

Universities UK

Invitation to tender

Transnational Graduate Outcomes, a focused case study

29 March 2021

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Invitation to tender

This specification invites tenders for Transnational Graduate Outcomes, a focused case study

This ITT is available to download at

<https://www.universitiesuk.ac.uk/International/news/Pages/news.aspx>

Universities UK

Purpose Universities UK leads collaboration among universities to ensure UK universities can maximise their positive impact.

Mission Our mission is to create the conditions for UK universities to be the best in the world; maximising their positive impact locally, nationally and globally.

Strategic aims 2018-23: together with our members we aim to create a future in which:

- Anyone with the will and potential to succeed, regardless of their background, has the **opportunity** to transform their lives through accessing an outstanding learning experience at a UK university.
- UK universities are demonstrably world-leading in the production and application of knowledge and skills through research, teaching and innovation, evidencing significant economic, social, cultural and civic **impact** and contributing materially to national wellbeing.
- Through demonstrating positive impact on students' lives, economic growth, public services and civil society, UK universities benefit from widespread public **trust** and political support.
- UK universities are **global** leaders in international education and research, educating a significant proportion of globally mobile students, demonstrating high impact international research collaboration, and achieving increases in outwardly mobile students and students registered on UK programmes overseas.
- UK universities are free to make **autonomous** decisions and adopt strategies according to their diverse missions and the needs of their students and communities, while taking collective responsibility for the quality of leadership and governance in higher education and benefiting from stable and sustainable funding that enables them to maximise their positive impact.

Universities UK International

Purpose Our purpose is to enable UK universities to flourish internationally through our unique ability to represent them and act in their collective interests.

Vision Our vision is to be an influential, trusted and credible voice for UK universities internationally which, through our knowledge, expertise, networks and strategic partnerships, adds value to what individual universities can do in working to achieve their international aims.

Aims

- **enable** universities to develop and deliver strong international strategies
- **influence** the policy and regulatory environment through our ability to represent UK universities
- **create** diverse opportunities through strategic partnerships

Background

Aims

The overarching aim of this project is to provide evidence for UK universities and policy bodies, and overseas stakeholders (partner universities and authorities and regulators) to support the development of scalable, sustainable, higher education transnational education (HE TNE)¹ that provides the right outcomes for students located in a specific territory. The supporting aim of the project is to provide information and messaging for an international (non-UK) audience about the impact that HE TNE has on students and local communities in a specific territory or territories.

This project will:

- Outline the scale of UK HE TNE currently in operation in the territory or territories object of the research
- Identify a sample of UK providers delivering a range of UK HE TNE programmes in the territory or territories
- Identify and measure graduate outcomes for students in the chosen providers and programmes
- Highlight impact on the local community of UK HE TNE based on findings of graduate outcomes

Note: It is expected that the supplier will be able to prove that they have access to significant data sources or subjects relevant for the object of the research. For instance, networks of UK HE TNE alumni or existing data on graduate outcomes (e.g. employability, progression to further study, or health or education outcomes).

Project required

This project seeks to present findings on graduate outcomes from HE TNE programmes from a sample of UK providers in a pre-defined territory or territories.

The project does not prescribe a specific definition of graduate outcomes. The most common definitions refer to employment status, earnings and graduates' opinions of their study. The supplier could specify other outcomes depending on the data available, for instance those related to engagement with the UK after graduation, or to contribution to essential public services such as health and education.

¹ Transnational education (TNE) is education delivered in a country other than the country in which the awarding institution is based.

Some of the most common definitions of graduate outcomes can be found in the following documents:

- [HESA Graduate Outcomes survey](#)
- [UUKi International Graduate Outcomes 2019 report](#)
- [Australian Department for Education International Graduate Outcomes Survey 2018 report](#)

The research will gather and/or analyse data on graduate outcomes from a focused range of programmes (up to five in total as an indication), institutions (up to three in total as an indication) and demographic profiles, present contextualised quantitative analysis and, if relevant, qualitative analysis (e.g. surveys or interviews) and use the findings to point to the impact that TNE has on students and the local communities.

The proposal will specify what outcomes will be analysed, and the conceptual framework to draw conclusions as to the impact on students and local communities. As an indication, some metrics that could be used are student progression, sectors of employment, level of satisfaction, learning gain and social mobility or levels of contribution and demand on public services (e.g. civic engagement, healthcare, education).

All research should adhere to the ethical guidelines of the British Educational Research Association (BERA) or equivalent.

Guidance on criteria to be considered in the selection (in no particular order):

Number	Criteria
1	Proposed structure of the report (conciseness, clarity, coherence, logical linkages).
2	Strategic importance of the chosen territory or territories for UK TNE based on demographic, political, economic or technological factors
3	Relevance of the graduate outcomes to be analysed to identify potential impact on students and local communities (e.g. employability, impact on health and education etc.)
4	Proved access to existing datasets (e.g. type of employment, progress towards future goals and personal wellbeing) or subjects relevant for the object of the research (e.g. networks of UK TNE alumni)
5	Capacity to conduct the research on a representative sample of the UK TNE graduates, and to present a proof-read and designed report within the timescale presented (working in consortia to increase the reach will be regarded positively).

Outcomes

Findings of graduate outcomes in a sample of UK providers and HE TNE programmes in a specified territory or territories, through a range of indicators to be proposed by the supplier. Identification of impact of the HE TNE sample on the students and on the local communities where they live and work. The findings should point to:

- Capacity building in host countries
- Innovation in responding to specific employer needs and country priorities
- Supporting students who might not otherwise access global higher education
- Robust routes to securing long term, effective political, cultural or economic links with the UK
- Contribution to the wider development objectives of local communities (e.g. healthcare, education, sustainable development needs)
- HE TNE as a rigorously quality assured export, in particular meeting high quality expectations
- Working effectively to overcome delivery barriers, eg, degree recognition

Deliverables

The project will be a report with two key parts:

1. A section detailing findings from data analysis on graduate outcomes in a specific territory or territories and from a set of programmes in a range of institutions, including:
 - a brief summary of the project goals
 - a general introduction including definition of TNE and description of the main types of TNE in operation in the territory or territories
 - a description of the operating environment for TNE in the chosen territory or territories
 - an outline of the state of research with respect to graduate outcomes related to TNE
 - a description of the student demographics targeted by the research
 - a description of the data analysed, including a note on methodology
 - results from quantitative analysis related to graduate outcomes (analysis of existing or new data or survey responses).

The section should:

- be up to 8 A4 pages in length
 - include reference to the benefits and limitations of graduate outcomes data applied to TNE
2. A section presenting findings on the impact that transnational education had on students and on the local communities where they live and work, drawing from the results of the quantitative and qualitative analysis of student outcomes, including:
 - a brief summary of the main findings related to impact on students and local communities
 - a description of the patterns and correlations that led to the findings

- an outline of gaps in the data, pointing at further research that could support better assessment of impact.

The section should:

- be up to 8 A4 pages in length
- include reference to gaps in our understanding of the impact of TNE in students and local communities that future research could address.

The report delivered should be proof-read and delivered with design features ready for publication following UUKi's style guidelines. For an indication of UUKi's design standards please see our previous 'The Scale of UK HE TNE 2018-19' and 'Global Location, Local Innovation' reports.

Monitoring

The supplier will be required to provide fortnightly highlight reports to the project manager at Universities UK International. Key dates and deliverables to be agreed in discussion with UUK.

Indicative timeline

Project delivery	16/04	23/04	26/04	10/05	24/05	07/06	21/06	05/07	19/07	26/07	31/07
Submission of Tender document											
Award and signature of contract											
Follow-up meetings											
Initial presentation of findings											
Revisions/amendments meetings											
Initial project submission											
Final project submission											
Sign off											

Budget

The budget for this project is £25,000 including VAT.

Management

This project will be managed by Eduardo Ramos, Head of Transnational Education at Universities UK International (UUKi).

Tender requirements

1. The tender proposal

Candidates should deliver a concise tender, 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 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
- professional experience and expertise relevant to the project / activity including experience and expertise of working within the HE sector and on transnational education.
- 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
 - Details of how you will obtain a sufficiently high response rate from a wide and representative range of graduates and in what way UUKi may be required to support this process
 - Details of how you will work closely with UUK, HEIs and other relevant stakeholders
 - 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 including VAT. This includes all attendance fees, conference fees and expenses related to the project including giving a presentation at a sector dissemination event.

The printing costs of any final report, and the costs of any dissemination event or conference, will be borne by UUK.

In calculating project overheads account should be taken of the fact that UUK is a registered educational charity and non-profit making body.

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

- Initial payment of 50% on signing the contract;
- Final payment of 50% on receipt of the final outputs or final sign off.

A maximum of 5% of the amount could be retained and paid after the final outputs if there is some residual design or proofing work to be undertaken for final publication.

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 team, including publications and track record in managing credible and significant research projects.
- Understanding of the higher education sector.
- Understanding of potential issues in researching transnational graduate outcomes and identification of practical solutions to the challenges of the proposed research.
- 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.
- Overall value for money.

4. References

The name and contact details of two referees for whom the candidate has recently worked (within the past five years only) should be provided so that references can be taken up.

5. Timing

The project should be undertaken between 23 April 2021 and 26 July 2021. The candidate should note the following key dates:

Deadline for receipt of emailed tenders	16 April at 17.00 BST
Telephone interviews with shortlisted candidates	20-21 April 2021
Award of tender to successful candidate	23 April 2021
Delivery of background notes and first draft outlines	21 June 2021
Delivery of final case studies, summary overview, and accompanying resources	26 July 2021

The dates set out in this paragraph are provisional only and may be altered by UUK at its discretion.

6. Reporting responsibilities

The successful candidate will report to Eduardo Ramos, Head of Transnational Education at Universities UK International.

7. Conflict of interest

Details of the candidate's policy on handling conflicts of interest which may exist or arise regarding this engagement must be provided. In the event that a director, partner, employee or employee's representative of the candidate has an interest or connection in UUK, please provide that person's full name, position and the nature of the connection/interest in UUK.

8. Tender submission

Please return **one email copy** of your response in English to:

Eduardo Ramos
Head of Transnational Education
Universities UK International
E-mail: tne@international.ac.uk

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. The form of contract that the successful candidate will be expected to enter into with UUK is enclosed with this ITT at **Appendix B**.

10. Further information

For further details, please contact Eduardo Ramos, eduardo.ramos@international.ac.uk, who is also candidates' point of contact for any queries that you have relating to this ITT.

Any queries should clearly reference the appropriate paragraph in the documentation and, to the extent possible, should be aggregated rather than sent individually.

UUK will respond to all reasonable requests for clarification of any aspect of this ITT and supporting documents as soon as it is reasonably possible. Please note that the response to your query shall be posted on our website (without naming your organisation), therefore your query should not contain any details which are confidential.

Please note that no pre-tender negotiations are permitted.

Confidentiality statement and disclaimer

The information contained in this ITT and all other information made available at any time to the candidates by and on behalf of UUK in connection with the project is supplied on the basis that the candidates will keep such information confidential at all times and that such information will be used only for the purposes of participating in the bidding process.

No information contained in this ITT or any other written, oral or other information made available to the candidate shall form the basis of any warranty, representation or term of any contract by UUK with any third party.

UUK does not accept any responsibility or liability for the accuracy or completeness of the ITT or any other oral or written information provided by UUK to any candidate.

UUK reserves the right not to follow this ITT in any way and/or to withdraw from or amend the procurement process.

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 between:

[Name and address of organisation]

Hereinafter called

“the Contractor”

and

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

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.

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 the contract by Universities UK for the purposes of carrying out the study.
- g. The Contractor is liable for any compensation in legal costs incurred by Universities UK from the loss and / or misuse, of data supplied to the Contractor.

7 Freedom of Information

If the Contractor receives a request under the Freedom of Information Act 2000 to disclose any information that, under this Agreement, is Universities UK's Confidential Information, it will notify Universities UK and will consult with Universities UK. Universities UK will respond to the Contractor within 10 days after receiving the Contractor's notice if that notice requests Universities UK to provide information to assist the Contractor to 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.

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. Time is agreed to be of the essence in relation to the Contractor's delivery of work in accordance with the timetable stated above.

The Contractor will provide such information as is required to enable Universities UK to monitor progress. The Contractor will provide all appropriate documentation to all members of the study's Steering Group at least five working days in advance of each Steering Group meeting.

11. Payment

The total fee for the contract will not exceed £..... inclusive of VAT and expenses.

The Contractor shall invoice Universities UK for the fee which will be paid in instalments:

- i. [Details of instalments] £ inclusive of VAT
- ii. £ inclusive of VAT

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 to [Name] at Universities UK, Woburn House, 20 Tavistock Square, LONDON WC1H 9HQ.

12. Settlement Terms

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

13. Termination

Universities UK may terminate the contract for any reason on giving twenty one days written notice.

Either party may terminate this agreement forthwith for any serious breach of contract by the other which is not remedied within seven days' written notification of the breach.

The provisions of clauses 5, 6, 7, 8 and 9 shall survive any termination of this contract.

14 Force Majeure

Neither party shall be deemed to be in breach of contract if failure to comply with the requirements of the contract is due to circumstances beyond their reasonable control.

15. Copyright and Intellectual Property

Copyright of written work produced in connection with the contract shall be vested in Universities UK.

Universities UK reserves the right to publish or not to publish, but, subject to the prior written approval of Universities UK, the Contractor will be able to make use of the material 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 by the Steering Group 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,

proof-read and design-ready. The Contractor will be obliged to review and amend as necessary a final proof before any final report is produced.

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.

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: