CONTENTS

[1. PURPOSE 2](#_Toc498591530)

[2. BACKGROUND TO THE CONTRACTING aUTHORITY 2](#_Toc498591531)

[3. Background to requirement/OVERVIEW of requirement 2](#_Toc498591532)

[4. definitions 2](#_Toc498591533)

[5. scope of requirement 2](#_Toc498591534)

[6. The requirement 3](#_Toc498591535)

[7. key milestones 4](#_Toc498591536)

[8. authority’s responsibilities 4](#_Toc498591538)

[9. reporting 4](#_Toc498591539)

[10. volumes 5](#_Toc498591540)

[11. continuous improvement 5](#_Toc498591541)

[12. Sustainability 5](#_Toc498591542)

[13. quality 5](#_Toc498591543)

[14. PRICE 5](#_Toc498591544)

[15. STAFF AND CUSTOMER SERVICE 5](#_Toc498591545)

[16. service levels and performance 5](#_Toc498591546)

[17. Security requirements 5](#_Toc498591547)

[18. intellectual property rights (ipr) 5](#_Toc498591548)

[19. payment 5](#_Toc498591549)

[20. Location 6](#_Toc498591550)

# 

# PURPOSE

## The Authority requires an external organisation with experience in diversity in recruitment to conduct a review of its graduate recruitment process, from the attraction of candidates through to the point at which job offers are accepted.

# BACKGROUND TO THE CONTRACTING aUTHORITY

## The Authority is the government’s Economics and Finance Ministry. We carry out an annual graduate recruitment campaign to bring in c.70 – 100+ new policy advisors, who join the department in two intakes in April and September each year.

# Background to requirement/OVERVIEW of requirement

## Since the introduction of the Authority’s graduate recruitment programme three years ago, there has been a corresponding evolution of our graduate outreach and selection activities.  Our focus has increasingly been on improving the diversity of our intake.

## Increasing the diversity of our intake is critical to the ongoing work of the department: we need the widest mix of Policy Advisers to ensure our policy work is informed by the most diverse approaches and experiences. The commitment to increasing diversity across the entire department is championed by the most senior management of the Authority, who are seeking to promote a culture which values difference and recognises that diversity enriches decision making and delivery.

# definitions

|  |  |
| --- | --- |
| Expression or Acronym | Definition |
| HMT | Her Majesty’s Treasury. |
| GDP | means Graduate Development Programme which is the three years of work and training which new graduate entrants undertake on joining HMT. |

# scope of requirement

## The requirement is for the review output to be a report which comments on what the Authority is doing well and what it could do better in its efforts to attract and hire a diverse set of people. The report should include recommendations on steps which the Authority could take to improve diversity in its applicants and hires.

## In scope and to be included in the review are:

### all marketing and attraction materials and methods to include early engagement at universities;

### all of the selection process: what is assessed and by what methods, from application to assessment centre; and

### the potential to use different methods of assessment or different assessment criteria.

## Out of scope and to be excluded are:

### the experience of recruits once they are working at HMT, including issues around retention and promotion: the review is of recruitment and how people are brought into HMT - what happens within the organisation will not be part of this review; and

### the use of methods or processes which would involve assessing different candidates in different ways, applying different criteria to different candidates, or applying criteria or methods of assessment which are not transparent to candidates – none of this is possible for HMT as these activities are not permitted under the Civil Service Recruitment Principles which are statutory and binding.

# The requirement

## The Successful Supplier is required to provide a detailed report outlining its review of the Authority’s graduate recruitment process, to include:

## a review of marketing and attraction materials and early engagement at universities;

## a review of information on how the selection process is conducted, what is assessed, and anonymised candidate scores and diversity outcomes;

## talking to no more than 10 assessors from assessment centres (the most effective means or format of doing this to be determined by the successful supplier);

## talking to no more than 30 staff recruited by the Authority through the graduate recruitment programme (the most effective means or format of doing this to be determined by the successful supplier);

## talking to no more than 5 members of the Senior Civil Service (the most effective means or format of doing this to be determined by the successful supplier);

## recommendations and insights based on feedback from staff engagement and research on best practice in graduate recruitment and the experience of other organisations, to include an analysis of the risks and benefits to the Authority in adopting any recommendations.

## It is critical that the report and its recommendations are drafted in recognition of the constraints placed on the Authority by the [Civil Service Recruitment Principles](http://civilservicecommission.independent.gov.uk/wp-content/uploads/2017/01/RECRUITMENT-PRINCIPLES-April-2015-as-of-January-2017.pdf)[[1]](#footnote-2) which are statutory and binding; the report must not make any recommendations which would lead to the Authority breaching them if implemented.

# key milestones

## The Potential Provider should note the following project milestones that the Authority will measure the quality of delivery against:

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Description** | **Timeframe** | **Payment** |
| 1 | Kick off meeting to take place in London | 20th or 21st December 2017 |  |
| 2 | Delivery of schedule to carry out preparatory work for review to include consideration of all materials and staff engagement | Within 2 weeks of Contract Award | 20% of total contract price |
| 3 | Delivery of draft report | By 28th February 2018 | 40% of total contract price |
| 4 | Delivery of final report | Within 2 weeks of receipt of feedback from the Authority | 40% of total contract price subject to delivery of a report with recommendations which meet the criteria set out in section 6.1 and meet the quality criteria set out in paragraph 13 |

# 

# 7.2 The Successful Supplier may be required to present its findings to Authority staff.

# authority’s responsibilities

## The Authority will make available any materials and staff pertinent to the delivery of the review.

# reporting

## It is critical that the report and its recommendations are drafted in recognition of the constraints placed on the Authority by the [Civil Service Recruitment Principles](http://civilservicecommission.independent.gov.uk/wp-content/uploads/2017/01/RECRUITMENT-PRINCIPLES-April-2015-as-of-January-2017.pdf)[[2]](#footnote-3) which are statutory and binding; the report must not make any recommendations which would lead to the Authority breaching them if implemented.

## The Successful Supplier will be expected to attend weekly catch ups with the Authority during the course of the contract, to take place in person or by telephone as agreed.

## The final report will not contain any personally identifiable data.

# volumes

## Not Applicable

# 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.

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

# Sustainability

## Not Applicable

# quality

## The Successful Supplier will build on, and incorporate as appropriate, feedback on earlier drafts from the Authority when delivering future drafts.

# PRICE

## Prices are to be submitted via the e-Sourcing Suite excluding VAT.

# STAFF AND CUSTOMER SERVICE

## The Authority requires the Potential Provider to provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service to all Parties.

## Potential Provider’s staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract.

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

# service levels and performance

## Not Applicable.

# Security requirements

## The Supplier will be escorted when visiting the Authority’s premises.

# intellectual property rights (ipr)

## The Intellectual Property Rights on all work undertaken under this contract, including the project reports and any spreadsheets developed will be in line with the contracts standard terms and conditions

# payment

## Please see the payment profile attached to milestones at 7.1.

## Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

## Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

# Location

## The location of the Services will be carried out at the Supplier’s premises with meetings held at the Authority’s premises as needed, at 1 Horse Guards Road, London, SW1A 2HQ.

1. <http://civilservicecommission.independent.gov.uk/wp-content/uploads/2017/01/RECRUITMENT-PRINCIPLES-April-2015-as-of-January-2017.pdf> [↑](#footnote-ref-2)
2. <http://civilservicecommission.independent.gov.uk/wp-content/uploads/2017/01/RECRUITMENT-PRINCIPLES-April-2015-as-of-January-2017.pdf> [↑](#footnote-ref-3)