HMS VICTORY CONSERVATION PROGRAMME
INVITATION TO TENDER FOR PROJECT MANAGEMENT SERVICES

Summary Instructions and Details of Contract:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>DETAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Description:</td>
<td>To provide project management services for the conservation programme of HMS Victory which is located at Portsmouth Historic Dockyard</td>
</tr>
<tr>
<td>Capital Cost:</td>
<td>On-going programme of works</td>
</tr>
<tr>
<td>Period of Contract:</td>
<td>February 2014 to 31st March 2017</td>
</tr>
</tbody>
</table>
| Client Representative:         | HMS Victory Project Director – Andrew Baines  
Email: Andrew.Baines@NMRN.org.uk  
Tel: 023 9272 7565                                                                                                           |
| Date of Tender Return:         | Tenders must be submitted in accordance with this Invitation To Tender (ITT) to Emma Nash at the email address emma.nash@NMRN.org.uk and in hard copy to National Museum of the Royal Navy, HM Naval Base (PP66), Portsmouth, Hampshire, PO1 3NH by: |
|                               | **17th January 2014**                                                                                                                                                                          |
| Last Date for Clarifications  | 10th January 2014                                                                                                                                                                              |
| Schedules:                     | Schedule 1 – Project Description  
Schedule 2 – Consultant Project Manager Services  
Schedule 3 – Evaluation Criteria  
Schedule 4 – Tender Response Document  
Schedule 5 – Pricing Document  
Schedule 6 – Contract Terms and Conditions  
Schedule 7 – Form of Tender                                                                                                       |
1.0 INSTRUCTIONS TO TENDERERS

1.1 Invitation to Tender. The National Museum of the Royal Navy (NMRN) [the “Client”] invites tenders for Consultant Project Management Services [“the Service” or “the Supplier”] in accordance with this Invitation to Tender (ITT) and the attached Schedules [“the Tender Documents”]

1.2 Project Overview. An overview of the project is contained in Schedule 1

1.3 Submission of Tenders.

1.3.1 Tenders must be submitted by the means specified and by the date stated in the tender documents

1.3.2 The Tender must remain open for acceptance for a minimum period of 90 days.

1.3.3 The Tender must not be qualified in any way.

1.3.4 You must submit your response with the Form of Tender attached at Schedule 7. It must be submitted in the manner and by the deadline specified in the tender documents.

1.3.5 Failure by a Tenderer to complete all questions fully and in accordance with all requirements therein may result in the Tenderer’s submission being rejected.

1.3.6 The Tenderer must, without undue delay, inform the Client of any changes to the information provided in response to any questions in this questionnaire that may arise at any time during the Tenderers participation in this tender process.

1.4 Tenderers are required to complete in full the Form of Tender included with the Invitation to Tender and return it with their tender response/ offer. Tender Envelopes must either be sent by post or delivered by hand to Emma Nash, National Museum of the Royal Navy, HM Naval Base (PP66), Portsmouth, Hampshire PO1 3NH by NOT LATER THAN 12 NOON ON 17th January 2014. No tender will be considered if it reaches the address after 12 noon on that date.

1.5 Tender Response (Scored as Schedule 3).

Each question should be answered separately without cross-reference to any other question.

Answers to any questions that require reference to legislation shall specifically refer to UK legislation or codes of practice.

The Client reserves the right to require evidence or additional evidence in relation to any answers given to questions in this submission.
All questions must be answered in English and have a font size no smaller than equivalent to 10pt Arial and submitted as a pdf document. If there is a need to compress files please use WinZip. The tenderer shall provide 2 No Hard Copies of the complete submission and a Soft copy on a CD or Memory Stick with the document suitably saved in logical files that are named according to the questions they refer to.

The responses submitted by the Tenderer shall, if they are successful in being awarded a Contract, be carried forward into the operation of the Contract. Tenderers must therefore ensure that the fees submitted in the Tender Price section reflect the commitments given in this Quality Submission.

2.0 TIMETABLE & PROCESS

2.1 Place Advertisement: 16th December 2013

2.2 Tender Return: 17th January 2014

2.3 Interview at NMRN: Week Commencing 3rd February 2014

2.4 Appointment: Week Commencing 10th February 2014

2.5 Start on Site: Week Commencing 17th February 2014
SCHEDULE 1 – PROJECT DESCRIPTION

1.1 Lord Nelson's flagship HMS Victory is currently undergoing an extensive multi-million pound conservation programme.

1.2 The programme of work will be the largest conservation project Victory has ever gone through, and is intended to deliver the ship in a sustainable condition to allow her continued display for the next century with regular maintenance. The ship - now the world's oldest commissioned warship - was bestowed with the honour of bringing Nelson's body back after he was killed in the Battle of Trafalgar, 208 years ago.

1.3 The extensive conservation programme will take two decades to complete and will centre on the ship's hull structure and supports along with the impressive masts, rigging and bowsprit. It will also see all the side planking replaced and decayed timber removed and replaced to maintain the structural integrity and the unique profile of the vessel.

1.4 The current work is being undertaken by BAE Maritime Services at Portsmouth Naval Base. While operating on the cutting-edge of technology on modern warships, they also have access to wooden shipbuilding skills.

1.5 Up until now the Ministry of Defence (MoD) have provided project management services to NMRN to assist them in managing the BAE Maritime Services works. This MoD support is to cease with effect from 31st March 2014 and therefore NMRN are seeking a Company to provide a part time project management services to support the HMS Victory Project Director.

1.6 The National Museum of the Royal Navy (NMRN) is based within Portsmouth Historic Dockyard (PHD). The NMRN came into being to tell the entire naval story, past present and future; the story of a Service that has literally sculpted the history, culture and the people of Great Britain. The NMRN has a simple vision, “to be the world’s most respected Naval Museum, underpinned by a spirit of enterprise and adventure”, and; its goal is, “to promote the traditions and public understanding of the Royal Navy and its constituent branches, past, present and future”.

SCHEDULE 2 – CONSULTANT PROJECT MANAGEMENT SERVICES

1.1 **Job Title:** HMS Victory Project Manager

1.2 **Reports to:** HMS Victory Project Director – Andrew Baines

1.3 **Employment Term:** 3 years at 3 days per week which may be extended to 5 years

1.4 **No. of Direct Report:** One - HMS Victory Project Director – Andrew Baines

1.5 **No. of Indirect Reports:** MOD, BAE Maritime Services, Portsmouth Historic Dockyard (PHD) & Portsmouth Naval Base Property Trust (PNBPT)

1.6 **Job Purpose:** This role is in support of the lead person for NMRN in the delivery of the conservation of HMS Victory. The PM is responsible directly to the HMS Victory Project Director, NMRN and accountable to the NMRN in securing the project objectives in the Service Activities set out in Appendix A and in summary are as follows:

- Project Management
- Programme plan development and maintenance
- Communication
- Cost and Change Control
- Record Keeping
- Reporting
- Risk Management
- Contract Management
- Technical Advice and Subject Matter Expertise
- Conservation, Restoration, Research and Sustainability
- Safety
- Quality Assurance
- Resource Management
- Publicity
1.7 Job Context

1.7.1 The Supplier will provide Project Management services to the NMRN HMS Victory Project Director to deliver the project plan as approved by MoD and NMRN within agreed budget and given timescales and to take responsibility for the day to day management of the works programme on behalf of NMRN HMS Victory Project Director. There are two programmes relating to the works programme namely; planned maintenance and other conservation works, the annual expenditure on planned maintenance will be £400,000 to £500,000, with total annual project expenditure anticipated at 3-5 times that level. These duties are set out in Appendix A – Key Responsibilities and in summary include the following:

1.7.2 Ensuring the works are procured appropriately to provide value for money and are carried out to the required standards

1.7.3 In collaboration with the HMS Victory Project Director and BAE Maritime Services develop and maintain the optimum conservation methodology to meet the standards expected by the key stakeholders.

1.7.4 Leading, managing, coordinating and facilitating the governance and the administration of the project to ensure the key stakeholders are fully informed regarding the progress of the project and that all business risks are being controlled.

1.7.5 Maintain high safety and environmental standards.

1.7.6 Maintain HMS Victory's availability as directed by NMRN.

1.7.7 Provide assessment and management of budget and resources.

1.7.8 Assist in providing responses to Freedom of Information (FOI) and Parliamentary Questions (PQs) as required.

1.8 Job Accountabilities – Further details of the Terms of Reference are set out at Appendix A and in summary are as follows:

1.8.1 To provide high quality Project Management in representing NMRN and key Stakeholders.

1.8.2 Work closely with the NMRN HMS Victory Project Director to ensure the project objectives are achieved.

1.8.3 Within three months of appointment, undertake a detailed review of the project governance, structure and performance. Compile a Project Execution Plan (PEP) setting out the project objectives, roles and responsibilities and procedures. The Structure and contents list of the PEP is to be agreed with the Project Director on appointment. Once complete the PM is to present the PEP and findings of the
review to the NMRN Strategic Development Group. The PEP is to be reviewed as and when necessary and at six monthly intervals

1.8.4 As required; arrange, coordinate and attend meetings and if required chair and write up meeting notes. These meetings will be site based and will include Project Steering Group, Funders, Technical Committee, Contractor progress meetings and all other routine meetings

1.8.5 Establish and maintain robust Project Management processes and reporting standards.

1.8.6 Develop and maintain Programmes, Issues Logs, Risk Register, Cost Management report and progress reports. All project management control tools are to be updated on a monthly basis and issued to the Project Director. The project programme is to be marked up with progress against each activity. The contents of the reports will be agreed with the Project Director on appointment and as and when a revisions are required. A detailed progress report, format to be determined with the Project Director, will be issued quarterly.

1.8.7 Develop and maintain a strong working relationship with NMRN and BAE acting as their main point of contact including providing regular progress updates on all aspects of the project.

1.8.8 To ensure the project governance process is maintained and adhered to, keeping all internal and external stakeholders informed of all changes and decisions that impact upon the outcome and objectives of the project.

1.8.9 Assist in preparing future maintenance plans.

1.8.10 Ensure delivery standards are achieved.

1.8.11 To lead the procurement of the Contractors to deliver the project to optimal value for money and cost certainty for the project and make recommendations to the HMS Victory Project Director.

1.8.12 To act as Contract Administrator on behalf of NMRN.
SCHEDULE 3: EVALUATION OF TENDERS

1.1 Tender submissions will be judged on both Quality and Cost using a ratio of:

70% Quality and 30% Cost

1.2 Quality Criteria. The quality criteria is made up of three parts as shown below:

<table>
<thead>
<tr>
<th>Part</th>
<th>Quality Criterion</th>
<th>Assessed by</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part One</td>
<td>Relevant Company Experience</td>
<td>Relevant Experience</td>
<td>25</td>
</tr>
<tr>
<td>Part Two</td>
<td>Proposed Candidate Experience</td>
<td>Relevant Experience</td>
<td>35</td>
</tr>
<tr>
<td>Part Three</td>
<td>Candidates Professional Capacity: Competence and Skills</td>
<td>CV and Interview</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Compatibility with Client Team</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communication Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Commitment and enthusiasm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.3 It is essential in your application that you provide evidence and proven examples in each of the selection criteria in so far as you are able. These responses will be further developed and discussed with those candidates invited for interview.

1.4 The scoring guidance for this quality criterion will be as follows:

- Excellent Assessment - Score 9: An excellent response that fully meets the requirements. Full and comprehensive supporting details provided.

- Very Good – Score 7: A very good response that meets the requirements. Very good supporting details provided

- Satisfactory – Score 4: A response that meets the requirements. Sufficient supporting details provided.

- Nil Response – Score 0: no response received.
1.1 Applicants Organisation (Pass/Fail).

Name of Organisation:

Contact name for enquiries about this Tender:

Company Address:

Post Code:

Telephone Number:

Email Address:

Website address (if any):

Company Registration number:

VAT Registration number

Registered address if different from the above

Is your organisation:

- A public limited company
- A limited company
- A partnership
- Other (please specify)

Name of (ultimate) Parent Company if this applies

Companies House Registration number of parent company (if applicable)
1.2 **Insurance (Pass/Fail).** Please provide confirmation that you have or, if successful, will procure the following minimum levels of insurance:

- Public Liability (minimum value £10million)    YES / NO / Will Obtain
- Employers Liability (minimum value £10million)    YES / NO / Will Obtain
- Professional Indemnity (minimum value £2million)    YES / NO / Will Obtain
- Are there any special conditions or exclusions on the Policy? If yes, please give details:

1.3 **Financial Information (Pass/Fail).** Financial viability may be checked via an independent agency currently Dunn & Bradstreet

1.4 **Technical Capacity (Scored – Schedule 3).** Please provide a project specific proposal that demonstrates your capacity and ability to provide Project Management services for this commission in accordance with following three Parts.

**PART ONE: Company Experience**

A Capability Statement of your Company which is to include three examples of your capability to deliver complex heritage conservation projects. No more than 3 sides of A4 in Arial 10.

**Essential Criteria**

Proven track record of providing Project Management Services for complex heritage conservation projects which have multiple funders and require high levels of public accountability, reporting, quality control and cost control e.g. Heritage Lottery Funded projects.

Provide a Company Organogram and a statement of how that company organogram will be utilised to support the Project Manager operation on site

Resilience to support appointed Project Manager during holiday and sick leave periods

An independently audited and accredited Management System or Systems ISO 9001 or similar
PART TWO: Proposed Candidate Experience – Person Specification

Name of Candidate that will fulfil the role of HMS Victory Project Manager

A statement that addresses the criteria set out in this part of the person specification. The selection process is a competency-based approach. Please therefore ensure that your supporting statement provides concise and specific examples to demonstrate your competencies, achievements and skills addressing the specific criteria as set out. No more than 3 sides of A4 in Arial 10.

**Essential Criteria:**

At least 5 years Project Management experience at Senior Project Manager level.

Success in leading and delivering complex projects of work including contributions from more than one discipline ideally in the cultural or heritage sector.

Demonstrable expertise of tender and procurement management, within public sector procurement rules.

Experience in delivering the Terms and Conditions and SLA set out in Appendix A.

Experience of managing Contractors and Suppliers, post Contract.

Experience in managing change, assessing Contractors cost and time submissions for approval.

Experience of working with a range of suppliers.

Experience in communicating with a wide range of stakeholders and demonstrated ability to resolve and communicate solutions to complex issues.

Excellent IT skills in MS Word, Excel, MS Project and Powerpoint.

**Desirable**

Recognised professional qualifications in project/programme management.

Historic ship experience.
PART THREE: Competence and Skills

A detailed CV and supporting statement that addresses the criteria set out in PART THREE of the person specification. The selection process is a competency-based approach. Please therefore ensure that your supporting statement provides concise and specific examples to demonstrate your competencies, achievements and skills addressing the specific criteria as set out.

The Terms of Reference are set out at Appendix A

Robust project management skills including PRINCE2 Practitioner or APM Qualifications and a meticulous attention to detail

Able to pre-empt problems, find solutions and plan in advance. Ability to respond quickly to challenges.

Mapping, cost control and budget management.

Leadership skills applied to direct and indirect team members at all levels in the organisation

Effective management of third parties.

Effective management of contracted professional services.

Highly numerate and literate with good report writing skills.

Well-honed organisation skills, self-sufficient in administrative terms – efficient record keeping

Strong negotiator and effective presenter to all levels

Good logical, analytical and problem solving skills, ability to think creatively

Effective facilitator, to professionally chair project meetings.

Effective communicator able to develop strong working relationships with internal colleagues and external parties.

Ability to effectively lead professional teams, in an open and fair business environment and ultimately build trustworthy relationships within the team.

1.5 Interview. For those candidates who are invited to interview, the submission information provided in Schedule 4 will be explored further and marking thereof reinforced.

1.6 References. Please list the name and address, job title, email and telephone contact details for two relevant referees who may be approached.
SCHEDULE 5 – PRICING SCHEDULE

1.1 **Hourly Rates.** The following rates will be used to assess and agree additional services should they be required:

<table>
<thead>
<tr>
<th>Item</th>
<th>Role/Person</th>
<th>Rate per Hour (£)</th>
<th>Rate per Day (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Project Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Assistant Project Manager</td>
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<tr>
<td>4</td>
<td>Secretarial Support</td>
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<td></td>
</tr>
</tbody>
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1.2 **Annual Lump Sum.** The lump sum is to be based on: (Three years with option for further Two years). The tendered service requires the Tenderer to price based on a 3day working week. The Client reserves the right to reduce the service requirements or increase it as dictated by the NMRN needs. It is anticipated that if affordable the 3days per week will be required for the duration of the Contract.

1.3 Generally the service is to avoid the Monday and Friday bank holidays and has been assumed that the PM will have six weeks holiday per year including the Christmas/New Year period and no more than two weeks off at any one time. For the avoidance of doubt the Tender for the PM is to be based on 46working weeks which equates to 138working days/year. The APM will provide 1.5day per week holiday cover for the PM of which 1 day will be site based and half day office based.

1.4 Parking will be free of charge within the Naval Base
1.5 Expenses and Disbursements. The fee offer is to include all expenses and disbursements (including all travel and printing charges) which is to include travel and all printing costs.

<table>
<thead>
<tr>
<th>Year</th>
<th>PM or APM</th>
<th>Working Days/Year (A)</th>
<th>Hourly Rate (£) (B)</th>
<th>Cost (£) (A x B) = (C)</th>
<th>Disbursements (£) (D)</th>
<th>Lump Sum (£) (C + D)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PM</td>
<td>138</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>APM</td>
<td>9</td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>PM</td>
<td>138</td>
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<tr>
<td>2</td>
<td>APM</td>
<td>9</td>
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<td>3</td>
<td>PM</td>
<td>138</td>
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<td>3</td>
<td>APM</td>
<td>9</td>
<td></td>
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</tbody>
</table>

Totals:

1.6 Should additional hours be required then when that exceeds 75hrs (10 days at 7.5hrs/day) in any one year then the supplier is invited to apply a discount to the hourly rates: Supplier is invited to propose a discount on the additional hours:

<table>
<thead>
<tr>
<th>Item</th>
<th>Role/Person</th>
<th>Discount (%)</th>
<th>Discounted Day Rate (£)</th>
</tr>
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<tr>
<td>1</td>
<td>Director</td>
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<tr>
<td>2</td>
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<td></td>
</tr>
<tr>
<td>3</td>
<td>APM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1.7 **Duration of Appointment:** Three years with option for further Two years

1.8 **Terms and Conditions:** In accordance with the RICS Professional Appointment Contract.

1.9 **Professional Indemnity:** Consultants must carry a minimum cover of £2,000,000. Confirmation of this cover is required within the tender submission.

1.10 **Place of Work:** Portsmouth Historic Dockyard

1.11 **Weekly (Core) Hours:** 3 days/week (3x7.5hr days = 22.5hrs) very occasionally Out of Hours works will be required and will be considered included in the core hours of work.

1.12 **Public Holidays:** All English Public Holidays

1.13 **Identity Checks:** You will be required to meet the Naval Base security requirements which include the right to live and work in the UK.

1.14 **Probationary Period:** Three months, during which period a week’s notice applicable to both parties and will be executed in accordance with the notice periods and process included in the terms of employment

1.15 **Subsequent Notice Period:** Three Months, applicable to both parties and will be executed in accordance with the notice periods and process included in the terms of employment

1.16 **Payment Terms:** Unless stated otherwise, payment terms will be 30 days from receipt of invoice. Invoices are to be submitted to the Client, who will review and approve them for processing. Payments will be made against the accepted Activity Schedule for the commission, which will be agreed within the first six weeks of the appointment. Payments will monthly and based on the agreed activity schedule.

1.17 **Contact Information:** Should you have any queries or wish to have an informal discussion about this role then please contact Andrew Baines on 023 9272 7565
SCHEDULE 7 FORM OF TENDER

Consultant Project Management Services – HMS Victory Project Manger

To: National Museum of the Royal Navy, HM Naval Base (PP66), Portsmouth, Hampshire, PO1 3NH

Email: Emma.Nash@NMRN.org.uk

Date: _______________________

1.1 I/We the undersigned, hereby tender and offer to provide the Contract as listed below which is more particularly referred to in the Invitation to Tender supplied to us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

1.2 Our Lump Sum offer for this Service is:

£__________________________ plus VAT

Amount in Words: ________________________________________________________________

1.3 Attached to this Form of Tender are the following:

1.4 Our response to the information set out in Schedule 3 and 4.

1.5 The completed Pricing - Schedule 5.

1.6 I/We confirm that we accept the Contract as issued with the Invitation to Tender.

1.7 I/We undertake in the event of acceptance of our Tender to execute the Contract within 21 days of such acceptance (or otherwise as agreed with the Client) and in the interim provide the Contract in accordance with the terms and conditions.

1.8 I/We understand that the Client reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

1.9 I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.
1.10 I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed

__________________________________________

Signed by (complete the table below):

Date:  

__________________________________________

Name(s):  

__________________________________________

Position:  

__________________________________________

For and on behalf of (name of organisation):  

__________________________________________

Contact Tel Nr:  

__________________________________________

Contact Email Address:  

__________________________________________

Address:  

__________________________________________
APPENDIX A

TERMS OF REFERENCE

1.0 KEY RESPONSIBILITIES

The purpose of the NMRN HMS Victory Project Manager Post is:

1.1 General – To manage the delivery of the conservation programme and to assist the HMS Victory Project Director in his duties. The HMS Victory Project Director is responsible for the project management of planning, execution and delivery of the project. The responsibility includes some or all of the following activities: identifying aims and objectives, producing Project Management Plans to identify and involve key Stakeholders, manage budgets, staff and resources, attendance at meeting to provide briefs and appraise progress.

1.2 Aims & Objectives - To assist the HMS Victory Project Director meet the aims and objectives of the HMS Victory Preservation Trust.

1.3 Safety – Represents and assists HMS Victory Project Director in responsibilities for maintaining vessel safety in accordance with the NMRN Safety and Environmental Management System and in conjunction with the Prime Contractor and Independent Safety Advisor

1.4 Design and Upkeep – Assists HMS Victory Project Director in advising the contractor on design issues, liaising with appropriate Subject Matter Experts to ensure all necessary works are carried out whilst maintaining the safety, historical accuracy and relevance of the vessel. Assist the Project Director to provide strategy and prioritisation for Major Restoration Tasks ensuring conservation and sustainability key requirements are met.

1.5 Project Management – to project manage the support, maintenance and conservation activities for HMS Victory in partnership with the NMRN(P) Suppliers to ensure the Key Requirements are met. Manage the contract terms and work with stakeholders to ensure tasks are agreed, authorised and completed in a timely manner, de-conflicted with each other and the ship. Be the focal point of the Major Conservation & Restoration Tasks.

1.6 Conservation, Restoration, Research and Sustainability – In conjunction with the conservation expert and other SMEs assist the Project Director in providing overall strategy and guidance for the conservation of the vessel including implementation of lessons learned, application of sound conservation and engineering principles and direction on research activities to be undertaken thus assisting the NMRN(P) in meeting their obligation to ensure the sustainability of the vessel.
1.7 **Planned Maintenance Schedule** – Manage and control the implementation of the schedule of work. All works quotations will require both technical (with assistance from others) and value for money assessment by the PM make recommendations to the Project Director. The PM will be required to monitor the implementation phase and arrange appropriate sign off of works completed. Depending on the nature of the work the PM may be required to sign off the works.

1.7.1 **Contract Management** - Manage the contract and work with the Prime Contractor and the NMRN(P) using reasonable endeavours to ensure tasks are agreed, authorised and completed, in a timely manner. Use reasonable endeavours to that there are no conflicts between the priorities of work and the Events Programme. Provide commercial advice and guidance on the terms of Contract, including drafting of contract amendments and commercial agreements as required. Organise contract reviews as identified in the contract.

1.8 **Contract Administrator** – As directed by the Project Director the PM will be required to fulfil the duties of the Contract Administrator and will be required to prepare and manage contracts with all directly contracted suppliers. The PM will be required to fulfil all CA roles including, assessing Contractors Valuations, issuing Payment Certificates and all other Contractual forms such as Sectional Completion Certificates.

1.9 **Reporting and Maintaining Project Management Tools** – Develop and maintain Programmes, Issues Logs, Risk Register, Cost Management report and progress reports. All project management control tools are to be updated on a monthly basis and issued to the Project Director. The project programme is to be marked up with progress against each activity. The contents of the reports will be agreed with the Project Director on appointment and as and when a revisions are required. A detailed progress report, format to be determined with the Project Director, will be issued quarterly.

1.10 **Programme** – Produce and maintain the Project Management Plans

1.11 **Cost and Change Control** - Manage budgets, implementation valuations and certification on behalf of NMRN. Maintain a robust change control process and protocols.

1.11.1 **Risk Management** – Implement and manage a risk process appropriate to the vessel and utilise the information to set realistic targets and milestones on the agreed project plans.

1.12 **Communication** - Identify and involve key Stakeholders

1.13 **Record Keeping** - Maintain documented records

1.14 **Briefings and Reports** - Provide briefs and appraise the HMS Victory Project Board on progress of the work placed under the Contract
1.15 **Quality Assurance** – Maintain quality standards for contract including both works and process through the provision of acceptance and assurance activities to confirm that work is carried out to an acceptable standard and that all defined processes are followed.

1.16 **Resources** - Provide assessment and management of budget and resources. Provide input to the Planning Rounds and savings measures. Assist in drafting and submitting appropriate approval requests for all Conservation and Restoration Tasks as identified. The PM is to ensure Value for Money contract Amendments are added for all Conservation and Restoration Tasks when required.

1.17 **HMS Victory Availability** - Maintain a close liaison with all stakeholders to ensure the vessel meets their present and future requirements within the constraints of the conservation programme and charitable obligations.

1.18 **Publicity** – Assists HMS Victory Project Director in providing responses to FOIs and PQs as required.

1.19 **Lessons Learnt** - Identifying and implementing lessons learned

2.0 **COMPETENCES**

2.1 The PM is to be PRINCE 2 Practitioner or APM Qualified

2.2 Have at least 5 years Senior PM experience managing complex projects.