

## Invitation to quote

### NMC search and selection: specification for work required

#### Introduction

- 1 The Nursing and Midwifery Council (NMC) is the independent regulator of nurses and midwives in the UK. Our purpose is to protect patients and the public through effective and proportionate regulation. Further information about the NMC can be found on our website: <https://www.nmc.org.uk/>.
- 2 We are committed to doing everything we can to tackle discrimination and to promote diversity and inclusion. Our values underpin everything we do, including our selection processes.
  - Fair: We treat everyone fairly. Fairness is at the heart of our role as a trusted, transparent regulator and employer.
  - Kind: We act with kindness and in a way that values people, their insights, situations and experience.
  - Ambitious: We take pride in our work. We are open to new ways of working and always aim to do our best for the professionals on our register, the public we serve and each other.
  - Collaborative: We value our relationships (both within and outside the NMC) and recognise we are at our best when we work well with others.
- 3 We are also committed to ensuring that all our selection processes meet the four principles for good public appointments: merit; fairness; transparency and openness; and inspiring confidence.
- 4 The Council is the governing body. It sets the strategic direction for the organisation and takes key strategic decisions, including determining the corporate plan and budget. It also holds the Executive to account for delivery through oversight and scrutiny.
- 5 The Council is made up of 12 Non-Executive members appointed by the Privy Council: 6 lay members and 6 people who are professionals holding current registration with the NMC (nurses, midwives, or nursing associates). As a UK wide body, the Council must include at least one member drawn from each of England, Wales, Scotland, and Northern Ireland.

- 6 The Council introduced an Associate scheme in July 2020, to provide opportunities for talented individuals with potential to develop the skills and expertise needed to be a Non-Executive Director in the future by gaining first-hand experience of what being a Council member involves. Associates are involved in all aspects of the Council's work and contribute to the Council's business in a similar way to appointed Council members. There are currently two Council Associates whose terms end in December 2022.
- 7 The Council has established Committees to support its work. This includes an Appointments Board whose remit is to ensure effective arrangements are in place for the selection and appointment, training and performance management of Panel Members and Legal Assessors (who support [our fitness to practise process](#)).

## **Our vacancies**

- 8 We are seeking external expertise in senior Non-Executive Director public appointments to help us fill upcoming vacancies through **three separate selection processes**. All three processes will be open, competitive and UK-wide. They are listed below in chronological order, although there will be some overlap in terms of the overall timetable.

### **Associates (x2)**

- 9 The Council established an Associate Scheme in July 2020 to provide development opportunities for those with potential to gain the skills and expertise to become future non-Executives. The Scheme was set up recognising the limited existing opportunities to acquire such skills and expertise within health and care sector career structures, particularly for registrants including those from Black and minority ethnic backgrounds.
- 10 We have two upcoming vacancies for Council Associates; both must be Registrants (i.e. a professional holding current registration with the NMC) and ideally at least one should be based in either Scotland, Wales or Northern Ireland. We are continuing to focus on providing opportunities for individuals from Black and minority ethnic backgrounds. The criteria upon which selection decisions were made for the first iteration of the Scheme are at **annexe 1**.

### **Appointments Board member (x1)**

- 11 We have one upcoming vacancy on the Appointments Board. The role specification for this vacancy is attached at **annexe 2**. All members of the Appointments Board are Lay, i.e. individuals who are not and never have been, a registered nurse, midwife or nursing associate.
- 12 The current members of the Board are all England-based and White. A key focus of the process will be on diversity in terms of race and geographical diversity.

### **Council member vacancies (x3)**

- 13 The Council member role is a prestigious one and both the process and the appointment must secure credibility and respect from a wide range of stakeholders including the professionals on our register and government. The Council member role specification for this vacancy is at **annexe 3**.
- 14 Council appointments are made by the Privy Council. All aspects of the search and selection process must be conducted in a way that inspires and upholds confidence in professional regulation, the NMC and the Privy Council.
- 15 It must also meet the [requirements of the Professional Standards Authority \(PSA\) for Health and Social Care](#) .The PSA scrutinises the process used to select the recommended candidate and advises the Privy Council about whether the process has met the required standard.
- 16 We have three upcoming Council member vacancies: one Registrant and two Lay. Under the legal constitution of the Council:
  - 16.1 The Registrant vacancy must be filled by an individual who is a professional holding current registration with the NMC. This means someone who is currently either a registered nurse, midwife or nursing associate.
  - 16.2 The Lay vacancies must be filled by individuals who are not and never have been, a registered nurse, midwife or nursing associate.

### **Critical success factors for these campaigns**

- 17 Your tender proposal needs to provide convincing evidence that you would be able to meet all the following critical success factors:
  - Ability to attract high calibre, diverse candidates who share our values **and have the skills and expertise relevant to the role**. You will be expected to demonstrate how you would work closely with us and our stakeholders to identify and encourage suitable candidates to apply.
  - Ability to attract suitable candidates from a diversity of backgrounds and who share our commitment to equality, diversity and inclusion. This will be a critical success factor for all three processes.
  - Ability to meet the overall timeline and work with us in a flexible and responsive way. An outline timeline for the three selection processes is at **annexe 4**; we would wish to discuss and finalise the detailed timeline with the chosen search consultants.
  - Ability to support selection processes which meet the four principles for good public appointments: merit; fairness; transparency and openness; and inspiring confidence.

- For the Council member selection process, an understanding of, and a commitment to meeting the [requirements of the PSA for Health and Social Care](#) is essential.

## **Our requirements**

- 18 All three search and selection processes must be carried out to the highest standards of quality, transparency and fairness and must comply with the obligations of the NMC under the Equality Act 2010.
- 19 The Council member search and selection process must also meet the [requirements of the PSA for Health and Social Care](#).
- 20 We are seeking an external expert supplier that can provide the following services for each of the three selection processes:
  - Work in partnership with the NMC secretariat to deliver three search and selection processes that meet the critical success factors and timeline for each process.
  - Assist the NMC secretariat to develop a publicity and search campaign for each selection process that attracts applications from a diverse range of suitable individuals who meet the relevant criteria.
  - Develop and maintain a dedicated web page/site which will include the candidate information pack, application form and supplementary forms for each process to be downloaded or submitted online.
  - Arrange advertising in relevant publications and other media, including innovative use of social media.
  - Undertake a targeted search for suitable candidates for each process as directed by the NMC secretariat.
  - Provide regular written and verbal updates to the NMC secretariat on progress with each search, as required.
  - Manage and provide excellent quality care for candidates throughout the processes: acting as first point of contact for candidates; recording and answering queries; providing guidance on the process for applying; arranging and conducting preliminary interviews; collecting and checking candidate references; and providing feedback, where requested.
  - Use the NMC's evaluation methodology and criteria to grade and sift application forms for longlisting, shortlisting, and interview, identifying the best fit based on values, motivation, and the competencies of the role.
  - Collate and prepare applications and supporting documents for shortlisting, longlisting, and final interview.

- Anonymise applications in line with the NMC's approach to anonymisation, as required.
- Provide a full list of outcomes for each candidate.
- Attend longlisting and shortlisting meetings as required and answer any queries from the Selection Panels.
- Undertake referencing in advance of interviews, preparing written summaries of conversations with three referees for each shortlisted candidate in the format required by the NMC.
- Undertake due diligence in advance of interviews, including but not limited to; searches of the following information sources to identify potential conflicts of interests or historical matters which could cause the NMC or (in the case of the Council member search and selection process) the Privy Council embarrassment or reputational damage:
  - Companies House
  - Charity Commission
  - Current or previous appointments
  - Political associations
  - Google Search
  - LinkedIn
  - Social media – including Facebook, Twitter, LinkedIn
  - News articles or documents in public domain
- Coordinate and prepare comprehensive candidate packs (both electronic and, if required, hard copy) of information about candidates for the Selection Panel at each stage (longlisting, shortlisting, and interview) including application and any supplementary forms in accordance with NMC specifications.
- Provide equality and diversity statistics for each of the protected characteristics as defined in the Equality Act 2010 at each stage: longlisting; shortlisting and interview. Include a comparison with the UK population for Lay candidates and with the Registrant population for Registrant candidates.
- Provide source and media monitoring statistics at each stage of each process: longlisting; shortlisting and interview.

### **Out of scope**

21 Induction and support to the new appointees is not in scope.

### **How we will assess your proposal**

22 We will evaluate your proposal based on the following:

- Evidence that you will be imaginative and creative in where and how you search for prospective candidates.

- Evidence of your organisation's commitment to equality, diversity and inclusion and of success in attracting high calibre candidates for senior roles from diverse backgrounds.
- Evidence of a proven track record in senior non-Executive public appointments. Please provide relevant references and examples of recent successful campaigns at this level.
- Evidence that you are able to deliver the requirements for each selection process and help us meet our critical success factors described above, including evidence of campaigns where you have secured diverse appointments.
- Evidence that you understand and are committed to meeting the [requirements of the PSA for Health and Social Care](#) for the Council member selection process.
- Details and track record of the team who will undertake this assignment and their respective roles.
- Evidence of UK-wide reach: we are seeking candidates for each selection process from across the four countries of the UK; England, Wales, Scotland and Northern Ireland.
- Confirmation of ability to meet the outline timetable and attend longlisting and shortlisting meetings (these may be held virtually or in person at our London offices).
- Information about how you will work with the NMC Secretariat to ensure targeted searches, utilising both your and the NMC's networks to ensure that we reach candidates from diverse backgrounds and evidence of how you have achieved success in this area.
- The proposed charges, including VAT. Bidders are required to provide a detailed and complete pricing schedule that shows all costs required to deliver each selection process. The pricing schedule should clearly indicate the total price and be inclusive of VAT and be clear about any optional elements or exclusions.
- We expect bids to be between £70 and £95k. Please note that we may reject a Quotation that is abnormally low if there is a reasonably significant difference between the Quotation's price and the mean price. We will seek clarification from the bidder if this is considered to be the case.

23 In evaluating your proposal we will apply the following weighting:

Quality: 80%

Cost: 20%

## Instructions for Quotation

- 24 The Nursing and Midwifery Council (referenced as “NMC”, “we”, “our” and “us”) is inviting bids for the contract opportunity detailed in this invitation to quote (“ITQ”).
- 25 You (the provider of goods, services or works, referred to as the “bidder”, “supplier”, “organisation” and “company”) are invited to submit a response to the ITQ (“Quotation”). For your Quotation to be acceptable to us, it must:
- comply with the Instructions for Quotation and the Procurement Timetable;
  - be subject to our terms and conditions as per the Conditions of Contract; and
  - meet the requirements of the Specification.
- 26 Please ensure you read and understand all the content of this ITQ before you submit your Quotation. The decision to award a contract shall be at the NMC’s sole discretion and be based on the terms and conditions contained in **annexe 5**.
- 27 Please submit to:

Fionnuala Gill  
Secretary to the Council & Assistant Director, Governance  
**Nursing and Midwifery Council**  
[Fionnuala.gill@nmc-uk.org](mailto:Fionnuala.gill@nmc-uk.org)

## Timeline for Quote and tender process

<b>Friday 2 September 2022</b>	Submit written proposal including details and track record of all team members and charges to:  Fionnuala Gill Secretary to the Council <b>fionnuala.gill@nmc-uk.org</b>
<b>Friday 9 September 2022</b>	Invite shortlisted firms to present to Tender Panel on 21 September 2022.
<b>Wednesday 21 September 2022</b>	Presentation to Tender Panel – (in person at our London offices).  Please note that it is essential that the partner who will have lead responsibility for the search attends and presents.  The lead partner must declare if they are involved in any other NMC recruitment campaign running concurrently to ensure that any conflicts of interest can be managed (executive or non-executive).
<b>Thursday 22 September 2022</b>	Decision on award of contract.
<b>Friday 23 September 2022</b>	Initial meeting with NMC Secretariat to begin work on the campaigns.

NMC  
August 2022