**Appendix A -** **SPECIFICATION FOR HR PROJECT MANAGED SERVICES**

**(“The Specification”)**

**NFCC Transformation specification**

**Background**

The NFCC is making improvements to its operating model and structure in light of recent reviews that recommend appraising these so that we can effectively and efficiently respond to forthcoming changes in the industry and how we can better position ourselves to serve our membership and the wider sector.

The vision is to use the review findings to design and implement an effective operating model that enables NFCC to deliver the NFCC strategy and plan effectively and efficiently whilst being adaptable to changes in the sector.

As a result, we are proceeding with achieving these ambitions by bringing outsourced functions inhouse and recognise the need to bring in HR experts to drive and deliver this with regards to requirements and activities (including appropriate consultations), planning and management of the project activities, milestones, communications, stakeholder engagement, risks, cost, timelines, compliance (applicable laws), and on-going support.

**Scope**

Currently many of our services are outsourced, with a few staff hired centrally; however, as part of these change we want to bring these functions inhouse, understand how to support them in the future, and want the project to be delivery this change end-to-end. To achieve this the project will cover:

* Ability and timeline to mobilise from September 2021
* Conduct appropriate due diligence and discovery of NFCC staffing structures and possible functions / roles subject to transfer from vendor sites, benefits package, etc.
* Develop and deliver project delivery plan and communications and engagement plan
* Identify, manage, and mitigate risks to the organisation
* Stakeholder communications, consultations, and engagements, including at the vendor sites
* Review of benefits offering including pensions and pay and grading structure of the NFCC and a proposal of a new package in line with industry standard and our own values.
* Insourcing of applicable workforce from the vendor sites where appropriate in compliance with appropriate regulations – approximately 100 individuals who are either employed by the vendor or on secondments from other FRSs
* Writing and issuing of all HR documentation
* Defining departments terms of references (purpose, function, remit) and the structures below them in line with target operating model
* Defining organisational culture and method to deliver a ‘One NFCC’ culture
* Capacity and capability review of staff in conjunction with role reviews - identifying what skills are needed, where they sit, development plans for existing staff, and recommendations of where to bring skills in via recruitment.
* Alignment towards the agreed target operating model and management structure, including reporting lines and role definitions
* Handover to BAU

**Deliverables**

We are looking for end-to-end project management that will support and deliver the following outputs:

* Organisational transformation and alignment towards a new operating model
* Delivery of insourcing of workforce from vendor sites (via TUPE, secondment, etc.) and recommendations to recruit to any vacant/ newly created posts or functions.
* Detailed role reviews and skill gaps and development plans correctly identified organisation wide, including the creation of job descriptions for all positions, etc.
* NFCC benefits package offering including pensions and pay and grading structure aligned with industry norms
* Defined departments Terms of Reference (purpose, function, remit)
* Defining organisational culture and method of delivery – may include recommendations for annual progression planning, role and performance review process, insourcing packs, rewards, etc.

We want you to provide a competitive quotation for your services (cost and time scales to deliver) to achieve the above, demonstrate expertise with TUPE and secondment as well as a brief description of your services and suitability for working with our organisation.