



## **INVITATION TO TENDER SPECIFICATION**

### **Connected Competence Support**

**Provider .....**

**Provider Contact Details .....**

The Engineering Construction Industry Training Board (ECITB) is pleased to invite you to tender for the above. Full details are included in this document, which describes the services which are required, the basis of tendering and the processes to be followed in the submission of tender offers.

## 1. Definitions

In this specification the following terms shall have the following meanings:

**“Connected Competence”** means the industry led competence assurance programme that assures the base technical competence of defined trades and disciplines within the offshore industry ([www.connectedcompetence.com](http://www.connectedcompetence.com))

**“Technical Competence Assurance”** is the assessment of technical skills and knowledge against the ECITB technical test standard. Assessment can be conducted in a training centre or on the job through Site Based Assessment.

**“All Sectors of the ECI”** means the contracting employers that support the construction, repair and maintenance of plant in the nuclear, oil and gas (upstream and downstream), power generation, chemicals, renewables, pharmaceutical, food and drink and water sectors.

**“ECI”** means the Engineering Construction Industry. For more information on the ECI and the ECITB see: <https://www.ecitb.org.uk/about-us/>

**“Industry Partners”** means the associations, regulators, training providers, operators, contractors, unions and individual workers that work in or for the upstream oil and gas sector.

**“Business As Usual”** means the programme is no longer under development and is on a sustainable footing using the processes for both external users and ECITB internal resources that will be used for normal business operations of the programme.

## 2. Introduction.

Connected Competence is an engineering construction industry (ECI) Technical Competence Assurance programme that enables a safe, competent and transferable workforce. It assures a base level of technical competence which employers utilise to improve efficiency during mobilisation and provide assurances of workers safety and capability. Workers utilise Connected Competence to demonstrate and prove their technical competence.

Connected Competence was initially developed by major supply chain partners working in the oil and gas sector however, it was always acknowledged that the base-level technical competence standard is common across All Sectors of the ECI. The programme is now moving into full execution phase in the oil and gas sector. This requires continued efforts to embed the processes developed during project development phase into business as usual, identifying the processes, both for internal and external stakeholders to ensure the sustainability of the programme. As

the programme is embedded in the oil and gas sector there is a requirement to engage across the wider ECI sectors to support the transferability of workers using standardised competence assurance across the sectors of the ECI. Once the programme is established in the oil and gas sector, an evaluation of the programme will enable lessons to be identified for further roll out across the wider ECI.

### **3. Scope**

This tender seeks to procure 40 days of project services to assist with the stabilisation of Connected Competence and support the design and implementation of the Business As Usual processes. This will involve extensive external stakeholder engagement with Industry Partners.

Project services includes the provision of general project support to the ECITB Senior Project Manager, to complete the development and commissioning of Connected Competence in the oil and gas sector, identifying opportunities for driving continuous improvement and supporting the process development to move activities into Business As Usual for the Industry Partners and internal ECITB resource. This service will be provided from 1<sup>st</sup> October 2023 up to the end of January 2024 when it is expected an internal resource will take over.

### **3. The Services**

The Consultant will:

- Develop their understanding of Connected Competence through, online research, ECITB and external stakeholder engagement sessions – 4 days
- Develop a stakeholder engagement strategy and delivery plan to conclude the implementation activities of the oil and gas scheme – 5 days
- Support the development of the business as usual transition plan by the end of October – 3 days
- Assist in the transition to business as usual, over a period of 3 months from end of October to end of January 2024 to December – 26 days
- Provide a written report on work conducted under this tender with considered recommendations for future Connected Competence work for the ECITB Senior PM – 2 days

#### 4. Project Schedule

Output	Date
Tender begins	1 Sep 23
Question period ends	11 Sep 23
Tender deadline	15 Sep 23
Evaluation deadline	22 Sep 23
Anticipated contract award	25 Sep 23
Anticipated contract start	1 Oct 23
Target completion date	31 Jan 2024

**Tenders should include a day rate for the work under 3.0.**

#### 5. Additional Services

ECITB may request Additional Services (as defined in the Form of Contract) from the Contractor.

Attend additional meetings with ECITB.

#### 6. Expenses

Any expenses incurred by the Contractor in the performance of the contract, such as hotel costs, pilot costs and air/rail travel, will only be reimbursed by ECITB if:

- they are reasonable
- they are agreed in advance with the Project Manager
- claims for such expenses are accompanied by valid receipts.

Agreed exceptional expenses must be inclusive of VAT.

It is the ECITB's policy to agree exceptional expenses on the following basis:

- Rail journeys - Standard Class
- Car mileage - Not to exceed 45p per mile, all inclusive
- Airfares - economy class
- Taxis/Hire Cars should only be used if other forms of public transport are not available. (Hire cars, if used, must not be retained unless retention is a cheaper option than any necessary use of taxis)
- Hotels - Up to 3 star.

**A maximum value of agreed expenses should be included in any tender costings – they will be reimbursed to no higher than the maximum value on an 'as incurred' basis.**