

Project Manager: Call for Tenders

Overview

Project: *ParticipatoryResearch@Bath*

Organisation: The Public Engagement Unit, University of Bath

(<https://www.bath.ac.uk/public-engagement>)

Role description: To manage the development and delivery of the Research England funded *ParticipatoryResearch@Bath* project.

Tender value: £25,000 (inclusive of VAT/Tax)

Project duration: 01 February to 31 July 2022 – (all invoices **must be** submitted by 31 March 2022 and will be settled monthly between April and July 2022)

Project description

ParticipatoryResearch@Bath aims to create and enhance the conditions for participatory research at the University of Bath to flourish. This project work will map and raise the profile of participatory research happening at the University, develop training interventions based on researcher needs, understand good practice from across the HEI sector, demonstrate the needs of communities outside the University and pilot initiatives. This work will inform changes to the institutional activities and processes at the University of Bath to ensure researchers are supported to undertake participatory research with communities.

Context

Participatory Research

Participatory research is defined as an approach to research where academic and non-academic people are co-researchers in a research project, all with equal power, credibility, and authority. This is distinct from people being invited to be research participants, being invited to contribute to research prioritisation exercises, taking part in a dialogue about a research topic, or to be on the receiving end of some research communication.

Research England has allocated the University of Bath £89,754 to undertake work to cover the costs of co-produced research and to activities that build the capabilities of researchers to undertake this type of research.

ParticipatoryResearch@Bath

The *ParticipatoryResearch@Bath* project aims to enhance and create the conditions for participatory research to flourish. The project builds on the approach taken to previous culture change work ([Engaged360@Bath](#) and [ChallengeCPD@Bath](#)) and the [Community Matters](#) project to investigate the culture of participatory research at the University and is split into seven work packages each with an associated budget for delivery:

- **Project management and coordination**
- **Training** – development and delivery of training and professional development opportunities.
- **Communications** – developing case studies and communication materials.

- **Community workshops** – facilitating participatory workshop to explore participatory grant making.
- **Community deliberation** – facilitating workshops and conducting interviews on Public and Patient Involvement and participatory research more generally
- **Desk-based Research** – investigating what other institutions do to facilitate participatory research
- **Development of community-led brokering program** – carrying out scoping work for a community organisation running a brokering / matchmaking service.

The *ParticipatoryResearch@Bath* project will be managed by the Public Engagement Unit, a central team of public engagement professionals who work across all departments at the University with researchers at all levels from early career researchers through to senior managers and principal investigators.

Procurement specification

Requirements

The Project Manager will work with the Public Engagement Unit to manage and coordinate *ParticipatoryResearch@Bath* and the associated budget for the project. The provider will be briefed and appointed to undertake the following tasks to deliver WP1 – Project management and coordination:

- General management, coordination and oversight of all six work packages
- Developing a logic model and evaluation framework for the overall work and the individual work packages
- Mapping existing participatory (and aligned) practice across the University and local region (including People in Research West of England, GW4, NIHR ARC etc)
- Development of communications strategy and producing internal communications e.g. website, blog and sharing learning
- Coordinating and developing internal and external training plan
- Establishing and managing an internal network of colleagues involved in enabling participatory research such as the Research Impact Team, Researcher Development Team and Research Design Service.
- Identification and procurement of external training providers, facilitators and internal researchers to undertake the tasks of the other work packages
- Establishing and managing the project advisory board (including at least two members of public who have been involved in coproduced research, one of which to be invited to be Chair) and providing administrative support
- Working with other HEIs across the SW region to share learning

Timetable

January 2022	Project Coordinator role advertised
Monday 24 January 2022	Project Coordinator appointed
W/b 31 January 2022	Interviews
Beginning of February	Coordinator starts – WP1, 2, 3, 6 and 7 commence. Planning for WP4 and 5 commences
Mid-May to Mid-June	WP4 and 5 (Community consultation delivery)
Beginning of July	Collating project outputs and reports

Person specification

We invite tenders outlining how they would undertake this piece of work in the timeline provided. A service provider/applicant is expected to:

Experience

1. have proven project management experience within higher education institutions
2. of developing evaluation frameworks
3. of building relationships between a wide range of stakeholders, including higher education institutions, local organisations and local communities

Knowledge and skills

4. understand the role of participatory research / public engagement with research in higher education institutions and the benefits it brings
5. understand the wide range of participatory approaches to research
6. understand theories around culture change
7. be skilled and have experience at facilitating workshops with academic and non-academic participants
8. have an ability to procure and manage freelancers and consultants
9. have an ability to devise communications plans and materials for a range of platforms including social media and websites
10. be able to think creatively and adapt in response to the institutional context they work in
11. be able to work efficiently within budget and timescales

Deliverables

- Communications plan
- Logic model and evaluation framework
- Map of existing participatory research and identification of gaps and opportunities to enhance practice at the University of Bath
- Training and professional development plan
- Report to the Public Engagement Unit and advisory board recommending how to enable participatory research at the University of Bath

Tender value

The tender value for the Project Manager role is £25,000 (inclusive of VAT/Tax) in total for delivery of the tasks outlined in the requirements.

Payments

The contractor will provide invoices on an agreed payment schedule. Any successful applicant would be required to go through the University's procurement process if they are not already a supplier to the University. Once appointed, we will aim to meet with the successful supplier to finalise and agree the terms of reference within one week of this notification.

Submission

Submission process

Please provide a method statement (no more than two pages) which details how you will deliver the role of Project Manager as described in the requirements (Quality and Price evaluation criteria), a *Curriculum Vitae* outlining your previous experience and a one-page cover letter highlighting how you meet the person specification (Technical evaluation criteria). All should be A4, minimum pt11 font.

Selection and award criteria

Submissions will be evaluated in an objective manner and applicants will be notified of the outcome of their submission once the evaluation of all submissions has been completed.

Mandatory criteria	
Response to tender is well written, coherent and addresses all points requested	
Cost proposed does not markedly exceed the maximum figure stated in the invitation to tender.	
Evaluation criteria	Weighting
Understanding of the brief / requirements	10%
Technical Demonstrate how they meet the knowledge and skills as outlined in the person specification, with particular reference to expertise in and understanding of supporting a culture of participatory research and/or public engagement with research.	40%
Quality Ability to manage the entire project as outlined in the requirements section including overall project coordination, facilitating groups of academics and non-academics and managing freelancers. This will be demonstrated in a proven project management experience within higher education institutions.	40%
Price Value for money and ability to deliver within the timeframe	10%

The above criteria (excluding Price) will be scored on a scale of 0-5:

0. no response given
1. response significantly unsatisfactory / a number of major concerns
2. response unsatisfactory / minor concerns / few major concerns
3. response has some minor concerns
4. response fully meets requirements with no reservations
5. response meets requirements and demonstrates added value/ innovation

Deadlines

Please send your expression of interest to Helen Featherstone (Head of Public Engagement) public-engagement@bath.ac.uk by 09:00 Monday 24 January 2022.