

RM6290: Executive and Non-Executive Recruitment Services Order Form

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract with the reference number RM6290 Executive and Non-Executive Recruitment Services. Signing it ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

Buyer Name/Role (i.e. CSHR- SAM or Campaign Partner)	DG Workforce Team, Senior Talent & Resourcing, Government People Group, Cabinet Office
Buyer Contact details	REDACTED
Buyer Address	3rd Floor, 1 Horse Guards Road, SW1A 2HQ
Invoice Address (if different)	N/A
Supplier Name	IRG Advisors LLP Trading Odgers Berndtson

Supplier Contact	REDACTED
Supplier Address	ODGERS BERNDTSON 20 Cannon Street London EC4M 6XD

Framework Ref	RM6290 – Executive and Non-Executive Recruitment Services
Job Role details - Title and Grade	Director General, Finance, MOD SCS3
Framework Lot	Lot 2

Direct Award authorised	No
Call-Off (Order) Ref	PRF/01/73
Customer Department	Cabinet Office
Order Date	15/08/2023

Call-Off Charges	The total Contract value is a fixed fee of £45,000 (ex VAT) paid at milestones (see below)
Call-Off Start Date	15 th August 2023
Call-Off Expiry Date	15 th December 2023
GDPR Position	Independent Data Controllers
Extension Options	N/A

Payment Terms – Executive and Non-Executive Recruitment Services Framework rates are fully inclusive of expenses, and the Framework terms as follows:

Fixed Fee paid at milestone

- 25% Placement of advert
- 25% Acceptance of shortlist
- 50% Successful Placement of worker
- If the appointed candidate leaves for any reason within six months of the appointment contract start date, the supplier shall refund 50% of the total fee or provide a free of charge replacement search (the latter subject to the Hiring Manager or vacancy holder's sole discretion).
- Before payment can be considered each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- Invoices should be submitted to: see above **CALL-OFF INCORPORATED TERMS**

The Call-Off Contract, including the CCS Core Terms and Joint Schedules' can be viewed in the 'Documents' tab of the Executive and Non-Executive Recruitment framework page on the CCS website: <https://www.crowncommercial.gov.uk/agreements/RM6290>

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, or added to, this Order Form, or presented at the time of delivery.

CALL-OFF DELIVERABLES

The requirement

Job Description

The Ministry of Defence is one of the biggest organisations in the Civil Service, with a total workforce of 196,720. That includes civil servants and military personnel, people based in the UK and overseas, and 31,480 military reservists. Our mission is to protect the nation and to help it prosper.

To keep the UK safe in this changing world, we have a clear strategy in place. Defence will be more active and globally engaged; working with partners to address the challenges we face and secure the interests we share.

That strategy must be delivered in conjunction with our allies and friends. We will achieve more through cooperation and teamwork than we ever could alone, and as the biggest European spender in NATO and a major contributor across all five domains we have a responsibility to drive progress and help the Alliance as a whole stay ahead of its rivals.

Within that context, the Director General Finance is a key appointment for the Department. It is based in the MOD Head office, which directs, enables and where necessary coheres the work of three key organisations to ensure that Defence outputs are delivered effectively and efficiently - our Four Military Commands, our Defence Nuclear Organisation and the twelve enabling organisations that provide specialist support services.

As Director General Finance, you will be responsible for all aspects of financial management and control, including the overall defence budget and forecasting within the Ministry of Defence. You'll lead a team of c.900 staff with a Budget of c. £70M, and will be the only Director General on the Defence Board - acting as a pivotal adviser to the Secretary of State for Defence and the Permanent Secretary and Additional Accounting Officers.

Significantly, you will have overall lead responsibility for financial management reform, focusing on improving all aspects of financial management to allow the Defence Board to meet its challenging business and reform objectives. Building on

an extremely solid basis in financial reporting and financial discipline, you will be at the heart of the MOD - the principal financial adviser for Defence.

Services Required

1. Planning and Launch

- Attend a planning meeting chaired by the Civil Service Commission with the vacancy holder in order to advise on;
 - Job description, person specification and salary
 - Designing a process, campaign literature and advertising strategy
 - Proposed search strategy and suggested timetable
- Your plan to achieve a diverse field; including the specific challenges within the target professions / sectors and how to mitigate them
- Produce final advertising material and launch on external media

2. Search and Assess

- Undertake research in line with proposed strategy, approaching and engaging with suitable candidates across the agreed professions / sectors
- Provide a dedicated contact for enquiries from prospective candidates
- Provide weekly written updates on the progress of the search including market insights, profiles of potentially interested parties and feedback from a selection of those that have declined to apply
- Attend a mid-search progress review meeting with key stakeholders, if required
- Immediately after the vacancy has closed, provide the DG Workforce Team with a comprehensive list of applicants, highlighting the source of those applicants and identifying individuals generated proactively through your search efforts
- At least 48 hours in advance of a longlist meeting, provide the DG Workforce Team and selection panel members with a 'longlist pack' which includes:
 - CV and Supporting Statement of each applicant
 - A sift sheet (list of applications graded - A = recommended for interview, B = marginal or C= not recommended for interview, with a brief justification of the grade given)
 - Confirmation of candidates that have applied under the Disability Confident scheme
 - A D&I report which provides a high-level summary of the diversity amongst the field of applicants
- Attendance at a longlist meeting with the selection panel at which you will present the outcome of your search and recommendations for longlist interview
- Arrange and conduct preliminary interviews with agreed applicants
- At least 48 hours in advance of a shortlist meeting, provide the DG Workforce Team and selection panel members with a 'shortlist pack' which includes:

- CV and Supporting Statement of each applicant

- A written report on each candidate interviewed, with each candidate graded - A = recommended for interview, B = marginal or C= not recommended for interview.
 - A D&I report which provides a high-level summary of the diversity amongst the field of applicants interviewed.
- Support the DG Workforce Team, where necessary, on the coordination of any pre-agreed assessment processes.

3. Candidate Management & Attraction

- You are required to offer feedback to all candidates unsuccessful at shortlist or final interview stage
- You are required to meet the following SLAs:
 - Availability - All enquiries from the Contracting Authority are to be fully answered within 2 working days of receipt
 - Complaints Handling - Any formal complaints from candidates to be acknowledged within 2 working days of receipt. All complaints handling procedures must be made clear in the published campaign literature
 - Candidate management - Supplier to manage all candidate interest throughout the search/advertising period, with all enquiries being resolved prior to closing date.

Supplier Proposal - See Annex 2 **REDACTED**

Pricing Proposal - See Annex 3

Annex 2 – REDACTED

Annex 3 – PRICING PROPOSAL

<u>Company Name: IRG Advisors LLP trading as Odgers Berndtson</u>		
	Capped Cost - Standard Rate	Capped Cost - Rate Offered for this Procurement
The Provision of Executive Search Services	REDACTED	£45,000

- The above fee is exclusive of the prevailing rate of VAT
- The above fee is inclusive of all Search, attraction and advertising costs.
- No additional services other than Executive Recruitment Services are required.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	16/08/2023	Date:	16/08/2023