

Invitation to Tender – Project Leader, Administrator and Writers

Deadline for Responses – 16:00, Sunday 10th May

Send to: mike@barnabasconsulting.co.uk

Introduction

The Religious Education Council (REC) of England and Wales is the umbrella body for organisations involved in Religious Education. It is currently running a process to bid for funding for a project lasting up to 3 years (starting February 2021) to progress the REC Strategic Plan as part of its response to the Commission on RE Final Report. The proposed project will build on the outcomes of the current Worldview Project (<https://www.religiouseducationcouncil.org.uk/news/coreupdate/>). The aim of the Project will be to provide a range of exemplification as to how the worldview paradigm as a framing for RE can be interpreted in a number of different approaches to RE. The outputs will be designed to support syllabus writers in Local Authority, Diocesan and other religious communities, multi-academy trusts and other contexts in developing syllabuses that use the worldview paradigm in ways appropriate to their context and to assist teachers through providing exemplification of units of work.

The REC is inviting suppliers to tender to provide key roles/services for this project, should the REC's funding bid be successful.

Project Outcomes and Outputs

There are three Outcomes that the Project will aim to achieve:

1. Establish a clear National Entitlement to allow for a sophisticated, realistic and challenging engagement with religious and non-religious worldviews
2. Equip Syllabus writers and CPD/resource creators to engage with and build on the National Entitlement
3. Equip classroom teachers to deliver the National Entitlement

These will be achieved through the delivery of the following Project Outputs:

Ref.	Title	Description
Output 1	Foundation Document	A substantial foundation for RE, drawing from the current REC Worldviews project to set out the principles and rationale for the National Statement of Entitlement (SoE), and a clear purpose for the subject.

		<p>This is the recontextualization of the Statement of Entitlement on pages 34-35 of the CoRE report where the vision of the Commission will be developed and translated into forms that syllabus writers can work with.</p> <p>The final Foundation Document will probably include:</p> <ul style="list-style-type: none"> - a single, clear and effective “Statement of Entitlement” (SoE). - guidance and rationale for RE professionals on how to interpret the SoE to develop their own approach to RE. - guidance for syllabus/curriculum writers on how to use the SoE and the Frameworks to support syllabus development. <p>Final Output: a substantial document (estd. 25 – 50 pages) suitable for electronic distribution.</p>
<p>Output 2</p>	<p>Framework (s)</p> <p>Possible examples:</p> <p>Skills-based (similar to the Geography National Curriculum)</p> <p>Content-based (similar to the History National Curriculum)</p> <p>Concept/enquiry-based</p> <p>Methodology-based</p>	<p>A Framework:</p> <ul style="list-style-type: none"> - Is an expanded programme of learning/knowledge for each key stage (EY – KS4) similar to the National Curriculum in other subjects (eg History, Geography etc) - Must show guidance on progression in knowledge and understanding (for each Key Stage EY – KS4) and expectations of the progress pupils should make between key stages - Is an <i>example</i> of how to interpret the SoE. <p>Note: the project will produce multiple Frameworks (<i>minimum</i> 3) to demonstrate different approaches to meeting the SoE (depending on budget/resources).</p> <p>Final Output: a set of (minimum 3) Framework documents (estd 8 – 16 pages each) suitable for electronic distribution.</p>
<p>Output 3</p>	<p>Exemplification</p>	<p>Exemplar documents to cover (for each Framework and every Key Stage):</p> <ul style="list-style-type: none"> • An exemplar unit of work (one for each of EYFS, KS1, LKS2, UKS2, KS3, KS4) • Guidance on assessment

		<ul style="list-style-type: none"> Exemplar samples of pupils' work that model the guidance with commentary <p>Note: each Framework will require <i>minimum</i> of 6 Exemplar Units (EY, KS1, LKS2, UKS2, KS3, KS4) and approx. 12-18 work samples</p> <p>Final Output: a set of Exemplar documents (estd. 24 pages for each Framework) suitable for electronic distribution.</p>
--	--	--

Target Audiences:

Whilst all the outputs would be of interest and use to any keen RE professional, the key audiences for each output are:

Ref.	Title	Syllabus and Curriculum Writers	Resource and CPD Developers	Classroom Teachers	Ofsted
Output 1	Foundation	Y	Y		Y
Output 2	Framework(s)	Y	Y		
Output 3	Exemplification	Y	Y	Y	Y

Note: This project is focussing on translating the vision of CoRE into a form that is usable by the RE community and builds from the current REC Worldview Project and then equipping the RE community to build on that Foundation with example Frameworks etc. The project will not, therefore, be producing large quantities of classroom resources, training courses or complete syllabuses. Hence the classroom teacher is not the target audience for most of the outputs.

Project Roles

Project Director (PD) – this will be the current Chair of the REC (Professor Trevor Cooling). The PD will manage the relationship between the Project and the REC, who are the project owners and responsible for project governance. The PD will also have sign-off for work packages in the project, and supplier invoices to charge to the project budget. *This role is not available for Tender.*

Project Leader (PL) – this person will lead the project and own responsibility for the on time, on budget and on specification delivery of all the Outputs to achieve the project Outcomes. The PL will report to the PD, and will manage all project set up and ongoing delivery activities, including (but not restricted to):

- setting the Project Plan (in agreement with the PD)
- agreeing membership of the Advisory Group
- setting the agenda and timetable for the Advisory Group
- selecting and managing Writers
- oversight of all content production and delivery to maintain quality and standards, on time and to budget

The Project Leader needs to be a high capability RE professional with an outstanding national reputation who can *lead* this project, and manage the Project delivery, Advisory Group and Writers.

Project Administrator (PA) – this person will support the PL. This work includes, but is not limited to:

- project tracking vs plan (timescales)
- project tracking vs plan (budget)
- project reporting (to PL, PD and the REC's funders)
- all meeting set up, communication, preparation, note taking and follow up actions
- any other services that will support the PL and the project delivery

The PA will be an employee of the REC. *This role is not available for tender.*

Writers – selected by the PL and PD, and directed by and in conjunction with the PL, the writers will deliver content for the project outputs, including:

- the Foundation document
- one or more of the Frameworks
- Units, pupil work and other content for Exemplification, at any Key Stage (EY – KS4).

Writers will need a proven track record of professional RE writing to meet specific briefs, including content, style, layout, format, word limit and timescales.

Advisory Group – this group will be appointed by the REC Board, and will provide expert advice and support to the project team. This will be achieved through a series of meetings (face to face or video-conference) with additional preparation and follow up work for the group. It is expected that these roles will, in the main, be filled by volunteers, although a small honorarium may be available. *These roles are not available for Tender*

Ultimate governance responsibility for the project will be held by the REC Board

Bid and Project Timescales

This Tender process will run until Supplier appointment (target 22/05/20)

The REC Funding Bid process will run throughout 2020, but with the bid being submitted to the target funder by 1st July 2020. During this period, the successful supplier will work with the REC bid development team on the preparation of the grant application.

The Project, if successfully funded, will start in February 2021 and must finish by January 2024.

Supplier Appointment Process

- All tenders will be acknowledged
- All tenders will be assessed by the REC's Bid Team using a standardised grid, rating for evidence of the experience/skills required and the value for money offered.
- The first choice supplier will be contacted to enter an engagement process.
- Supplier and REC will sign a Memorandum of Understanding
- Unsuccessful Suppliers informed and feedback available (on request).

Please note: this is an Invitation to tender for services for a project that is *not yet funded*. As a result, the successful Supplier and the REC will sign a Memorandum of Understanding to define the role(s) and functions that the Supplier will provide in the event that the project is successfully funded.

Tender Response – Guidelines

Tenders will be expected to identify the relevant expertise that they offer.

Due to the brief time available to respond to this Invitation, we are anticipating short, concise bids – please see below for the specific information required.

Required Information

We are expecting a maximum of 4 pages (total) of written information to cover your:

- previous experience / track record delivering similar projects (scale, timescale, budget) and achieving similar/comparable outputs
- relevant Religious Education experience
- reach to promote / disseminate Project Outputs
- resilience / ability to deliver the project despite challenging external circumstances
- other benefits of selecting you as the supplier
- strategy for recruiting writers

Budget

If we secure funding, we will have a fixed budget for the project to cover all project costs. Please provide a quotation (maximum 1 page) for *all* costs (including all estimated expenses for travel etc) and *including* VAT where applicable. The quotation must be valid from February 2021 for 3 years.

You may quote a single cost for all services, but please also specify specific costs for:

- Project Leader
- Writer recruitment, engagement and remuneration
- Other Project Costs (please specify)

Please note: whilst the supplier will support the REC Bid Process with information, no services are chargeable unless and until the funding is successfully awarded and the project has started (February 2021). No money will be payable to the Supplier by the REC in the event that the Project is unfunded.

Tender Timetable

- Invitation to Tender issued – Wednesday 29/04/2020
 - o Suppliers respond to Invitation
 - o Bid Consultant (Mike McMaster) available for Q&A with potential Suppliers (email mike@barnabasconsulting.co.uk to arrange a call).
- Close for Supplier Tenders – 16:00 Sunday 17/05/2020
- 1st choice Supplier selected and contacted – 19/05/2020
- Supplier engagement completed and Memorandum of Understanding issued – 22/05/20
- Supplier supports the REC Bid team with information for the Bid (May/June)
- Confirmation of funding bid success/failure (December)
- REC / funder grant contract processes (January 2021)
- REC / Supplier formal contract signed and Project Launch (February 2021)