

Invitation to tender: Workforce Mapping

Indicative contract fee: £40,000 exclusive of VAT

Timescale for delivery: December 2021 – May 2022

1. Background

CILIP, the UK's library and information association and the Archives & Records Association (ARA) have jointly convened a Workforce Data Consortium to fund a Workforce Mapping Survey of the Library, Archives, Records, Information and Knowledge Sector. This survey builds on the previous Workforce Mapping carried out in 2015 by CILIP and ARA.

This sector - which includes libraries, archives, records management, information management, data protection and Knowledge Management disciplines - is experiencing a period of great change and disruption. All organisations within the consortium have ambitions to support this professional workforce, and in order to do so, we need access to accurate workforce data.

With the changes happening across the profession, we also believe that workforce data is less valuable if it is situated solely within one sector. Many initiatives, such as the ambition to diversify the workforce, the introduction of Apprenticeships or the process of 'digital upskilling' depend on cross-industry data.

2. Information about the partner organisations involved in the project

2.1 CILIP

CILIP, the library and information association, is the leading voice for the information, Knowledge Management and library profession. Our goal is to put information and library skills and professional values at the heart of a democratic, equal and prosperous society. CILIP is a registered charity, no. 313014. www.cilip.org.uk.

2.2 ARA

The Archives and Records Association is the lead professional body for archivists, archive conservators and records managers in the United Kingdom and Ireland.

Our vision is to be the leading professional and sectoral body for archives, conservation, records management and information governance ('the record-keeping sector'). We support professionals and stakeholders in the United Kingdom, the Republic of Ireland, and internationally. www.archives.org.uk.

2.3 List of Consortium Partners

Lead Partners

SLIC; CILIP; Archives and Records Association (ARA); Libraries Connected; Health Education England (HEE); Information & Records Management Society (IRMS); The National Archives (TNA); Culture and Sport Division of the Welsh Government (C&S)

Supporter Partner

ARLIS

Data Partner

University of the Arts London; Scottish Council on Archives (SCA); PRONI; Digital Preservation Coalition; CB Resourcing

3. The objective:

This Workforce Mapping project brings together a consortium (listed in item 2) of sector organisations, employers and other partners to co-fund the establishment and ongoing maintenance of a UK-wide Workforce Dataset, commencing in 2021 that we will seek to replicate and refresh every 4 years. The desired output alongside the raw datasets is a final report focused on the business use of the data provided by the workforce survey, for use by the members of the consortium and to the benefit of the sector at large.

4. Scope

This project aims to map all those working in Library, Archives, Records, Information and Knowledge Management Services and related professions in the United Kingdom.

5. Outputs/Key Performance Indicators:

The successful contractor will be required to:

- Collaborate with the management board of the project (formed of the Lead Partners listed in item 2.3) to agree an approach to working with one another and collecting, collating and analysing data in a timely way
- Devise one online survey covering two distinct elements: one element covering key workforce data points, including demographics, sector and nation-specific data and the other element is a topical survey with a focus on equality, diversity and inclusion
- Provide a Gantt chart in order to monitor progress and share regular email updates on the progress of the project
- Attend fortnightly monitoring meetings with agreed points of contact (online)
- Provide regular project updates to the project manager highlighting key risks and issues
- Collaborate with the partners to disseminate the workforce mapping and topical online surveys via their contacts
- Adequately manage the scale of the workforce mapping survey. As guidance for scale, the previous survey had 10,700 responses and with more partners on board we for this survey we are expecting that number will be higher
- During the course of online surveys, keep management board informed of gaps in responses so all parties can be reactive and ensure as full a coverage of the workforce as possible
- Provide a final data set that is in an accessible format for analysis by the partners of the consortium, as well as for a potential free-to-access public distribution 12 months after the final report is published
- Provide a final report that provides sector intelligence (trends, themes, etc) on;

- Size and movement of labour market. What are the drivers? Where are the new opportunities? Where might we see areas of decline?
- Identify current and future skills needs, and provide commentary on how well these skills needs are being met.
- What opportunities exist in the sector for career progression?
- Does the workforce believe that professional qualifications are valued by their employers?
- Commentary on the data on equalities, diversity and inclusion; how has the sector progressed since the 2015 report?

6. Activities:

The Workforce Mapping project will establish an initial baseline online survey from which we will seek to provide a periodic update every 4 years, based on:

- A 'core' online survey covering key workforce data points, including demographics, sector and nation-specific data;
- A more in-depth 'topical' online survey covering extended data relating to specific topics or agendas.

The topical focus for 2021-22 will be on Equalities, Diversity and Inclusion in the professional workforce.

Any online survey carried out will need to be bi-lingual in English and Welsh. Any online survey will need the option for respondents to leave their contact details. We are also interested to hear if there are any other methodologies other than a online survey, or combination of different methodologies, that may be used. There is potential for the online survey to cover responses from both individuals and organisations if this is possible within the scope of the application.

The online survey will provide us with national profiles for the devolved nations to provide a UK-wide picture, with the ability to break down the data by geographies to give a regional view and to sub-divide by sector.

7. Quality criteria:

- That the contractor will conduct the online survey using ethical research principles and rigorous and robust methodology
- All data will be stored securely and managed in accordance with GDPR
- That the project is delivered within budget and to the timeline agreed at the point of contract.
- An online survey that accurately represents the Library, Archives, Records Management, Information and Knowledge sector across England, Wales, Scotland, Northern Ireland and Ireland.
- A final data set in an accessible format (csv or xml form) for use by members of the consortium and external organisations
- An environmentally sustainable project

- A robust Equity, Diversity and Inclusion policy for the project
- Findings and analysis to be clearly written and presented in a final report, which will be signed off by the consortium.

8. Intellectual Property

Please note that the final data set and the intellectual property for this work will be jointly owned by CILIP and ARA. The successful contractor will be expected to handover all data and final documents and are not permitted to publish any data or reports based on this work.

CILIP will own the Intellectual Property on behalf of the Consortium (with ARA). CILIP will have the right to assign Intellectual Property through license to the Consortium (with ARA). CILIP will manage open access publication (with ARA).

As part of this agreement all partners within the consortium are licensed to access, use and distribute the data internally for exclusive use for 12 months, licensed to create derivative works (eg. Data reports) on a limited basis, and cannot create works which replicate/publish the data in whole or significant part.

After this 12 month exclusive period for all partners, CILIP and ARA retain the right to grant research licenses at their discretion to organisations looking to use the data.

9. Required skills and experience:

We welcome tenders from suitably qualified and experienced individuals, institutions and organisations with a proven record of workforce survey and mapping, or similar, and the creation of usable business intelligence for sectors.

10. Budget:

We have set aside a budget of up to £40,000 exclusive of VAT. This includes all associated project costs, VAT, any possible travel, and all other expenses. Payments terms and schedules can be discussed with the contractor and will be responsive to the needs of the contractor, to be decided at the full discretion of CILIP and ARA.

11. Submitting your tender:

Your tender must not exceed 3,000 words (excluding annexes) and must include:

- An introduction to and credentials of your organisation or operation, including examples of relevant projects delivered by you.
- Details of the relevant experience of the persons to be employed on the project.
- Details of how you propose to satisfy the requirements of the brief, as set out here, over the period of the contract. These should include a structure and timetable for delivery.
- Evidence of an appropriate infrastructure and management system that will enable you to carry out the requirements of the contract.
- A full budget detailing all costs. We require bids to clearly state the number of days each team member will work on the project, along with their name, job title and

daily rates. Other costs should be described in sufficient detail to allow CILIP, ARA and the Consortium partners to consider the reasonableness of the costs and the efficiency of the approach. Tenderers should give details of the number of days allocated to each part of the project.

- Details of the environmental policy and equity, diversity and inclusion policy for the project
- Full contact details for the project team and day-to-day project manager.

Your tender must also include:

- Evidence that all consultants engaged on the evaluation have DBS clearance.
- Proof that all applicants are eligible to work in the UK.

Key delivery milestones for the project will include:

- Creation of Workforce Mapping Survey signed off by Lead Partners
- Dissemination of Workforce Mapping Survey to the workforce via the communication channels of all Partners
- Delivery of final dataset to all Partners
- Delivery of final report on the dataset to all Partners

The successful contractor will report to Matthew Dwyer. Please direct any queries about this invitation to tender to them. Proposals must be submitted by email to Matthew Dwyer, at CILIP Matthew.Dwyer@cilip.org.uk

Deadline: 5pm Wednesday 17th November 2021

12. Evaluation criteria:

Your tender will be evaluated against the following criteria:

1. Relevant experience and knowledge of the consultant
2. Approach to the requirements of the tender, including:
 - Understanding of aims of the project
 - Understanding of the wider context
3. Proposed methodology, including:
 - Suitability and credibility of the approach
 - Fit with requirement of the invitation to tender
 - An explanation of suggested samples as well as any proposed measures and how data collection / review will be managed
4. Deliverability
 - Within the proposed resources and time frame
 - Budget information, day rate, days allocated and value for money.

Terms:

Nothing in the enclosed documentation or appendices, or any other communication made between representatives of the coalition and any other party, can be considered a contract or agreement at this stage.