

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)	REDACATED
Buyer Contact details	REDACATED
Buyer Address	HZ11, Fourth Floor, One Horse Guards Road, London SW1A 2HQ
Invoice Address (if different)	As above.
Supplier Name	REDACATED

Supplier Contact	REDACATED
Supplier Address	The Ministry, Borough Workspace & Members' Club South London, 79-81 Borough Rd, London SE1 1DN

Framework Ref	RM6290 – Executive and Non-Executive Recruitment Services
Job Role details - Title and Grade	Chief Scientific Adviser - DESNZ
Framework Lot	Lot 1 - <input type="checkbox"/> Lot 2 - X

Direct Award authorised	Yes - <input type="checkbox"/> No - X
Call-Off (Order) Ref	PRF/01/84
Customer Department	Cabinet Office
Order Date	9 April 2025

*Call-Off Charges (check these against Lot, Role and rate card)	The total Contract value is a fixed fee of £37,000 (ex VAT) paid at milestones.
Call-Off Start Date	Friday 11 April 2025
Call-Off Expiry Date	10 April 2026
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:

- 25% Placement of advert
- 25% Shortlist signed off by Buyer (i.e. Buyer has signed off candidates for final stage of recruitment)
- 50% Appointment and acceptance of candidate

The Supplier shall note that in the event:

- that the Buyer cancels the recruitment requirement, the Buyer will be responsible for the payment of the fee up to the point in the process at which the recruitment has been cancelled
- that the Supplier cancels the recruitment at any point after the placement of advert, the Buyer will make only the first 25% payment; and
- • of the appointed candidate leaving the position for any reason within 6 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 Buyer's sole discretion).

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
Bid Pack REDACTED
Bid Pack requirement
See Annex 1
Supplier proposal
See Annex 2 - Saxton Bampflyde – Supplier Proposal REDACTED
Pricing Proposal
See Annex 3
Security management schedule
See Annex 4 REDACTED

PERFORMANCE OF THE DELIVERABLES

Key Staff
N/A
Key Subcontractors

N/A

Annex 1

Bid Pack REDACTED

1 – The Requirement

Job title	Chief Scientific Adviser (CSA)
Location	Department for Energy Security & Net Zero (London, Aberdeen, Birmingham, Cardiff, Darlington, Edinburgh and Salford.
Anticipated salary	£149,999
Recruitment timetable	Launch - April, Longlist - Early May, Shortlist -End of May, Assessments & Interview - June

<p>About the role</p>	<p>As a key member of the Departmental board and Executive Committee, the role reports directly to the Permanent Secretary.</p> <p>The CSA delivers independent and impartial science and engineering advice to ministers and policymakers across the DESNZ policy and delivery portfolio and Clean Energy Superpower Mission. The CSA is also responsible for ensuring the department has robust systems in place to access science and engineering expertise, including as cochair of the DESNZ Science and Technology Advisory Council (STAC) and as departmental Head of the Government Science and Engineering Profession.</p> <p>The CSA will have direct access to Ministers to enable them to provide independent advice. The individual will:</p> <ul style="list-style-type: none"> • Participate in the oversight and quality assurance of the Department's reasoning and investment decisions • Work collaboratively with senior leaders in external organisations to secure efficient delivery of evidence projects, programmes and services • Contribute to the leadership of wider cross-Civil Service issues, including the role of science and evidence in policy making • Play a leadership role in progressing the Department's programme of changes, working with colleagues at all levels in the Department and its partner organisations • Play a key role in communicating publicly the science and evidence underpinning Government policies on DESNZ areas of responsibility, including on contested issues <p>The CSA has responsibility for:</p>
------------------------------	--

	<ul style="list-style-type: none"> • Providing independent advice to Ministers and the Department on the evidence underpinning policy decisions, drawing in other experts as needed
--	--

- | | |
|--|--|
| | <ul style="list-style-type: none">• Communicating with the public, DESNZ stakeholders and the scientific community on the evidence underpinning DESNZ policies, and supporting Ministers and officials in negotiations where evidence is a key element• Championing evidence-based policy making and challenging the Department and its network on plans for evidence gathering and analysis• Challenging the Department's horizon scanning, playing a role in strategy development and advising on strategic risks and opportunities for departmental policies and emerging research and innovation• Supporting and promoting innovation in technologies where Government involvement is justified• Working with CSAs from other departments under the guidance of the Government Chief Scientific Adviser on cross-Whitehall issues• Supporting Ministers as necessary during emergencies |
|--|--|

<p>Person Specification</p>	<p>Person Specification</p> <ul style="list-style-type: none"> • Will have a first class reputation in science or engineering demonstrated by international recognition, a track record of publications in journals with high status or other relevant contributions • A track record of influencing a diverse range of audiences such as academia, industry, government or the public and the ability to be effective in a sensitive, political environment open to public scrutiny • Demonstrates the ability to operate at a senior level in a medium to large organisation with the ability to think and act strategically and develop creative solutions to the management of complex problems • Proven high levels of communication skills and exceptional negotiating and influencing skills. Ability to communicate complex issues clearly and be an effective advocate and ambassador within and outside of government • Champions the strategic importance of undertaking performance management, talent management and tackling development issues, building a strong culture of continuous learning and knowledge sharing • Proven ability of assimilating, evaluating and interpreting scientific findings and advice across the full spectrum of disciplines, where necessary at short notice and under pressure • Ability to identify and draw on the advice and experience of experts across a wide range of fields in order to reach successful conclusions • Experience of working with government is not essential but would be advantageous
------------------------------------	--

Annex 2 – Saxton Bampfflyde REDACATED

Annex 3 - Pricing proposal

Company Name: Saxton Bampfflyde

	Capped Cost - Standard Rate	Capped Cost - Rate Offered for this Procurement
The Provision of Executive Search Services	REDACATED	£ 37,000

- 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.

Annex 4 – Security management schedule REDACTED

Signed - via Docusign
<div>Supplier</div> <div><Supplier Sign Here></div> <div>REDACATED Date Signed: 11/04/2025</div>
<div>Buyer</div> <div><Commercial Sign Here></div> <div>REDACATED Date Signed: 11/04/25</div>

