

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	Perrett Laver
Supplier Contact	REDACTED
Supplier Address	Perrett Laver One Embassy Gardens, 8 Viaduct Gardens, London, SW11 7BW

Framework Ref	RM6290 – Executive and Non-Executive Recruitment Services
Job Role details - Title and Grade	Chief Scientific Adviser, Ministry of Defence SCS3
Framework Lot	Lot 2

Direct Award authorised	No
Call-Off (Order) Ref	PRF/01/75
Customer Department	Cabinet Office
Order Date	21/05/2024

Call-Off Charges	The total Contract value is a fixed fee of £35,000 (ex VAT) paid at milestones (see below)
Call-Off Start Date	23rd May 2024
Call-Off Expiry Date	22nd May 2025
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 Chief Scientific Adviser (CSA) in the Ministry of Defence (MOD) is the principal advisor MOD Ministers and senior officials on all aspects of science and technology (S&T) in the MOD.

As such, the CSA exercises pivotal influence over the future trajectory of Defence, including through the CSA holding delegated authority for S&T in MOD, supporting decisions on: military operations; future equipment acquisitions; and assisting the delivery of future battle-winning technologies.

The post holder is directly accountable to Ministers and to the Permanent Under Secretaries (PUS), with the Second Permanent Under Secretary (2PUS) as line manager.

All of this involves ensuring objective analysis of the Department's investment programme and of defence-related risks across a broad scope of science, engineering, analytical and technology subjects. The CSA brings together specialised defence areas of chemical, biological, radiological, nuclear and missile defence and promotes technology-led modernisation across a range of areas including autonomous systems, cyber deterrence, artificial intelligence, big data, space technology and synthetic environments.

The MOD CSA works closely with the Government Chief Scientific Adviser (GCSA) and the network of CSAs across government, routinely attending the National Science and Technology Council, and other cross government fora. The MOD CSA ensures that key strategic decisions made by Ministers and senior officials are informed by high quality, expert scientific advice and analysis. There is also vital engagement with our international partners and allies in broad areas of research and the CSA personally leads bilateral international relationships on the development of strategic collaboration with potential new partnership countries. CSA also works closely with industry and academia across the full range of science and technology.

In discharging this role, the MOD CSA has executive responsibility for Defence Science and Technology (DST), a Head Office (HO) directorate of science and technology experts in Whitehall, with calls on the further 8,600 scientists and engineers across MOD. Collaborating with military customers, DST works out the balance of investment across the MOD core research programme with a budget of circa £460 million per annum and commissions the programme primarily through the Defence Science and Technology Laboratory (Dstl).

There is presently an ongoing review of science and technology, R&D, and innovation, which may result in changes to the responsibilities and Boards that CSA chairs or attends, as is the case from time to time in all senior roles.

Key pillars of the role are:

Defence Strategy

- Ensure that key strategic decisions made by Ministers, senior officials and the Armed Services are informed by high quality, expert scientific advice, and analysis, including on nuclear matters.
- Ensure that MOD has access to sound technical information and technology to support military operations, future strategic capabilities, and the MOD equipment programme.
- Provide advice to the DST area in investments and strategic decisions.
- Ensure effective operational analysis to support operations.
- Member of the Department's Executive Committee (ExCo).
- Membership of the Investment Approvals Committee (IAC) and Joint Requirements Oversight Committee (JROC), to bring scientific rigour to the appraisal of major investment decisions across Defence.
- Membership of the Strategy Development Group (SDG) and the Defence Delivery Group (DDG).

Science and Technology

- Delegated financial authority for MOD's core research programme (£460 million per annum) with executive control of DST which:
 - Works with military customers to establish research, technology, and experimentation priorities.
 - Works with Dstl to ensure strategic science and technology capabilities are maintained to support defence and security needs in the long term.
 - Approves Dstl annual plan and attends the Dstl Board.
 - Sets out the balance of investment across the MOD core research programme.
 - Commissions the programme primarily through Dstl.
- Member of the Defence Technology and Innovation Board (DTIB).
- Head of Science and Engineering Profession across MOD.
- Strategic oversight for crosscutting R&D and systems engineering work.
- Oversee and task the work of the Defence Scientific Expert Committee (DSEC) and Independent Science and Technology Advisor (ISTA) register which provides independent advice on Defence science and technology research.
- Provide linkage to, and insight from, world leading research groups, academia and industry maintaining an external network of scientific expertise, including the most relevant experts from industry and academia.

Nuclear

- Providing science and technology advice to Chief Defence Nuclear (CDN), particularly on warhead and nuclear propulsion programmes.
- Support to the 1958 UK-US Mutual Defence Agreement (MDA), through supporting and providing advice to CDN (as the 1958 MDA Principal) and the Managing Director Warhead, including as a key US interlocutor on technical issues.
- Participate and support the Annual Assessment of Stockpile Health.
- Providing technical support to international defence nuclear science and technology partnerships and maintain a strong advisory role in the development of the UK's nuclear programmes, supporting the nuclear deterrent.
- Provide linkage to, and insight from, world leading research groups, academia and industry and build an external network of scientific/academic expertise, including the most relevant experts from industry and academia for nuclear matters of interest for MOD.
- Attend the Defence Nuclear Board.
- Support independent nuclear expert groups.
- Attend the Cabinet Office National Security Council (Nuclear) (Officials) when appropriate.

International

- Lead bilateral international relationships on science and technology including annual high-level science and Technology Stocktake with US senior officials.
- UK lead on “The Technical Cooperation Partnership” with US, Canada, Australia and New Zealand.
- Lead on development of strategic collaboration with potential new partnership countries.

Cross-Government

- The MOD CSA should engage thoroughly with GCSA and the CSA Network, as this is crucial to ensure that scientific advice in government is appropriately communicated and actioned. This involves attending CSA network meetings, representing the science and research being conducted in Defence.
- Work with GCSA and other government departments with a view to maximising MOD's benefit from cross-government S&T investment.
- Member of the CSA Chemical, Biological and Radiological sub-group.

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 - REDACTED

Pricing Proposal - See Annex 3

PERFORMANCE OF THE DELIVERABLES

Key Staff

N/A

Key Subcontractors

N/A

Annex 2 – REDACTED

Annex 3 – PRICING PROPOSAL

<u>Company Name: Perrett Laver</u>		
	Capped Cost - Standard Rate	Capped Cost - Rate Offered for this Procurement
The Provision of Executive Search Services	REDACTED	£ 35,000

- 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:	22/05/2024	Date:	22/05/2024