



Maritime &
Coastguard
Agency

The Maritime and Coastguard Agency (MCA) is an Executive Agency of the Department for Transport. The MCA is responsible throughout the UK for implementing and developing the UK Government's maritime safety and environmental protection policy. That includes co-ordinating Search and Rescue at sea through Her Majesty's Coastguard 24 hours a day, and checking that ships meet UK and international safety rules. The MCA work to prevent the loss of lives at the coast and at sea, to ensure that ships are safe, and to prevent coastal pollution: **Safer Lives, Safer Ships, Cleaner Seas.**

The MCA provides a full range of search and rescue, counter pollution, survey, inspection and enforcement activities and has 12 major business activities:

| | |
|---|--------------------------------|
| Survey | Seafarers' Services |
| Inspection | Search and Rescue |
| Enforcement | Pollution Response and Salvage |
| Ship Registration | Stakeholder Communication |
| Navigation Services | Ministerial Services |
| Strategic Prevention Design/Development | Regulatory Process |

These activities are supported by support services responsible for providing a range of administrative functions including infrastructure, MCA people, financial management and administration and corporate management.

In accordance with the Equality Act 2010, in our capacity as a public body we have a statutory duty to eliminate unlawful discrimination, promote equality of opportunity and promote good race relations between people of different groups. Contractors will be expected to ensure that the service they provide promotes good relations between the MCA and its customers and does not directly or indirectly discriminate on the grounds of race in accordance with both the Act and the Duty.

You are invited to submit a tender for the following project:

MCA REFERENCE TCA 3/7/1130

Diversity and Inclusion in MCA Recruitment – A Review and Development of a Strategic Implementation Plan

1. Background

The Maritime and Coastguard Agency (MCA) has approximately 1400 members of staff who work in various [locations](#) across the UK. We are an Executive Agency of the Department for Transport and work together with other parts of the DfT family to meet shared goals.

The Department for Transport family has expressed its commitment to diversity and inclusion in a strategy document titled [Diversity and Inclusion at DfT, Different People, One Team](#). This sets out five key goals:

- We want to be one of the most inclusive departments in the Civil Service
- We want to better reflect local working populations in all grades, roles and professions – with a particular focus on senior roles where the gaps are greatest
- We want to attract, recognise and nurture diverse talent
- We want our staff networks to be amongst the best in the Civil Service and transport sector
- We want to make sure everyone in our organisations understands the importance of diversity and inclusion and how we all play a part in making it happen

The MCA is committed and keen to pursue these goals at pace. We seek external expertise to review current efforts and work collaboratively to develop a renewed strategic implementation plan.

The focus of this review is recruitment. We would like tenderers to work with us to understand how we can better reflect local working populations and attract, recognise and nurture diverse talent. We are also keen to ensure that our recruitment processes are not putting unintended barriers in place which may have an adverse effect on diversity and inclusion.

It is acknowledged that all five goals are interlinked and that some consideration of the other three goals may be necessary to form a rounded view.

2. Requirement and Deliverables

You are invited to tender for the following two stage process.

Stage 1: Review of the Current Position of Diversity and Inclusion in MCA Recruitment

The review should encompass all protect characteristics but particularly focus on people from a diverse ethnic background, our current recruitment process is not attracting enough interest from the BAME community, the figures below will give an outline of where we are currently.

| Recruitment 2018/2019 | % BAME Total Applications | % BAME Passed Sift | % BAME Passed Interview |
|------------------------------|----------------------------------|---------------------------|--------------------------------|
| 2018 | 14.55% | 11.03% | 5.00% |
| 2019 | 14.14% | 14.18% | 12.20% |

The review should include:

- A full and detailed exploration and analysis of current recruitment process
 - o Information in the public domain and employer brand
 - o Recruitment documentation such as job adverts
 - o Quality of the candidate experience
 - o Interview environment and process
 - o Assessment methods
 - o Recruitment data
 - o Review of specific campaigns as case studies
 - o Identification of any barriers or obstacles which may prevent a broad range of applicants from proceeding.
- Onsite presence at MCA sites including Southampton Headquarters, Fareham, Aberdeen, Cardiff and Belfast as a minimum. This will enable an understanding of organisational culture and recruitment process in action.
- Perception of MCA's strengths and weakness in Diversity and Inclusion, both from the perspective of an external candidate and existing staff.
- Time spent with staff and key stakeholders such as Chief People Officer and Diversity and Inclusion and Recruitment leads.

Qualitative and/ or quantitative research may be required to support the review.

Stage 2: Collaborative development of an engaging and ambitious strategic implementation plan to improve diversity and inclusion in MCA recruitment.

- Evidence based action plan with specific and practical recommendations designed to help the MCA better reflect local working populations in all grades, roles and professions and attract, recognise and nurture diverse talent.
- This plan should involve key stakeholders and specifically target any areas for improvement highlighted in the stage 1 review.

3. Key staff qualification and experience

The MCA is seeking an expert in diversity and inclusion in recruitment. Bids should demonstrate extensive experience of improving diversity and inclusion in recruitment in a range of organisations within the last two years. Testimonials from similar organisations would be favourable.

4. Budget

We have a budget of £30,000 inclusive. This includes all travel and expenses.

5. Timeline

The review and development of strategic implementation plan must be completed by 31 December 2020.

6. Equality and Diversity

The MCA is an equal opportunities employer that actively promotes diversity among its

workforce, and we expect our contractors to have a similar commitment. All potential contractors must comply as a minimum with the Equality Act 2010 and related legislation.