



Invitation to quote: evaluation opportunities within GHWY

Background to Go Higher West Yorkshire

Go Higher West Yorkshire (GHWY) is a consortium of higher education (HE) providers in West Yorkshire, who work together to reduce inequalities in higher education access, success and progression. This is delivered by collaborating to create demand, and collaborating to respond to need.

GHWY is currently delivering the Uni Connect Programme in West Yorkshire, funded by the Office for Students. We deliver targeted and strategic outreach and attainment raising activity to support people from underrepresented groups in HE to make informed choices about their education.

Overview of project

The project has a number of data sets available. Due to gaps in staffing we have been unable to analyse this data successfully, therefore we are looking for a supplier to review the data and present reports. The data we can access is:

1. **HESA data** <https://www.hesa.ac.uk/data-and-analysis>. From HESA, via the Higher Education Access Tracker (HEAT), GHWY has access to data regarding the progress of students into Higher Education who had access to the GHWY Uni Connect programme. This HESA data includes all students extracted from the GHWY HEAT database who HESA have tracked into HE from the entry year of 2007/08 up to and including the most recent year for which data are available.
2. **UCAS Exact data** <https://www.ucas.com/providers/our-products-and-services/understand-your-customers/exact> with a focus on attainment and background of learners.

Scope

Potential suppliers should outline their proposal based on what they believe to be feasible within the provided timescales, in line with *some or all* of the stated project tasks:

Evaluation and analysis are a critical part of Uni Connect. One of Uni Connect's enduring aims is to: 'contribute to a stronger evidence base around 'what works' in higher education outreach and strengthen evaluation practice in the sector'.¹

Using data, we want to be able to understand how our outreach work is effective, how we can improve our work, contribute to a stronger evidence base, translate our findings into practice, and inform our strategy. These outputs will be communicated to a wide range of stakeholders and our funders.

We particularly want to use the data to learn more about:

- learners from underrepresented groups in Higher Education (GHWY focuses on Disabled Learners, Gypsy Roma Travellers, Black Asian and Minoritised Ethnicities and Males who are in receipt of Free School Meals (FSM))
- intersectionality within our target learners
- learners who are in receipt of or have previously claimed FSMs
- learners studying a variety of qualifications post 16 including attainment levels

Through review and analysis of the data, it may be that some trends or outputs are available that we didn't anticipate. Therefore, there is scope to build into the project additional areas of analysis.

We are looking for a supplier to analyse the data available in line with our outputs and produce written reports on their findings and recommendations.

The project must be delivered by 21 August 2023.

Pricing

GHWY has an overall budget of £10,000- £12,000 (inc VAT) to commission this project. Quoted prices must include all labour, materials, carriage charges, administration, travel and all other costs. All prices shown must be inclusive of VAT. All invoices must be received by 21 August 2023.

Timescales

Activity	Dates
Brief issued	9 May 2023
Closing date	26 May 2023
Contracts awarded	By 16 June 2023
Delivery and reporting	3 July- 21 August 2023

Submission

Interested parties should send a written quote to Amy Wilson (a.wilson1@leeds.ac.uk) by 26 May 2023 at 5pm. Quotes should include:

- An outline of the supplier's proposed approach to the project, including methodologies and theoretical influences (if applicable)
- A full cost breakdown.

Any questions should also be directed to Amy Wilson.

Evaluation criteria

Quotes will be evaluated against the following criteria:

- Relevant experience in this field
- Ability to meet our key objectives, deadlines and deliverables
- Understanding of this brief
- Understanding of our organisation, project and aims
- Knowledge and experience of evaluation within the widening participation agenda
- Price/value for money

Access to data

It is envisaged that any data analysed will be anonymous, however it is not anticipated that successful suppliers will have the time to acquire data not already available to them or GHWY. Some datasets suggested are likely to be publicly available. Others can be made

available to the supplier by GHWY in an anonymous form via data sharing agreements we have in place with schools and colleges. GHWY recommends that potential suppliers do not propose utilising datasets that may be challenging or time-consuming to acquire.

Costs & expenses for potential suppliers

You will not be entitled to claim from the University any costs or expenses incurred in preparing your quote regardless of whether it is successful. Travel and Expenses costs required to deliver the Service shall be included in the cost of the Service and/or day rate, as applicable. The University shall not pay additional travel and expenses costs unless agreed, in writing, beforehand. In such an instance the University of Leeds Travel and Expense policy shall apply.

Freedom of Information

The University is a Public Authority within the meaning of the Freedom of Information Act 2000. Information received from the Bidder may be made available on demand in accordance with the Freedom of Information Act 2000. Potential suppliers should state if any of the information supplied by them in response to this invitation to tender is confidential or commercially sensitive or should not be disclosed in response to a request for information under the aforementioned Act. Potential suppliers should state why they consider the information to be confidential or commercially sensitive. This will not guarantee that the information is treated as confidential by the University, nor that it will not be disclosed in response to Freedom of Information requests. Information will be examined in the light of the exemptions provided in the Freedom of Information Act before a decision to disclose or not is made.

ⁱ <https://www.officeforstudents.org.uk/media/1fb9d495-6097-44c4-a08b-a36efbee8d19/uni-connect-programme-guidance-1-aug-2022.pdf> page 12