



Ministry
of Defence

MOD Commercial

FLEET/00424 (WPS 54)

Wider Public Sector Framework (RM1568)

**REQUIREMENT DEVELOPMENT FOR THE ENGINEER OFFICER
SUB-SPECIALISATIONS**

This Contract is made

BETWEEN (1) **HER BRITANNIC MAJESTY'S SECRETARY OF STATE FOR DEFENCE**, acting by Defence Commercial Commands & Centre Navy, Building 1/080, Jago Road, HM Naval Base, Portsmouth, Hampshire, PO1 3LU ("the Authority")

AND (2)

1. The Contractor shall provide the Services described in the Statement of Requirement, in accordance with the Conditions of Contract (as detailed in Framework Schedule 4 – Order Form and Call-Off Terms for the Wider Public Sector dated 2 June 2014 – to the Framework Agreement entered into between the Authority and the Supplier on RM1568), the firm prices attached and the Contractor's Work Order (WO).
2. The Contract shall come into effect on xx/xx/xx and expire xx/xx/xx .
3. Except where there is prior written approval from the Commercial Branch no payment shall be made for work performed which is outside the scope or period of the Contract.
4. If there is a conflict between the documents described in Paragraph 1 above the order of precedence shall be:
 - a. Work Order (WO)/Statement of Work (SOW).
 - b. Statement of Requirements at Schedule 1.
 - c. Conditions of Contract (as detailed in Framework Schedule 4 – Order Form and Call-Off Terms for the Wider Public Sector dated 2 June 2014 – to the Framework Agreement entered into between the Authority and the Supplier on FRM1568).

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Schedule 1

Statement of Requirements – Fleet/00424 (WPS 54)

Purpose and Desired Outcomes

The RN Engineer Branch Strategy (2014) outlines how the Engineer Branch will support and enable the Future Navy Vision (2025). The strategy articulates the Naval Engineering Vision and details a pillar based model of Engineering Capability. To achieve the Naval Engineering Vision, the Engineer Branch must select, train and employ its commissioned officers in ways that fulfil the Engineer Branch Strategy. This task is intended to conceptualise the future employment of commissioned officers within the Engineer Branch and subsequently develop a Competence Framework which will drive their Training and Professional Development and support both selection for specific roles and broader Career Management. This Task is therefore a key supporting activity toward achievement of the Naval Engineering Vision.

Background Information

The RN Engineering Branch Strategy (2014) outlines how the Engineer Branch will support and enable the future Navy Vision (2025). The strategy articulates the Naval Engineer Vision and details a pillar based model of Engineering Capability. The key pillars are:

- Operational Engineering
- Acquisition
- Policy and Doctrine
- Engineering Support
- People

A sub strategy is provided for each pillar owned by a nominated 'Pillar Champion.'

The Engineer Officer Study (2015) took a 3 month review of the RN Engineer Officer landscape with the aim of examining the sustainability of the cadre. The manpower modelling data available predicts challenges in SO2 (Lt Cdr) and SO3 (Lt) level manning. This is in part due to a recruitment shortage now, compounded by external factors relating to societal changes and a national shortage of engineers. In addition the current training and throughput model does not produce sufficient quantities of SO3s and SO2s for the Engineer (General Service) (E(GS)) sub-specialisations.

Professional training for Engineer Officers at present is heavily loaded in the first stage career and is geared towards optimal performance in the Head of Department (HoD) Charge role in ships and submarines – the focus has been Operational Engineering at sea. In between sea appointments training for shore based and supporting/broadening roles has been relatively sparse; specific pre-joining training is rare while on job training and learning has been much less structured. This prompted a decision to conduct an evaluation of Engineer Officer training to meet the requirement of Engineer Officers from 2025. Analysis of the role and purpose of the Engineer Officer, and the jobs they are expected to do should drive the way in which training for officers is targeted.

An early recommendation from the officer study was to develop Engineer Officer career training from a requirement articulated within a competence framework. Benefits are expected to include optimised performance through career and

alignment with the standards set by the Engineering Council and Professional Institutions (PEIs). It is expected to contribute to the drive to instil professional ethos across the branch and will be beneficial when streaming into the defence career fields under the New Employment Model (NEM). Competence needs depend on the analysis and definition of the roles of the Engineer Officer and the jobs they are expected to undertake in the future state, so these need to be understood before any framework development is developed. This need is broadly similar to Job Analysis (see JSP 822 Part 5 Chapter 1) but requires an additional layer of analysis at the higher level (i.e. identify the required job roles).

Description of Deliverables:

1.0 Job Role Analysis Report.

- a. Identifying and describing (to include themes and purpose of the job as they are applicable to individuals in the relevant teams) the key Job Roles to be performed in the future state (to 2025) by Engineer Officers of each sub-specialisation (Marine Engineer (ME), Marine Engineer Submarine (MESM), Weapons Engineer (WE), Weapons Engineer Submarine (WESM) and Air Engineer (AE)), for each Pillar of Engineering Capability (Operational Engineering, Acquisition, Policy and Doctrine, Engineering Support and People) during the first stage career.
- b. An Operational Task Inventory (OTI) itemising the core tasks associated with each Job Role, with the Conditions and Standards included where appropriate. Section 2 of JSP 822 Part 5, Chapter 1 dated Sep 07 is to be used as the reference standard. However in this case a Scoping Exercise, Job Scalars and Standards are to be populated; where there is uncertainty or predicted variability in Conditions and Standards this should be indicated. The core tasks of each role are to be presented in the format shown in Annex A to the Statement of Work (SOW).
- c. Presentation to the Steering Group of key deliverables a and b to ensure buy-in and receive feedback.

2.0 Job Role to NEM Competency Mapping Report. This is based on the job Role Analysis Report (Deliverable 1.0).

- a. Cross-referencing the planned Defence NEM career fields (Operations; Operational Support, Personnel; Defence Engagement; Management of Defence; Capability and Acquisition Management) with future Engineer Officer roles and both identifying and detailing for each Job Role:
 - (i) Any NEM Defence competencies required as pre-requisites to be employed in that role.
 - (ii) Any NEM Defence competencies likely to be developed/achieved by employment within that role.

3.0 Engineer Officers' Competence Framework. This is based on the findings of Deliverable 1.0 and Deliverable 2.0, and following the direction and guidance within the Engineer Branch Strategy (2014).

- a. Comprising a Competence Framework for Engineer Officers of each engineering sub-specialisation (ME, MESM, WE, WESM and AE – see note below). Competencies within the Competence Framework must be:
 - (i) Written at a level of detail and with appropriate terminology suitable for the onward development of individual Training Objectives (to the standards within JSP 822 Part 5, Chapter 1, Section 3 dated 2007) without the need for substantial intermediate analysis, such as reconstruction of the operational performance relating to the Competence.

- (ii) Suitable for use as a basis for officers' Continuous Professional Development.
- (iii) Compatible with on-going 'NSQEP' Nuclear Passport cross Government work.

Note. The AE sub-specialisation already operates a CF and OPS based Human Capability System. As part of this task there is a need to explore the extent to which the AE sub-specialisation judges this system as fit to support delivery of AE aspects of the Engineer Branch Strategy to 2025. If no new CF is required for the AE sub-specialisation coherence, identifying any risks to the delivery of the Engineer Branch Vision.

The following is the completion timeline for each deliverable:

- Deliverable 1.0: successful completion by 23 October 2015
- Deliverable 2.0: successful completion by 17 November 2015
- Deliverable 3.0: successful completion by 5 January 2016

Schedule 2

Firm Pricing Schedule - Fleet/00424 (WPS 54)

<u>Milestone Deliverable</u>	<u>Description</u>	<u>Number of Resource</u>	<u>Blended Day Rate</u>	<u>Expenses cost per resource per day</u>	<u>Capped Contractor days per resource</u>	<u>Direct Costs to Capita</u>	<u>Service Fee (18%)</u>	<u>Total Contract Amount (Including Service Fee)</u>
1.0	Job Role Analysis Report	1			73			
2.0	Job Role to NEM Competency Mapping Report	1			34			
3.0	Engineer Officers' Competence Framework	1		NIL COST	64			

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Note. Payment shall be claimed through P2P and authorised by the Project Sponsor following satisfactory completion of all work specified under each Deliverable.

Schedule 3 – Fleet/00424 (WPS 54)

Addresses and Other Information

Appendix - Addresses and Other Information

1. Commercial Officer

Ann Scott
Defence Commercial CC-Navy 23
Room 303, Building 1/080, Jago Road,
HM Naval Base, Portsmouth, Hampshire, PO1 3LU

☎ 02392 726807
Email: defcomrclcc-navy23@mod.uk

2. Project Manager, Equipment Support Manager or PT Leader (from whom technical information is available)

☎
Email:

3. Packaging Design Authority

(Where no address is shown please contact the Project Team in Box 2)

4. (a) Supply/Support Management Branch or Order Manager:

Tel No:
(b) UIN (c) RAC

5. Drawings/Specifications are available from

See Box 2

6. For contracts containing DEFCON 5, mauve Copies of MOD Form 640 are to be sent to

(where no address is shown the mauve copy should be destroyed)

7. Quality Assurance Representative:

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

AQAPS and **DEF STANs** are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.uwh.diif.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

8. Public Accounting Authority

1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD
☎ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD
☎ 44 (0) 161 233 5394

9. Consignment Instructions

The items are to be consigned as follows:

10. Transport. The appropriate Ministry of Defence Transport Offices are:

A. DSCOM, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

B. JSCS

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)

JSCS Fax No. 01869 256837

www.freightcollection.com

11. The Invoice Paying Authority (see Note 1)

Ministry of Defence ☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags

Fax: 0151-242-2809

Liverpool, L2 3YL

Website is:

<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>

12. Forms and Documentation are available through *:

Ministry of Defence, Forms and Pubs Commodity Management
PO Box 2, Building C16, C Site

Lower Arcott

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

Applications via fax or email: [DESLCSLS-](mailto:DESLCSLS-OpsFormsandPubs@mod.uk)

OpsFormsandPubs@mod.uk

NOTES

1. Forms. Hard copies, including MOD Form 640 are available from address in Box 12., All other invoicing forms e.g. AG Forms 169 and 173, are available from the website address shown at Box 11.

2.* Many DEFCONs and DEFFORMs can be obtained from the MOD Internet Site:

<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>