Accreditation to DFID’s Private Sector Development Advisory Cadre Candidate Pack

A1, A2, A2L

Closing date: 11\textsuperscript{th} November 2019
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About DFID and the Advisory Cadres

DFID is a recognised source of technical expertise on international development globally and across Whitehall Official Development Assistance (ODA) spending Departments. DFID’s international development capability is concentrated among DFID’s advisers who are international development and ODA delivery experts. DFID advisers help identify, generate and utilise the best evidence, knowledge, technology and ideas to improve the effectiveness and impact of UK Aid. Advisers have key roles in programme design and appraisal, management and evaluation, in the development and implementation of policy and the fostering of international partnerships and development diplomacy. They play a critical role in cross-disciplinary thinking and thought leadership, linking programmes and bringing deep international development expertise to maximise the impact of ODA. There are currently around 1050 advisers, in grades A1, A2 and A2L, making up around a quarter of DFID’s workforce. Advisers are employed across DFID and OGDs, primarily by country programmes and policy and research teams.

Advisers are accredited to one or more of thirteen advisory cadres (Climate and Environment, Conflict, Economics, Education, Evaluation, Governance, Health, Humanitarian, Infrastructure, Livelihoods, Private Sector Development, Social Development and Statistics) which is their professional body within DFID. Each cadre has a Head of Profession (HoP), who provides thought leadership, quality assurance (the right advice from the right adviser in the right place) and support to the advisers themselves.
Message from the Deputy Director of the Heads of Profession Group

The Heads of Profession (HOPs) Group ensures DFID has the technical expertise and professional capability to tackle global development challenges. We do this by developing top class influential advisers who can be in the right place at the right time, supporting high quality continuous professional development and valuing innovation and diversity. Arguably we are world leaders in the professional standards we set and maintain for our advisers.

Accreditation is a form of professional and technical quality assurance. Both current civil servants and people from outside the civil service can apply for accreditation and will be assessed against the same technical competency frameworks. Accreditation rounds happen approximately every six months for each cadre.

Naomi Roberts
Deputy Director, Heads of Professions Group
What is Accreditation

The Accreditation process is the first step to becoming a DFID Adviser. Once you are accredited you can apply for DFID advisory positions within the relevant cadre which will be advertised on Civil Service Jobs. **Only individuals who have met the required professional standards through accreditation are eligible to apply for DFID’s advisory roles.**

Each of DFID’s advisory cadres have a technical competency framework (TCF) that sets out the technical knowledge and experience required of advisers, in addition to their core Civil Service (CS) behaviours.

Advisory accreditation is the assessment of technical competencies and CS behaviours to verify that a member of staff meets established professional standards as they will be responsible for providing high quality technical knowledge and expertise to the content and delivery of strategy, policy and programmes worldwide in DFID and other government departments spending Official Development Assistance (ODA).

The required skills and experience vary between cadres, please see the relevant TCF for more information on the specific technical competencies that you need to demonstrate. The assessment process will recognise your current and past skills and expertise.

As well as providing professional recognition for technical skills, accreditation is an essential pre-requisite for DFID advisory posts.

The cross-Government cadres of Economics (GES), Statistics (GSS) and Evaluation (GSR) comply with cross-Government accreditation procedures and requirements.

For more information please see [DFID’s Advisory Accreditation FAQs](#).
About the Private Sector Development Cadre

DFID’s work on private sector development (PSD) globally focuses on catalysing and supporting the contribution of private sector and public and private investment to economic development, inclusive growth and job creation, and ultimately to greater economic opportunities for poor men and women. Well-functioning markets and financial sector, supported by domestic and foreign investment will deliver goods and services which help poor households improve their lives and livelihoods. In DFID, PSD seeks sustainable and inclusive market-driven approaches where possible to generate lasting outcomes and support self-financed exit from poverty. Specifically, DFID seeks to support partner governments to attract private investment, increase tax revenues, support regulatory reforms, incentivise innovation in financial instruments and provide technical assistance on trade policies.

This work is led by DFID’s Private Sector Development Advisers, who are located in the UK and DFID’s overseas offices and who work together with other UK Government Departments, our partner Governments overseas, multilateral institutions and private sector companies to maximise the contribution of private sector on development outcomes. PSD Advisers have practical experience of working in and with the private sector and bring understanding of business incentives and ways of working. Advisers combine this understanding with analysis of international and local opportunities and constraints, expertise in different financial sector and investment instruments and approaches, and knowledge of key economic and social sectors to develop policy and deliver cost-effective PSD programmes. PSD Advisers also support other DFID colleagues to engage with the private sector on a wide range of development objectives and to assess the risks and value for money of doing so.

PSD Advisers come from a range of backgrounds (for example, other government departments, academia, development and the private sector) and share an excellent understanding of the theory and evidence of the relationship between investment, economic growth and poverty reduction in developing countries and how private sector contributes to development.

Anna Henttinen
Head of Profession for Private Sector Development, Assistant Director for Heads of Profession Group (HoPs)
Accreditation Grades

We are inviting accreditation applications to the Private Sector Development Cadre for the following grades;

A1, A2, A2L

Please see the Private Sector Development Technical Competency Framework which will provide more details on the technical requirements for each grade.

Please assess yourself against the outlined criteria and apply for the grade you are best suited to.

Please note you are only allowed to apply for one grade per cadre. We will only accept one application per cadre from candidates. If you submit more than one application per cadre we will only accept your application at the highest grade.
Accreditation Qualification Criteria

Heads of Profession Group (HOPs) are accountable for the maintenance of the professional standards of our advisory cadres. Those standards are defined in each cadre’s Technical Competency Framework (TCF), against which cadre accreditation is assessed.

The TCFs not only describe “you are able to”, but also how you might acquire those abilities. The accompanying notes will set out how the TCF is assessed during the accreditation process.

Candidates must have a solid grasp of the evolving evidence base in their field through a commitment to lifelong learning. This can be demonstrated through [an undergraduate degree, at a minimum of 2:1 which is a Civil Service requirement], postgraduate studies or significant self-directed study, and successful application of those analytical skills at work.

Candidates must also make explicit the breadth and depth of their experience in/on developing countries and on the technical requirements specified in the competency framework, with some cadres emphasising fragile and conflict-affected states in particular.

This is the qualification criteria for all grades.

Please note you must meet the qualification criteria or your application will not be assessed.
Assessment Process

To apply for accreditation to the Private Sector Development advisory cadre you must complete the PSD Accreditation Application Form. Your completed application form and your completed personal details form must be emailed to PSDAccreditation@dfid.gov.uk no later than Midnight, 11th November 2019. Please include the grade and cadre you are applying for in the email title.

Please note you must submit a separate application form for every cadre you are applying for and you can only apply for one grade per cadre. If applying for a different cadre please refer to that cadres Accreditation Candidate Pack for more information.

Application Process

To apply you must submit one email with the following two documents attached separately to the email to PSDAccreditation@dfid.gov.uk:

1. Completed Application Form
2. Completed Personal Details Form

The accreditation process is anonymised therefore your application and personal details form will be separated and only your application form will be sifted on.

In your application you must:

1. Provide evidence against the 2 CS Behaviours: Communicating and Influencing, Leadership. Please see the CS Behavioural Framework for more information.
2. Provide evidence against the Technical Competencies listed within the application form. Please see the Private Sector Development Technical Competency Framework for more information.
3. Include your CV in the application form. This must be inserted into the end section of your application form. This cannot be submitted as a separate document. Please do not include your name in the CV section as the accreditation sifting process will be anonymised.
Assessment Process

Provide evidence for each of the required competencies and behaviors in no more than 250 words per competence and behavior. Remember the STAR technique, situation, task, action and result when you are preparing your response. **Please note any text that exceeds the 250 word limit will not be taken into consideration when sifting your application.**

**Sifting Process**

You application will only be sifted against the technical competencies. If we receive a large number of applications then we may only sift on the following 2 technical competencies:

1. Economic development, inclusive growth and poverty reduction
2. Private sector contribution to development

**Written Exercise**

If you meet the sifting requirements, you will be invited to compete a written technical exercise. The written exercise will be emailed to candidates in a word document and they will have one hour to complete the test remotely and email it back. If your written test meets the required standard for the grade you have applied, you will be invited to an assessment centre.

Please note the evidence you provide in your application form will be used throughout the selection and assessment process.
Assessment Process

Assessment Centre

The assessment centre process will consist of;

1. Interview
2. Presentation exercise

If you are invited to the assessment centre you may be assessed against any of the technical competencies from the Private Sector Development technical competency framework and the CS behaviours required the grade you are applying for. You will be advised of the competencies and behaviours you will be assessed against when you are invited to the assessment centre.

1. Interview
This will consist of a series of questions against the CS behaviours and technical competencies

It may help to use one or more examples of a piece of work you have completed or a situation you have been in, and use one of the models to the left to explain: WHO or STAR.

2. Presentation Exercise
Candidates will be informed of the presentation topic by email in advance of the assessment centre and are expected to prepare a short oral presentation. You may provide the Board with a handout if you wish but note no powerpoint or flip charts will be available.
Assessment Process

Further Information

Nationality requirements
Jobs in the Civil Service are open to UK, Commonwealth and European Economic Area (EEA) and certain non-EEA nationals. Please see more information on; Nationality Rules UK Visas and Immigration

This is not a job application or civil service recruitment. This is a test of technical standards. Nevertheless we recommend that only candidates who meet the Civil Service employment apply, as DFID will not be able to accept applications from candidates who do not meet the eligibility criteria to work in the Civil Service.

Reasonable adjustment
If a person with disabilities is put at a substantial disadvantage compared to a non-disabled person, we have a duty to make reasonable changes to our processes.

If you need a change to be made so that you can make your application, you should highlight “Assistance required” in your application to tell us what changes or help you might need further on in the recruitment process. For instance, you may need wheelchair access at interview, or if you’re deaf, a Language Service Professional

Guaranteed Interview Scheme (GIS)
DFID operates the GIS which means if you have a physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities; or a long term health condition and you demonstrated you meet the minimum qualifying criteria at the application stage you will be invited to the assessment selection.

If you are eligible for the GIS please indicate on your application form.

Please note we do not reimburse any travel costs to attend the assessment centre. Candidates can be assessed remotely if required.
Indicative Timeline

Please note that these dates are only indicative at this stage and could be subject to change.

The anticipated timetable is shown below.

Interviews can be done remotely or in East Kilbride or London. At times, some members of the interview panel may be using Video Conference or phone.

Candidates are asked to note the above timetable, whilst exercising flexibility through the recruitment and selection process.

24th November
Closing date for applications

12th – 19th November
Sift Applications

20th – 22nd November
Candidates who meet the sift criteria will be emailed the written exercise

23rd – 28th November
Panel will assess written exercises

29th November – 2nd December
Candidates who pass the written exercise will be invited to assessment centre

w/c 9th December
Assessment Centres
We may run additional assessment centres in January

Further Information
Feedback on Applications
Please note only feedback will be given to those who attend the assessment centre.

Contact Point for candidates
PSDAccreditation@dfid.gov.uk

Equality and Diversity
The Civil Service is committed to being an equal opportunities employer and by 2020 have an aspiration to be the most inclusive employer in the United Kingdom. We value and welcome diversity. We aim to develop all of our staff to enable them to make a full contribution to meeting the Department's objectives, and to fulfil their own potential on merit. We will not tolerate harassment or other unfair discrimination on grounds of sex, marital status, race, colour, nationality, ethnic origin, disability, age, religion or sexual orientation. We will promote and support the use of a range of flexible working patterns to enable staff to balance home and work responsibilities; and we will treat people fairly irrespective of their working arrangements.

Under the terms of the Equality Act 2010, we will always consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify in your application. We will also consider any reasonable adjustments under the terms of the Act to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post.
Accreditation to DFID’s Private Sector Development Advisory Cadre

Closing date: Monday 11th November 2019

When submitting your application form to PSDAccreditation@dfid.gov.uk please ensure to only submit two documents (Personal Details Form and your Application Form which includes your CV within this) and include the grade and cadre you are applying for within the email title.

Good luck with your application!