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Tender

CSP250477 - UKRI Policy Fellowships Training and Mentoring Programme

UKRI

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-080714

Procurement identifier (OCID): ocds-h6vhtk-05f0fb ([view related notices](#))

Published 8 December 2025, 3:29pm

Scope

Reference

CSP250477

Description

The final date and time for the submission of bids is Wednesday 14th January 2026 at 11:00hrs

DO NOT apply directly to the buyer.

All tender information MUST be submitted through the Jaggaer eSourcing Portal.

Overview of Training and Mentoring Programme

We are inviting bidders to set out an approach to deliver a Training and Mentoring programme for three cohorts of UKRI Policy Fellows. The programme will begin in February 2026 for the 2025 cohort of fellows.

Aims and Objectives of Training and Mentoring Programme

The core aims and objectives of the training and mentoring are to:

- Prepare Fellows for the cultural transition into government
- Advance fellows in their careers
- Foster networks and cross-working
- Tailor support to different disciplines and career stages
- Create a lasting alumni legacy

To meet the aims as set out above, bidders should address the following objectives:

- Offer a series of themed and focused learning sessions spanning each individual cohort. Bidders should ensure the time commitment is manageable for fellows and provide dates and times in advance.
- The sessions should be inclusive, with at least two face-to-face meetings over the cohort. Any face-to-face sessions will be based in the UK, and the successful supplier should determine location once cohort members have been recruited, taking an inclusive approach to location and venue.
- Encourage cross-disciplinary collaboration, peer support and opportunities to strengthen relationship building.
- Actively design opportunities for fellows to build networks, identify synergies across fellowships, and support collaboration both among fellows and between host departments
- Ensure longevity of benefit to participants beyond the duration of the programme itself.
- Work closely with ESRC, providing regular (minimum monthly to start with) progress reviews via email, phone, or video conferencing in advance of and after each event/deliverable.

This requirement is split into 2 Lots and 1 supplier be awarded for each:

Lot 1 – Training

The focus areas of this training programme are likely to include the following topics, but will not be limited to:

- Policy making in the UK, actors, structure, cycles, streams
- Networking and building relationships in policy
- Communication training for policy, including writing and briefing
- Supporting evidence use in government
- Knowledge Exchange (KE) and science for policy in UK and international
- Equality Diversity Inclusion (EDI) in KE
- Wellbeing and mental health considerations during a fellowship
- Developing effective impact case studies and using impact to support career progression
- Data; Access, Use, Ethics and AI

Lot 2 - Mentoring

In addition to complimenting the areas of focus covered by the training programme, the mentoring programme could focus on (but not be limited to) the following activities:

- Identifying and building on fellows' unique strengths and experiences
- Creating and implementing individual development plans
- Identifying potential career pathways
- Agreeing individual outcomes and personal milestones
- Supporting fellows to grow relevant contacts and networks
- Develop specific plans for communicating their research effectively to policy audiences

Single bidders are welcome to submit proposals to deliver both lots (Training and Mentoring), or to submit proposals for just Lot 1 (Training) or Lot 2 (Mentoring).

Please ensure you review all attached information to ensure a full understanding of this requirement. All attachments can be found with the Supplier Attachments tab within the Jaggaer eSourcing Portal.

The contract(s) will be awarded based on the evaluation criteria as set out in the RFP

document.

How to Apply

UK Shared Business Services Ltd (UKSBS) will be using the Jaggaer eSourcing Portal for this procurement.

To register on the Jaggaer eSourcing portal please use the link <https://beisgroup.ukp.app.jaggaer.com/> and follow the instructions to register as a supplier.

If you are already registered on the Jaggaer eSourcing Portal and wish to participate in this procurement, please use the link: <https://beisgroup.ukp.app.jaggaer.com/>.

Once you are logged into the system you will be able to locate the Procurement you wish to leave a bid on by clicking the ITTs Open to All Suppliers and searching for the reference number CSP250477 and Jaggaer ITT reference number ITT_2407.

Total value (estimated)

- £360,000 excluding VAT
- £432,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 12 February 2026 to 29 March 2030
- 4 years, 1 month, 18 days

Main procurement category

Services

CPV classifications

- 80000000 - Education and training services
- 79998000 - Coaching services

Contract locations

- UK - United Kingdom
-

Lot 1. Training

Description

Lot 1 Training

Group training sessions offered to the whole cohort (circa 40 fellows) each year will enable the fellows to acquire knowledge and insights that will support their fellowships, increase impact, and support future career development.

Two sessions must be delivered in person (at a minimum) to allow for networking and encourage the cohort approach. Where bidders suggest more in person sessions, they will need to demonstrate how they have considered the impact on accessibility given that fellows are based across the UK.

The focus areas of this training programme are likely to include the following topics, but will not be limited to:

- Policy making in the UK, actors, structure, cycles, streams
- Networking and building relationships in policy
- Communication training for policy, including writing and briefing

- Supporting evidence use in government
- Knowledge Exchange (KE) and science for policy in UK and international
- Equality Diversity Inclusion (EDI) in KE
- Wellbeing and mental health considerations during a fellowship
- Developing effective impact case studies and using impact to support career progression
- Data; Access, Use, Ethics and AI

The training provider should demonstrate how the designed programme has been tailored to the phases of the fellowship. The provider will design and deliver sessions as well as coordinate with other parties delivering training, such as government bodies (e.g. POST, GoS, etc.) and UKRI investments (e.g. UKRI Policy Fellowship Alumni, ECO, METIUS). The training should be designed to support fellows during their fellowship in central and devolved government roles, and What Works Evidence Networks, and help develop policy engagement skills that will support their future career development.

Training should take place as a combination of in person and virtual.

Activities should be context-driven and offer experiential learning opportunities through a variety of interactive formats and session types.

Lot value (estimated)

- £210,000 excluding VAT
- £252,000 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. Mentoring

Description

Lot 2 Mentoring

In addition to complimenting the areas of focus covered by the training programme, the mentoring programme could focus on (but not be limited to) the following activities:

- Identifying and building on fellows' unique strengths and experiences
- Creating and implementing individual development plans
- Identifying potential career pathways
- Agreeing individual outcomes and personal milestones
- Supporting fellows to grow relevant contacts and networks
- Develop specific plans for communicating their research effectively to policy audiences

Mentoring will support and compliment the training programme (see above), accelerating the personal and professional development of mentees, providing tailored support to increasing their impact during the fellowship, but also informing their future career development. UKRI has strong ambitions for participants in its fellowship schemes and sees effective mentoring to support academics for key leadership roles in public policy e.g. chief scientific advisors.

The mentoring provided is expected to draw from the full range of expertise and experience of key stakeholders (e.g. Parliamentary Office of Science and Technology, Government Office for Science, academic networks and ESRC/UKRI investments with expertise in Knowledge Exchange, policy engagement and evidence synthesis) and other relevant experts. Mentoring support will be tailored to meet the specific requirements of each individual fellow.

UKRI is looking for bidders to offer mentoring opportunities to all fellows and therefore this will not be limited to those with "unique development potential". We would like bidders to suggest the number of hours/sessions/format that they feel would be suitable for the mentoring program noting that some form of the mentoring opportunity should be accessible to all UKRI Policy Fellows.

Lot value (estimated)

- £150,000 excluding VAT
- £180,000 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Participation

Particular suitability

Lot 1. Training

Lot 2. Mentoring

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

6 January 2026, 11:00am

Tender submission deadline

14 January 2026, 11:00am

Submission address and any special instructions

<https://beisgroup.ukp.app.jaggaer.com/>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

10 February 2026

Award criteria

Name	Type	Weighting
Technical	Quality	80.00%
Commercial	Price	20.00%

Other information

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Justification for not publishing a preliminary market engagement notice

This is a re-procurement activity within an established market so no preliminary market engagement activity was required.

Documents

Associated tender documents

[CSP25477 - UKRI Policy Fellowships Training and Mentoring - RFP.pdf](#)

RFP

[CSP25477 - UKRI Policy Fellowships Training and Mentoring - RFPQ.pdf](#)

RFPQ

[CSP250477 - AW5.2 Price Schedule LOT 1.xlsx](#)

AW5.2 Price Schedule Lot 1

[CSP250477 - AW5.2 Price Schedule LOT 2.xlsx](#)

AW5.2 Price Schedule Lot 2

[CSP250477 - UKRI Precedent Goods Services Contract \(High value\) Both Lots.pdf](#)

Contract Terms and Conditions

Contracting authority

UKRI

- Public Procurement Organisation Number: PDQJ-7126-JDHG

Polaris House

Swindon

SN2 1FL

United Kingdom

Email: Commercial@ukri.org

Region: UKK14 - Swindon

Organisation type: Public authority - central government

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

UK Shared Business Services Ltd

Summary of their role in this procurement: Shared Service Provider

- Public Procurement Organisation Number: PMPN-7535-GNTG

Polaris House, North star Avenue

Swindon

SN2 1FF

United Kingdom

Email: coreservices@uksbs.co.uk

Website: <http://www.uksbs.co.uk>

Region: UKK14 - Swindon

Contact organisation

Contact UK Shared Business Services Ltd for any enquiries.