

Annex B: Procurement blend break-down

LOT 1 includes:

- **Over-arching programme management**
- **Co-design, delivery, and co-facilitation of 5 modules**
- **Design and delivery of 3 action learning sets**
- **Design and facilitation of closing event and guidance for external site visit**
- **Suppliers may bid for module 3 or not, or suggest a sub-contracted supplier to deliver this element.**

LOT 2 includes:

- **Co-design and co-delivery of Module 3 (problem-solving and policy solutions)**

Overall management of programme:

We require a supplier to:	HMT will:
<ul style="list-style-type: none"> • To take ownership of the programme as a whole – responsible for ensuring that the programme is designed as a coherent whole. To ensure consistency across modules and with other HMT relevant training (Graduate Development Programme, Catalyst). To consider its brand and ensure materials look consistent. • To work closely with HMT policy experts and HR to co-design the programme and individual modules/action learning sets/closing event/site visit guidelines. Add value by using expertise to challenge HMT staff and help them to deliver high quality training. This could involve 3 to 4 hour long meetings for each module for example, plus additional [X] design days with HR. • To deliver and co-facilitate programme – ensuring plans in place for implementation, with regular (weekly on-site) meetings with HR to track progress. • To provide facilitators to oversee running of each module as needed (2x2 cohorts per year). • Management of any further suppliers whether contracted by HMT or sub-contracted by main supplier. To provide full details and assurances for any sub-contracted supplier in the bid. • Provide materials and resources to support modules where needed or manage other suppliers to do so. • Provide training for trainers ahead of delivery. • Work with HMT to project management delivery of course, identify and mitigating risks together (to be incorporated in weekly on-site meetings). • To provide joining instructions for participants. • Trouble-shooting during delivery. 	<ul style="list-style-type: none"> • Project management, with input from supplier (regular weekly meetings). • Conduit for relationship with senior sponsors, HMT participants, HMT deliverers and the supplier. • Own implementation plan as delivery approaches. Discuss weekly with supplier. • Scheduling participants onto the programme. • To lead on managers briefing

Supplier input required for modules

Module	Likely supplier/HMT blend and supplier role in design and delivery	
	HMT staff	Supplier
1 Introduction to management & leadership (2 days)	HMT staff/externals 70% <ul style="list-style-type: none"> • Co-design session with supplier – setting out outcomes to be achieved and scope of what should be included. • Current Range Es, Perm Sec and other stakeholders discuss expectations, challenges and top tips for being a new Range E. • Management essentials – HMT to provide (e.g. HR policies, recruitment etc) 	Supplier 30%: <ul style="list-style-type: none"> • Co-design session – attend up to 4 designs meetings with HMT to agree scope, outcomes to be achieved, and detailed content. • Facilitate top and tail for session (e.g. introductions, setting out objectives for the programme, and reflections). Facilitator to be present throughout to link sessions together. • More specialised leadership and management sessions (using HMT input/examples) - e.g. work and resource planning, leading a team for the first time etc. • Set up of Action learning groups.
2 Political awareness (3 hours)	HMT staff 90% <ul style="list-style-type: none"> • Lead design, with support and critical challenge from supplier • Deliver session • Provide case studies as required 	Supplier 10% <ul style="list-style-type: none"> • Support the design by attending design meetings, providing critical challenge to HMT experts suggesting alternative approaches to delivery. • If tacked onto end of opening module, facilitate end/reflections etc. Possible facilitator presence throughout.
3 Problem Framing & policy solutions (2 days)	HMT staff 70% <ul style="list-style-type: none"> • Co-design session with supplier – setting out outcomes to be achieved and scope of module. • Set strategic context for solving policy problems in HMT • Provide detailed case studies based on real life HMT examples. • Delivery of some sessions. 	Supplier 30% <ul style="list-style-type: none"> • Co-design – provide critical challenge, work with HMT to agree topics to be covered and best structure. • Provide robust and workable tools, techniques and resources for problem solving (e.g. issue/hypothesis trees) which HMT can adopt. • Delivery of some sessions. • Top and tail facilitation, possible facilitation presence throughout to link sessions.

4 Essential skills for managers (2 days)	HMT staff 10% <ul style="list-style-type: none"> • Senior sponsor to oversee and challenge to ensure content right. • Possibly some co-delivery with senior and experienced HMT managers to provide insights on handling management challenges. 	Supplier 90% <ul style="list-style-type: none"> • Design and deliver entire session, based on current Essential skills for managers course • Ensure the module is well integrated into programme, but can also stand alone. • Facilitate entire session.
5 Advanced stakeholder skills (3 hours)	HMT staff 60% <ul style="list-style-type: none"> • Co-design with supplier – setting out outcomes to be achieved and scope of what needs to be included. • Design HMT case studies & examples • Bring expertise on current best practice methods (open policy making, behavioural insights) • Provide HMT speakers, facilitate some sessions. 	Supplier 40% <ul style="list-style-type: none"> • Top and tail facilitation • Deliver/facilitate some elements (e.g. being a credible communicator) • Provide tools/techniques as needed. • Provide guidance on site visit.
Closing event	HMT staff 80% <ul style="list-style-type: none"> • EMB/Perm Sec presence • HMT participants to deliver presentations • Networking 	Supplier 20% <ul style="list-style-type: none"> • Top and tail facilitation and support throughout session. • Reflections
Action Learning Sets	HMT staff 5% <ul style="list-style-type: none"> • Senior sponsor/HR to challenge design 	Supplier 95% <ul style="list-style-type: none"> • Design, delivery and facilitation.
External site visit	HMT staff 90% <ul style="list-style-type: none"> • Participants to arrange their own site visits relevant to their new role 	Supplier 10% <ul style="list-style-type: none"> • To provide structure for participants – setting out the purpose of a site visit, what they should aim to achieve, and how they will report back.