expertise relevant to the project / activity including experience and expertise of working within the UK HE sector and on issues connected to the research
- any other details about yourself or your organisation you feel may be relevant
- a proposed approach/methodology to deliver the research / activity including:
- a clear timetable for the work, including key milestones and clear timescales for completing the project
- a schedule of all costs including a detailed breakdown of how costs will be allocated in terms of staff hours, travel, VAT etc, including any preferred variation to the payment terms set out in section 2 below
- details of any potential sensitivities involved in researching this area and how they will be managed
- a risk assessment of your proposed approach and how you will mitigate any key risks
- conflicts of interest (as requested in section 7 below)
- a signed certificate of non-collusion and declaration, set out in the form given in Appendix A to this ITT.
- If the tender is submitted on behalf of a consortium, please:
 - list the members of the consortium
 - identify the lead member and a point of contact
- If the tender contains a sub-contracting relationship please state:
 - the main contractor and sub-contractors
 - the nature of this relationship.

2. Fees

The total amount available for this work, including all fees and expenses is £25,000 exclusive of VAT. This includes all attendance fees, conference fees and expenses related to the project. Project overheads should not exceed 20% of the total direct costs.

Our intention is to pay for the work in two stages:

- Initial payment of 50% on signing the contract;
- Final payment of 50% on satisfactory completion of the project.

UUK wishes to agree a fixed price for the work.

UUK is not bound to accept the lowest priced tender and shall not be bound to accept the contractor as a sole supplier.

3. Selection criteria

In awarding the contract, UUK will consider the balance between the quality of the candidate's tender and value for money, taking account of the factors listed in this ITT and in particular the proposed methodology.

Each candidate's tender shall be assessed on the following:

- Relevant experience and research credibility of the individual, including similar reports or other relevant publications and track record in managing credible and significant research projects.
- An understanding of the higher education sector and an awareness of its response to the invasion of Ukraine.
- Appropriateness of the proposed methodology in terms of securing credible and robust research.
- Feasibility of completing a practical programme of work to a high quality within the specified timetable.
- Understanding of need to work closely with UUK's strategic aims for the project.
- Risk mitigation

5. Timing

The candidate should not

9.

UUK rights to cancel

UUK reserves the right, without prior notice and in its absolute discretion, to change or terminate the tendering procedure for the project at any time before signing the contract with the successful candidate.

Appendix A

Certificate of Non -Collusion and Declaration

I certify that:

- a. The prices in the Tender have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other Candidate or with any competitor.
- b. Unless otherwise required by law, the prices which have been quoted in the Tender have not knowingly been disclosed by the Candidate, directly or indirectly, to any other Candidate or competitor, nor will they be so disclosed.
- c. No attempt has been made or will be made by the Candidate to induce any other person or firm to submit or not to submit a Tender for the purpose of restricting competition.
- d. No attempt has been made directly or indirectly to canvas any employee or adviser of UUK concerning the award of the contract which is the subject of this invitation to tender.

I acknowledge that any price fixing or collusion with other Candidates in relation to the Project shall give UUK the right to exclude a Candidate from the procurement process and may constitute an offence.

I am authorised by the Candidate (and all relevant associated companies and organisations) to supply the information given in the Tender.

I declare that, at the date of signing this declaration, the information given is complete and accurate to the best of my knowledge having made reasonable enquiries.

Signed:

Name:

Date:

On behalf of:

Appendix B

Contract for Consultancy Services

This contract is made this day of 2023 between:

“the Contractor”

Universities UK, a company limited by guarantee, registered in England and Wales (No. 2517018) Registered Charity No. 1001127

Woburn House
20 Tavistock Square
LONDON
WC1H 9HQ

Hereinafter called
“Universities UK”

It is hereby agreed as follows:

1. Scope of work

The Contractor will undertake project support work for Universities UK

- Universities UK's invitation to tender – Responding to international humanitarian crises: supporting the Council for At -Risk Academics (Cara)
- Contractor's original tender document in respect of this work, dated [enter date]

the study and will not reveal any part of such information or any part of the described study and its findings to a third party without the prior written consent of Universities UK.

determine whether or not an exemption to the Freedom of Information Act applies to the information requested under that Act.

8. Business Ethics and Conflict of Interest and Warranty

The Contractor shall maintain the highest professional standards including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with Universities UK's best interests.

- i. Initial payment £12,500 exclusive of VAT
- ii. Final payment remainder amount and up to £12,500 exclusive of VAT

(To be included if the contractor is an individual, i.e. not a company or an institution) [The Contractor shall be exclusively responsible for the payment of National Insurance contributions and for the discharge of any income tax payable in respect of the fee, and shall pay any such contributions and taxes to the appropriate authorities.]

Invoices are to be sent by email to Rosalynd Boxall (rosalynd.boxall@international.ac.uk) with copy to Dajana Dzanovic (dajana.dzanovic@international.ac.uk). Receipts will be submitted to support claims for reasonable expenses incurred.

12. Settlement Terms

Invoices are normally payable within thirty days of their receipt. Prices are fixed for the duration of the contract.

13. Termination

in other research but shall not be entitled to profit from the commercial exploitation of such material without agreeing appropriate royalties with Universities UK. The latter is conditional on the Contractor treating all information obtained during the course of the contract in strict confidence.

The Contractor may publish articles based on the final written report following its acceptance and as approved in advance by Universities UK.

16. Publication of Final Report

The text and accompanying figures of the final report resulting from the contract must be provided by the Contractor in Universities UK house style conforming to a standard word processing format. The Contractor will be obliged to review and amend as necessary a final proof before any final report is printed.

Universities UK will be responsible for any publication of any final report resulting from the work undertaken by the Contractor and will take all final decisions on design and content.

Universities UK will receive the income from sales of any publication produced as a result of the contract and will provide the Contractor with [number] complimentary copies.

Universities UK will take all decisions on sponsorship of any final report resulting from the contract or any dissemination event.

17. General

The ruling law of contract law and of the relationship of the parties hereto arising out of it shall be English law. Both parties agree to submit to the jurisdiction of the English courts in respect of any matters arising out of or in connection with the contract.

The terms herein set out (together with the documents referred to in the first clause) constitutes the entire agreement between the parties hereto and supersedes all negotiations, representations or agreements either written or oral preceding the contract.

FOR: CONTRACTOR

FOR: Universities UK

BY:

BY:

[Name and position]

[Name and position]

DATE:

DATE: