

**Annex A – Statement of Requirements**

Contract Reference: CCCC20A92 – The Provision of Geospatial Commission Technical Adviser/Business Analyst

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# Background to requirement/OVERVIEW of requirement

## The Customer was set up as an expert committee within the Cabinet Office to ensure that the UK is equipped to capitalise on geospatial opportunities. The Cabinet Office’s Single Departmental Plan commits the Customer to delivering projects and services that underpinned by the first UK Geospatial Strategy.

## The purpose of this work is focussed on the objective, is to improve the accessibility, interoperability and quality of data. This can only be achieved within Housing and Planning by being well informed of datasets available, issues and challenges, tools in use current and upcoming interventions.

## In April 2020 the Customer established [REDACTED] fund to support the development and implementation of housing and planning projects with a geospatial focus. This pot is designed to support projects that improve the quality or sustainability of existing datasets, improve access to key datasets, improve the usability of key datasets and foster collaboration between public and private sectors.

## The Customer is currently in the process of shaping the Housing and Planning (HP). This will be commencing with the programme with the initiation of the Housing and Planning FAIR (findable, accessible, interoperable, reusable) data project (discovery phase) as well as identifying the most effective and value add interventions.

## As a result, the Customer needs to have an experienced Technical Adviser/Business Analyst to provide assurance on supplier outputs, outline requirements and inform decision making about how to progress the project.

# definitions

|  |  |
| --- | --- |
| **Expression or Acronym** | **Definition** |
| FAIR | Findable, accessible, interoperable, reusable |
| GDS | Government Digital Service |
| Geospatial Commission (GC) | The Customer. The Commission is an enduring, impartial entity that is responsible for setting the UK’s geospatial strategy and promoting the best use of geospatial data to drive productivity, promote economic growth and improve the delivery of public services, while safeguarding considerations such as national security and intellectual property rights. |
| Geospatial data | Data about where people and objects are in relation to a particular geographic location  |
| Housing and Planning (HP) | Geospatial Commission’s Housing and Planning programme  |

# scope of requirement

## In overview, the successful Supplier will have specialist business analyst and technical adviser skills to support the Commission’s H&P FAIR data project and upcoming housing and planning interventions.

## The Supplier will work with the Commission’s H&P team to support the initiation and delivery of projects within the H&P programme. This includes activity from initial concept to implementation, working with a range of stakeholders across the public and private sectors.

## Essential experience, knowledge and skills required:

### Ability to provide assurance, investigate, analyse, visualise, articulate and solve complex problems and make disciplined decisions based on available information.

### Ability to identify and pinpoint business opportunities to allow organisations to perform more effectively.

### Knowledge of housing and planning sector and housing data

### Ability to be an effective communicator to various audiences, present findings and make recommendations.

### Ability to understand complex technical requirements, give advice and translate these into user stories and/or IT specifications.

### Experience of scoping out work packages

### Strong organisational skills, detail-orientated, able to balance a range of activities and projects simultaneously to ensure they remain on track.

### Knowledge of Government Digital Service (GDS) requirements and experience of advising organisations how to navigate these requirements.

### Ability to work flexibly as part of a team, adapting to changing priorities and workloads.

### Ability to engage with senior stakeholders across the public and private sectors to identify needs, constructively challenge assumptions, breakdown business problems and offer solutions.

### Ability to deliver at speed and under pressure, balancing both immediate priorities and longer-term goals.

### Understanding of users and ability to identify who they are and what their needs are based on evidence.

### Ability to coach existing staff within the Commission on business analysis techniques as well as ensuring knowledge transfer is retained

## Desirable experience, knowledge and skills

### Experience of developing project concepts, analysing problem spaces, assessing options and developing business cases.

### An awareness and understanding of agile methodology and how to apply the agile mind-set to all aspects of their work.

### Experience of, or an interest in, the geospatial sectors, and working with Geospatial data.

# The requirement

## The Requirement is for a period up to six (6) months commencing on Contract Award with the expectation for the Supplier to deliver all outputs but not limited to as outlined in the Key Milestones and Deliverables (Section 3.1 Contract Order Form). There is an option to extend for up to one (1) month.

## The primary requirement is to carry out business analysis activity, provide technical advice and assurance, produce reports and recommendations that provide a comprehensive overview of the project opportunities and challenges, as well as informing the decision making process. The Supplier will lead on all technical and business analysis activity.

## Key responsibilities will include:

### Lead on investigative work to identify existing problems in relation to access, use and creation of derived geospatial data.

### Lead on the analysis and collection of information to formulate evidence-based recommendations for data and service improvements.

### Scope out work packages for stages of projects to be outsourced.

### Set exit criteria (technical) for specific project phases.

### Review outputs produced by suppliers, as well as providing sufficient challenge and identifying opportunities.

### Carry out or lead on any relevant functionality, compatibility or acceptance testing activity.

### Provide technical advice regarding solutions as well as identifying risks and challenges.

### Support the process to identify projects that can be delivered with partners in the public and private sectors, in line with the Commission’s strategic objectives and Government priorities.

### Drive the research and gathering of business requirements against those articulated for the project, determining the need and value of performing the activity based on the context.

### Assist in the design, set up and delivery of projects by evaluating requirements against the present state (where we are) & the target state (where we want to be), developing business requirements needed to make the transition successful.

### Elicit requirements from subject area experts and users or potential users and translate these into functional specifications for suppliers and/or project leads.

### Analyse the potential consequences of a change, estimate what needs to be modified to accomplish that change, and scope changes within the details of the overall project design, identifying potential stakeholders.

### Work with users (internal and external) to identify needs.

### Engage with policy and strategy colleagues to ensure business systems, workflows and processes contribute to the target operating model.

### Lead on engagement with GDS and seek relevant approvals.

### Lead on system architects and developer engagement and make recommendations to ensure systems and processes are properly implemented

### Coach existing staff within the Commission on business analysis techniques as well as ensuring knowledge transfer is retained

### Capture lessons learned from projects and ensure they are effectively used to inform future activity.

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# MANAGEMENT INFORMATION/reporting

# The Supplier shall give regular updates on progress through weekly progress review meetings by teleconference. The Supplier shall provide more detailed updates at key points in the Contract as outlined in the milestones in Key Milestones and Deliverables (Section 3.1 Contract Order Form), either through Contract Review meetings or other discrete meetings as agreed with the Customer.

# continuous improvement

## The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.

## The Supplier should present new ways of working to the Customer during Contract review meetings.

## Changes to the way in which the Services are to be delivered must be brought to the Customer’s attention and agreed prior to any changes being implemented.

# quality

## The Supplier shall have sound processes for quality assurance of both quantitative and qualitative outputs in place. Suppliers shall outline within their proposals their internal procedures for assurance and quality control in reference to the research, including:

## Procedures for working closely with the Customer;

## The approach to report writing, ensuring deliverables meet key objectives;

## Procedures for handling complaints.

# STAFF AND CUSTOMER SERVICE

## The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.

## The Supplier’s staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard as outlined in Statement of Requirements and Contract Order Form.

## The Supplier shall ensure that staff understand the Customer’s vision and objectives and will provide excellent customer service to the Customer throughout the duration of the Contract.

# Security and CONFIDENTIALITY requirements

## In light of Coivd-19 measures, meetings will be held remotely using Google Hangouts. If and when social distancing measures are relaxed, meeting will be held at the Customer’s current location (100 Parliament Street, London, SW1A 2BQ) the Supplier shall need to be escorted to/from meetings and around the building due to security restrictions.

## The successful Supplier will need to confirm the attendee’s names to the Customer’s point of contact with twenty-four (24) hours’ notice of the meeting.

## The results/deliverables of the Contract should not be shared wider than the Supplier’s project team without receiving any explicit written approval from the Customer.

## The resulting outputs shall be the intellectual property of the Customer. The analysis, data collected, the interim and final reports, shall also be the property of the Customer. The Supplier shall not disclose the report (either in part or in full) to any third parties prior to publication by the Customer, unless the Customer gives expressed written consent to do so.

## All data security processes must be compliant with the General Data Protection Regulation (GDPR) as well as all other applicable laws of England and Wales.

# CONTRACT MANAGEMENT

## The Customer and the Supplier will be responsible for managing this Contract upon award.

## Attendance at Contract Review meetings shall be at the Supplier’s own expense.

## Progress reporting should be given to the Customer weekly. The format and detail covered within these updates is to be agreed at the project kick off meeting.

# Location

## The location of the Services will be carried out remotely in line with Governments guidance regarding Covid-19 social distancing rules.

## The Customer is based at 100 Parliament Street, London, SW1A 2BQ.

## The Supplier shall be expected to attend meetings remotely or at this location if and when Covid-19 social distancing restrictions are lifted. These meetings will be for contract reviews and progress checks as work is being carried out.