

## **INVITATION TO TENDER FOR PROVISION OF HUMAN RESOURCE SUPPORT AND SERVICES FOR SCQF PARTNERSHIP**

### **1. Introduction**

The Scottish Credit and Qualifications Framework Partnership (SCQFP) is an educational charity and not for profit, values based company that oversees Scotland's national qualifications framework and promotes lifelong learning pathways.

The Company objectives are:

- to maintain the quality of the Framework;
- to further promote and develop its use;
- and to maintain and develop relationships with other frameworks in the UK and Europe.

The Partnership Board comprises 9 Trustees, 4 of whom are Appointed Members of the company being the Chief Officers of:

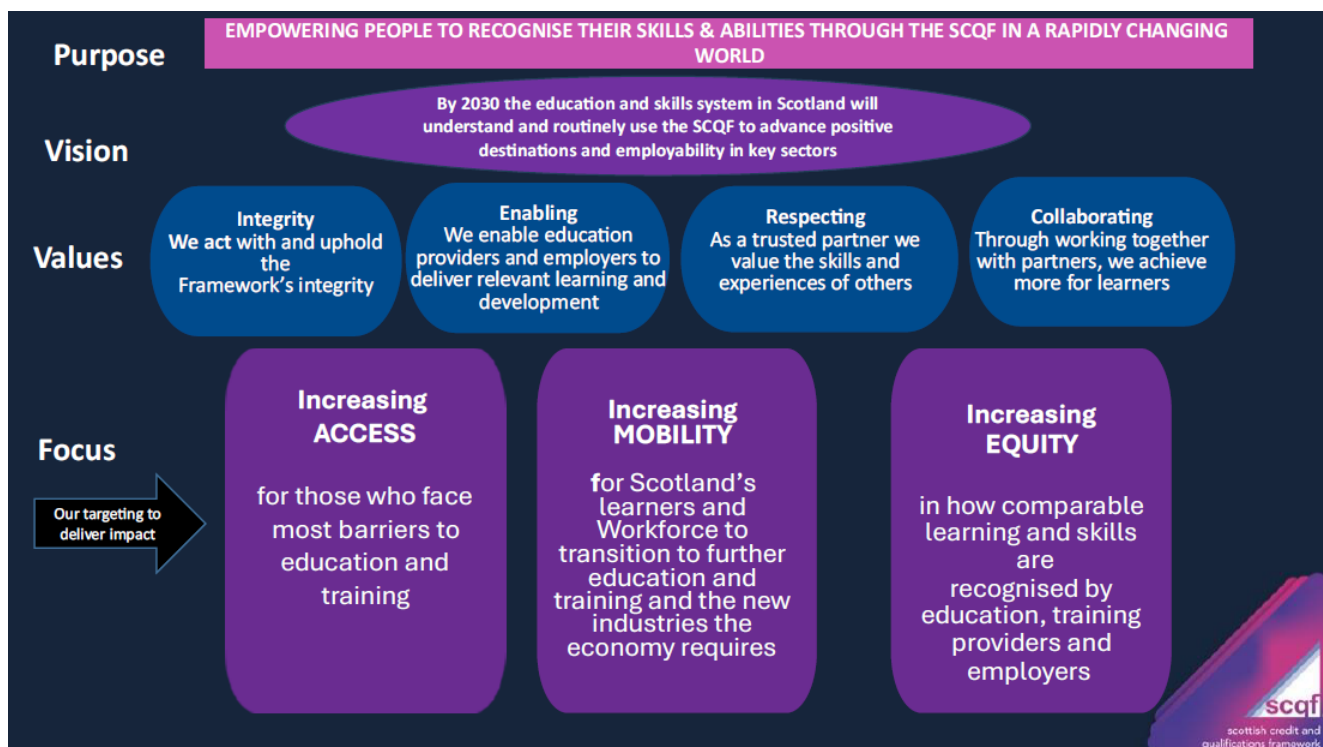
- College Development Network;
- Quality Assurance Agency for Higher Education;
- Scottish Qualifications Authority
- Universities Scotland.

The Board's oversight of finance, governance and risk is supported by its Audit and Risk Committee and HR & Remuneration Committee alongside the advice of the Chief Executive, Head of Operations and a part time Management Accountant. Our payroll is provided by Azets accountants and our group pension provider is Aegon. There are currently 14 employee roles in the Partnership's organisational structure, including the Chief Executive. The turnover of the company is just under £1 million.

Following significant consultation, evaluation and development, the SCQF Partnership this year has developed a new Strategic Plan 2025-30 and Operating Model which sees a reporting framework directly aligned to the Strategy's three pillars of:

- Innovate and Assure
- Recognise and Empower
- Engage And Resource

A Head of Service (Assurance, Pathways Policy and Operations) reporting on each pillar's delivery performance.



## 2. Current position

The SCQFP have recently been provided with HR support by an external HR Consultant, the contract for which has now come to an end. The CEO is therefore seeking a reliable, high quality HR support service for routine People matters and to provide advice and support regarding HR compliance, processes and strategy.

## 3. Invitation to tender

Suitably qualified HR advisers are invited to quote for a rolling contract of HR support throughout the calendar year.

This will include the ability to offer a flexible and responsive service as needs arise on both routine matters and specific support to the Chief Executive. It will also include supporting line managers where a People matter cannot easily be resolved using standard procedures.

### 3.1 Routine Matters

- Advise CEO on pay increases in March each year, based on approved Remuneration and Benefits Policy and specifically on cost of living increase and salary benchmarking. Tenderers should note that the Board has committed to a full salary and role benchmarking review this financial year ended 31 March 25.
- Carry out confidential check in session with new employees 6 weeks following onboarding providing update to CEO where appropriate
- Carry out exit interviews and provide update to CEO where appropriate
- Provide updates regarding HR related legislation as required including carrying out awareness sessions with staff and training for line managers where appropriate
- Provide advice on any disciplinary or grievance matters that might occur.

- Review and update HR policies and procedures as and when required to ensure compliance with employment law
- Attend meetings of the organisation's HR & Remuneration committee as and when required.

### **3.2 CEO Support**

- Provide support on complex HR matters
- Input to HR strategy and any change initiatives required in delivering the strategic plan
- Collate responses to annual staff survey and produce report for CEO on results
- Provide support with recruitment and interviews as and when required
- Provide support as required to the CEO and team around staff development.

### **3.3 Ad hoc support**

### **3.4**

- Deal swiftly with any ad hoc matters or resolution support
- Attend meetings with staff members where early resolution has not been possible.

Tenders must provide for all the services detailed in pts 3.1 – 3.3.

## **4. Tender instructions**

Tenders should include the following information:

- The fee (exclusive of VAT) for an annual contract period, for each element of service provided as standard
- The costs of additional service provision should also be provided on a per hour basis
- Brief CVs of the adviser/s who would deliver the service
- Details of the areas of technical expertise offered
- Details of other charity or small business clients which may be approached for references.

Shortlisted advisers/ HR services will be invited to a short interview with the CEO and the Chair of HR & Remuneration Committee.

Please do not hesitate to contact Pauline Radcliffe if you require further information or would like to discuss prior to submitting a quotation.

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## **5. Timetable and administration arrangements**

Tenders should be sent by email to the CEO at the address above, by **Friday 5 September 2025**

## **6. Assessment of tenders**

Tenders will be assessed on the following criteria:

- Experience of providing comprehensive HR support and advice services to small not-for-profit organisations within the last three years
- Evidence of flexibility and responsiveness
- Evidence of understanding the challenges and constraints facing the company and specifically the CEO in her role.
- The quality and experience of the proposed adviser/s as well as cultural fit and the ability to tailor responses to the individual clients' needs.
- The firm's approach to wellbeing, equality and diversity in the workplace.
- Value for money.