

Universities UK

Invitation to tender

This specification invites tenders for a research project with the title “**Exploring the contribution of international postgraduate research students to the UK’s science and research base**”.

This invitation to tender (ITT) is available to download at universitiesuk.ac.uk.

Universities UK (UUK)

Mission

At Universities UK, we harness the power of the UK’s universities and create the conditions for them to thrive. We are their collective voice, bringing them together to pursue a common cause: thriving universities, serving society.

Purpose

Influence policy and opinion.

Bring our universities together to take collective action.

Background

In June 2022, UUKi published the report Global demand for UK postgraduate research degrees to explore the current and expected

Aims of the commission

Intended outcomes of the commission

This project will enhance the evidence base on the contribution and impact of international PGR talent to the UK's R&I performance. In doing so, it will help to:

- Articulate the contribution of international PGR students to UK R&D.
- Stimulate debate of the role and contribution of international PGR talent to the UK.
- Inform university, funder, and government policy with regards to international PGR students.

Research required:

This research will involve the following:

Descriptive analysis of public data, identifying the key characteristics of international PGR talent in the UK (including disciplinary mix and highlighting where this cohort represents a major strategic asset)

Bibliometric analysis of the contribution of international PGR students to the UK science and research base in terms of scientific output, impact and collaboration.

Qualitative case studies of how international PGR students contribute to their universities and their universities' research performance.

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

We anticipate this project will begin week commencing **Monday, 13 November 2023**.

All outputs must be satisfactorily delivered to UUK no later than **Friday, 26 April 2024**.

Management, monitoring and oversight

This project will be managed by Latisha Gordon, Policy Advisor at Universities UK International (UUKi).

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

In addition, you will be required to attend the following with senior UUKi colleagues: an initial kick-off meeting at the start of the project; a mid-point meeting; and a final review meeting at the end of the project, ahead of publication.

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

name and job titles 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, in particular where this has involved analysis of bibliometric or other higher education / research-related data sets

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

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 I

5. Timing

The candidate should note the following key dates:

This project will

UUK shall have the right to disqualify any candidates who submit incomplete or late tenders.

9. Contracting

This tender is being issued by UUK. Any contracts with the successful provider will be made with UUK

UUK rights to cancel

UUK

Appendix A

Certificate of Non-Collusion and Declaration

I certify that:

- a.

Appendix B

Contract for Consultancy Services

This contract is made this day of xx xx 2023 between:

“the Contractor”

Universities UK, a company limited by guarantee, registered in England and Wales (No.

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 – “**Exploring the contribution of international postgraduate research students to the UK's science and research base**”.

Contractor's original tender document in respect of this work, dated [13 November 2023]

and the terms and conditions herein set out which shall together comprise the contract. In event of any conflict between the terms herein set out (or as set out in Universities UK's invitation to tender document); Universities UK's terms shall prevail.

2. Assignment of subcontracting

The Contractor shall not assign or subcontract the services to be provided under the contract or any of its rights or obligations thereunder without the previous written consent of Universities UK. Consent will not be unreasonably withheld.

6. Use of Data Supplied by Universities UK to the Contractor

- a. The Contractor shall be registered appropriately with the Data Protection Registrar and shall comply with all statutory regulations relating to its use of data supplied by Universities UK.
- b. Data supplied by Universities UK to the Contractor shall not be used by the Contractor for any purpose other than that outlined in the study specification as set out in Universities UK's invitation to tender.
- c. The Contractor will ensure that personal data is not disclosed to any third party.
- d. The Contractor will ensure that the data is processed fairly and surrounded by proper security.
- e. The Contractor will destroy any statistical and personal data supplied by Universities UK when and if required to do so by Universities UK and provide confirmation as to its destruction in such form as Universities UK may reasonably require.
- f. The Contractor will return any documentation supplied to it during the course of

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.

The Contractor shall ensure that the information provided in the study shall be true and accurate in all material respects and shall otherwise comply with the study specification as set out in Universities UK's invitation to tender.

9. Liability

The advice or information given by the Contractor will not constitute an infringement of third party rights and the Contractor shall accordingly indemnify Universities UK against all costs, expenses and liabilities incurred in respect of any claim brought by a third party alleging infringement.

10. Timescale

The timescale for this contract is:

Date	Event
[All significant dates]	[All significant events/outputs]

All planned work will be completed by the Contractor in accordance with the timetable stated above and within the life of this contract.0 5(h)6(e)-3(life)-3()8(o)-3(f)-3(t)8(h8(o)-2.01 21i.33 T

- i. Initial payment **£20,000 (50%) plus VAT (if applicable)**
- ii. Final payment **Up to £20,000 (50%) plus VAT (if applicable)**

(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 Latisha Gordon (

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 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: