Request for Proposal – RIBA Core CPD 2025

**Deadline for submission: 29 July 2024**

B**ackground**

The RIBA is a global professional membership body driving excellence in architecture. We serve our members and society in order 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 members, and we will improve how we communicate, support and engage our members, wherever they are located.

The RIBA CPD programme is designed to help members and other delegates access the CPD they need. The RIBA Core CPD 2025 can provide delegates with all their annual Core requirement needs. They can dictate the route of their Continuing Professional Development by choosing the subjects that will strengthen their expertise and broaden their knowledge.

**Overview of Requirements**

We are looking for individuals and organisations to develop and deliver CPD content for our Core curriculum topics as part of the 2025 programme.

**On-demand content** – recorded at RIBA offices, 66 Portland Place, London:

* Record 4 x 20-minute talks, based on the topic brief and themes (using RIBA branded presentation template).
* Record a short introduction to you and your topic, and a short conclusion to confirm learning points (using RIBA branded presentation template).
* Record very short (30 second) trailer to introduce yourself and your topic and help the RIBA promote your module. Words will be supplied by RIBA, no slides required.

**Additional content**

* Create an Initial Quiz - 4 questions relating to module content to check existing learner knowledge
* Create two Case Study Learning Activities
  + Topic related Real life scenario Case Study to be completed by learner after talk 2
  + Topic related Real life scenario Case Study to be completed by learner after talk 4
* Create a concluding Quiz - 4 questions relating to module content to check learner knowledge

**Live Webinar**

* Take part in two x 1 hour ‘In Conversation’ live webinars in 2025 (one in spring and one in autumn) hosted and led by RIBA representative.

**RIBA Core CPD programme for 2025**

The ten topics included in the RIBA Core CPD Programme for 2025 are as follows.

Full speaker briefs with suggested themes can be found in the separate RIBA Core CPD 2025 - Speaker Topic Briefs document.

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

|  |
| --- |
| **Topic Headings – 2025** |
| **Creating Safe and Healthy Environments** |
| **Fee Negotiation: Practical skills for a resilient business** |
| **Climate Emergency: Achieving and Exceeding Standards** |
| **Building Contracts and Contract Administration for Architects** |
| **Using Ecology and Biodiversity for Flood Resilience** |
| **Retrofitting for Inclusive Environments** |
| **Strengthening Communities and Addressing Planning Challenges** |
| **Retrofitting Historic Homes for Modern Performance** |
| **Enhancing Design with Smart Technology** |

**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.

|  |  |
| --- | --- |
| **Action** | **Date – 2024** |
| Deadline for submitting a proposal | 29 July |
| RIBA proposal evaluation and shortlisting | w/c 29 July |
| Appointment confirmed/unsuccessful parties notified | 5 August |
| RIBA-branded PowerPoint template, contract and project details issued by the RIBA | 5 August |
| Contract returned signed | 12 August |
| Detailed module brief, learning content and bio issued by Presenter | 19 August |
| Final presentation issued by Presenter | 20 September |
| Provide all additional learning content & reading lists | 20 September |
| Recording at 66 Portland Place, London  *Specific recording date and 3-hour slot to be allocated when appointed* | w/c 07 October  w/c 14 October  w/c 21 October |
| **Programme Launch Date: 20 January 2025** | |

**Evaluation and Selection**

The proposal process will include an evaluation of all submitted responses against a set of criteria. The 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
* 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.

**Key Contacts**

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

|  |  |  |
| --- | --- | --- |
|  | **RIBA Main Contact** | **RIBA Secondary Contact** |
| **Name** | Juliet Talbot | Daniel Crellin |
| **Position** | Learning 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 29 July 2024.**

**Submission Requirements**

Please use the RIBA Core CPD 2025 – Proposal Guidance form to create your proposal. This and all supporting documents can be downloaded here [RIBA CPD Speaker Tender page](https://www.architecture.com/education-cpd-and-careers/cpd/riba-cpd-programme/cpd-speaker-tender)

Please email any queries and your proposal to **Juliet Talbot**, the RIBA Learning Content Manager – [speaker.tender@riba.org](mailto:speaker.tender@riba.org)