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|  | Proposal Request for Core CPD Speaker 2024 |
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| Date issued | Deadline for submission |
| 1 June 2023 | 19 June 2023 |

**Summary**

The Royal Institute of British Architects (‘RIBA’) is requesting proposals to develop and present CPD content for one or more of our [10 core curriculum topics,](https://www.architecture.com/education-cpd-and-careers/cpd/cpd-core-curriculum/architecture-for-social-purpose) which form part of the RIBA Core CPD programme for 2024.

You can see the [RIBA Academy 2023 listing](https://riba-academy.architecture.com/ilp/pages/description.jsf?menuId=1106#/users/@self/catalogues/150435/programmes/1102302/description) here for reference.

The CPD material will be provided via recorded content to be filmed by the RIBA’s Digital CPD production partners and delivered as on-demand content via the RIBA Academy learning platform in 2024.

For 2024, the RIBA also requires proposals to include production of supporting CPD content activity such as further reading and tests to embed learning outcomes delivered via the RIBA Academy.

All content must be commercial grade that provides an engaging and useful learner experience.

The on-demand content will be supplemented with two live ‘In Conversation’ webinar sessions led by the RIBA.

**Background**

The RIBA is a global professional membership body driving excellence in architecture. We serve our members and society to deliver better buildings and places, stronger communities and a sustainable environment. Being inclusive, ethical, environmentally aware and collaborative underpins all that we do.

Our primary focus has always been on our valued members, and we aim to improve how we communicate, support and engage with them, wherever they are located. Our key strategic plan includes:

* Lead and support the highest professional and ethical standards
* Attract and retain the best and most diverse talent
* Provide access to education, knowledge and skills
* Help our members engage with the challenges and opportunities of a changing world
* Build a body of knowledge and facilitate collaboration, research and innovation in practice

Qualified/certified Architects, either locally in the UK or abroad, are eligible for RIBA membership. According to the RIBA membership type, there may be continual professional development (CPD) requirements to demonstrate competency maintenance. The RIBA delivers education courses and modules to members ensuring they can meet those CPD requirements as well as to non-members for their general interest or to demonstrate learning in their profession.

CPD content is currently offered online learning (live and on-demand), face-to-face events, articles, reading and tests etc.

Our learning management platform, RIBA Academy, provides a curated catalogue of on demand and live webinar learning to purchase. It allows customers to consume digital content anywhere, anytime. The RIBA Core CPD programmes are on demand and can provide delegates with all their annual Core requirement needs in one place.

CPD requirements for the RIBA Chartered members:

* 35 hours of CPD input per year - at least 50% should be ‘structured’ learning (e.g., seminars/webinars)
* 20 of the 35 hours should come from the 10 RIBA CPD Core Curriculum topics

**Overview of Requirements**

**On-demand content** – recordedin a purpose-built, green screen studio in London:

* Record a 60-minute presentation split into 3 x 20 min talks, based on the topic brief and themes (using RIBA branded presentation template).
* Record 2 x 5-minute recordings – one to include a brief introduction and one to conclude the module (using RIBA branded presentation template).
* Record very short (45 secs) trailer/teaser to introduce yourself and your topic and help the RIBA promote your module. No slides required.

**Additional content** – to be provided as set out in *RIBA Core CPD 2024 – Proposal Guidance* doc.

* Create 50-minutes of supporting CPD content for delegates (reading, test/multiple choice quiz, research etc.)

**Live Webinar**

* Take part in max. two x 1 hour ‘In Conversation’ live webinars in 2024. Hosted and led by RIBA representative.
* It may be required for speakers to present content from their recorded module to RIBA Corporate Practices during 2024 (on an ad-hoc basis) via live webinar

**RIBA Core CPD programme for 2024**

The ten topics included in the RIBA Core CPD Programme for 2024 are as follows.

Full speaker briefs with suggested themes can be found in the separate *RIBA Core CPD 2024 Speaker Topic Briefs* document.

Please utilise your knowledge and experience to create a learning programme based on the key themes and principles:

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| **Topic Headings – 2024** |
| 1. Prioritising placemaking and wellbeing |
| 1. Managing H&S in architectural design |
| 1. Demonstrating the value of sustainability: How to win clients |
| 1. How Part O impacts design: Managing programme and project costs |
| 1. How to deal with copyright issues |
| 1. Specifying sustainable materials and calculating carbon |
| 1. Embedding Inclusive Design in the RIBA Plan of Work |
| 1. Urban regeneration: circular economy at a neighbourhood level |
| 1. Improving environmental performance of heritage buildings |
| 1. Making the most of AI in process management |

**Project Timelines**

The table below sets out key dates in the Project process. Participants are asked to confirm they can work to these timelines and/or flag any dates which cannot be met.

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| **Action** | **Date – 2023** |
| Deadline for submitting a proposal | 19 June |
| RIBA proposal evaluation and shortlisting\* | 20 June |
| Appointment confirmed/unsuccessful parties notified | 22 June |
| RIBA-branded PowerPoint template, contract and project details issued by the RIBA | 22 June |
| Contract returned signed | 6 July |
| Detailed module brief, learning content and bio issued by Presenter | 10 July |
| Final presentation issued by Presenter | 11 September |
| Recording in studio | w/c 2 October |
| **RIBA Core CPD Programme launch date** | **8 January 2024** |

***\*****The proposal process will include an evaluation of all submitted responses against a set of criteria. Shortlisting / contract award will be based on the submission that is considered most compelling to the RIBA.*

**Evaluation and Selection**

Evaluation criteria will include, but will not be limited to:

* the quality and suitability of the final speaker brief provided for consideration
* proposed fee structure and payment terms
* the reputation and experience of the presenter assigned to deliver the services
* any other *‘value-add’* services proposed for consideration

**Equality, Diversity & Inclusion**

The RIBA is committed to encouraging equality, diversity and inclusive principles and unlawful discrimination, and to ensuring that these principles are embedded in its culture and workforce.

The RIBA expects its suppliers, in providing goods and/ or services, to demonstrate a similarly high level of commitment to embedding equality, diversity and inclusion principles within their organisations.

Any organisation or individual who wishes to partner with the RIBA for any provision of goods and/ or services must provide details of their commitment to ED&I principles, which demonstrates their shared vision for fairness and respect for all sections of society.

**Key Contacts**

All correspondence should be directly through those persons included in the table below.

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|  | **RIBA Main Contact** | **RIBA Secondary Contact** |
| **Name** | Juliet Talbot | Daniel Crellin |
| **Position** | RIBA CPD Content Manager | Head of CPD Programmes |
| **Email** | [speaker.tender@riba.org](mailto:speaker.tender@riba.org) | [speaker.tender@riba.org](mailto:speaker.tender@riba.org) |

Only communications made to the RIBA’s named representatives will be taken into account during the pre-contract period.

**Submissions**

The deadline for all submissions is Monday 19 June 2023.

**Submission Requirements**

Please use the *RIBA Core CPD 2024 – Proposal Guidance form* (issued separately) to create your proposal, including fees.

Please email your response to **Juliet Talbot**, the RIBA CPD Content Manager – [speaker.tender@riba.org](mailto:speaker.tender@riba.org)