

外部委託業者の募集

References: IO/24/OT/1-30712/EBT

“Online coaching services ”

(オンラインコーチングサービス)

IO 締め切り 2025 年 1 月 20 日(月)

○はじめに

本事前情報通知 (PIN) は、作業契約の入札授与および実行につながる公開入札調達プロセスの最初のステップです。作業の範囲は、年間タスクオーダーによって開始されます。本文書の目的は作業範囲と入札プロセスに関する技術的な内容の基本的な要約を提供することです。国内機関は、今後の入札に先立ち、これらのサービスを提供できる企業、機関、またはその他の団体に対して、入札の詳細情報を事前に通知してください。

○背景

ITER は平和利用の核融合発電の科学的小および技術的な実現可能性の実証を目的とした、国際共同研究開発プロジェクトです。ITER 機構の 7 つのメンバーは、;欧州連合 (EURATOM が代表)、日本、中華人民共和国、インド、大韓民国、ロシア連邦、および米国です。

ITER の敷地はフランス南東部のブーシュデュロヌ地区にあり、ITER 本社 (HQ) もあるフランス CEA サン・ポール・レ・デュランス に近いところに位置しています。詳細については、ITER のウェブサイト <http://www.iter.org> を参照して下さい。

○作業範囲

本入札プロセスは、ITER スタッフのためのオンラインコーチングを提供することを目的としています。それには、マネージャーやスタッフメンバー向けのコーチングセッションおよびオンラインコーチングプラットフォームが含まれています。詳細については、本PINに添付されている技術仕様書の参照「暫定エージェンシー参照 IDM_UID 4LNZN7」に記載されています。

○調達プロセスと目的

目的は、競争入札プロセスを通じて供給契約を落札することです。

この入札のために選択された調達手続きは公開入札手続きと呼ばれます。

オープン入札手順は、次の 4 つの主要なステップで構成されています。

➤ ステップ 1-事前情報通知 (PIN)

事前通知 (Prior Indicative Notice) は、公開入札プロセスの最初の段階です。IO は、国内機関に対して、今後の入札に関する情報を公開するよう正式に招待し、企業、機関、またはその他の団体に入札の機会を事前に知らせます。入札に興味のある方は、下記の調達スケジュールに示された期限までに、表明書 (Annex I) を E メールでご提出くださいますようお願いいたします。

特に注意:

関心のある候補企業は、IO Ariba の電子調達ツール「IPROC」に登録してください（まだ登録していない場合）。手順については、<https://www.iter.org/fr/proc/overview> を参照してください。

Ariba (IPROC) に登録する際には、お取引先様に最低 1 名の担当者の登録をお願いします。この連絡担当者は、提案依頼書の発行通知を受け取り、必要と思われる場合は入札書類を同僚に転送することができます。

➤ ステップ 2-入札への招待 (ITT)

PIN の発行から 14 作業日以内に、事前情報通知 (PIN) を入札への招待 (ITT) に掲載します。この段階では、担当の調達担当者に関心を示し、かつ IPROC に登録している関心のある候補企業は、RFP が公表された旨の通知を受けることができます。その後、PIN に詳述されている入札説明書に従って提案書を作成し、提出します。

特に注意:

このツールに登録されている企業のみが入札に招待されます。

➤ ステップ 3-入札評価プロセス

入札者の提案は、IO の公平な評価委員会によって評価されます。入札者は、技術的範囲に沿って、かつ、入札への招待 (ITT) に記載された特定の基準に従って作業を実施するために、技術的遵守を証明する詳細を提供しなければなりません。

➤ ステップ 4-契約授与

フレームワーク契約は、入札への招待 (ITT) で説明された評価基準と方法論に基づき、コストパフォーマンスが最も優れた入札者に授与されます。

○概略日程

概略日程は以下の通りです：

マイルストーン	暫定日程
事前指示書 (PIN) の発行	2025 年 1 月 6 日
関心表明フォームの提出	2025 年 1 月 20 日
iPROC での入札への招待 (RFP) の発行	2025 年 1 月 27 日
iPROC で入札提出	2025 年 3 月 10 日
入札評価	2025 年 3 月 10 日-31 日
契約授与	2025 年 4 月初旬
契約調印	2025 年 4 月

○契約期間と実行

ITER機構は2025年4月Eごろに授与する予定です。予想される契約期間は3年となる見込みです。

ITERでの作業に使われる言語は英語です。プロレベルの流暢さが求められます（話す、書く両方）。

○経験

入札者は、以下の経験と知識を示す必要があります：

供給者は、国際的かつ多文化的なプロジェクトや組織でのコーチング提供経験を有していること。

供給者は、マトリックス組織でのコーチング提供経験を有していること。

供給者は、ITERの活動に関連する分野や職種（例：プロジェクトマネジメント、建設、原子力産業など）での経験を有していること。

供給者は、多文化環境で英語を効果的にコミュニケーションできること。

○候補

参加は、個人またはグループ/コンソーシアムに参加するすべての法人に開放されます。法人とは、法的権利及び義務を有し、ITER加盟国内に設立された個人、企業又は機構をいいます。ITER加盟国は欧州連合(EURATOM メンバー)、日本、中華人民共和国、インド共和国、大韓民国、ロシア連邦、アメリカ合衆国です。

法人は、単独で、またはコンソーシアムパートナーとして、同じ契約の複数の申請または入札に参加することはできません。共同事業体は、恒久的な、法的に確立されたグループ又は特定の入札手続のために非公式に構成されたグループとすることができます。

コンソーシアムのすべての構成員(すなわち、リーダーと他のすべてのメンバー)は、ITER 機構に対して連帯して責任を負います。

コンソーシアムとして許可されるために、その点で含まれる法人はコンソーシアムの各メンバーをまとめる権限をもつリーダーをもたなければなりません。このリーダーはコンソーシアムの各目メンバーのために責任を負わなければなりません。

指名されたコンソーシアムのリーダーは、入札段階で、コンソーシアムのメンバーの構成を説明する予定です。その後、候補者の構成は、いかなる変更も ITER 機構に通知することなく変更してはなりません。かかる認可の証拠は、すべてのコンソーシアムメンバーの法的に授権された署名者が署名した委任状の形式で、しかるべき時期に IO に提出しなければなりません。

【※ 詳しくは添付の英語版技術仕様書「**Online coaching services**」をご参照ください。】

ITER 公式ウェブ <http://www.iter.org/team/adm/proc/overview> からアクセスが可能です。

「核融合エネルギー研究開発部門」の HP : <http://www.fusion.qst.go.jp/ITER/index.html>
では ITER 機構からの各募集（IO 職員募集、IO 外部委託、IO エキスパート募集）を逐次更新しています。ぜひご確認ください。

イーター国際核融合エネルギー機構からの外部委託 に関心ある企業及び研究機関の募集について

＜ITER 機構から参加極へのレター＞

以下に、外部委託の概要と要求事項が示されています。参加極には、提案された業務に要求される能力を有し、入札すべきと考える企業及び研究機関の連絡先の情報を ITER 機構へ伝えることが求められています。このため、本研究・業務に関心を持たれる企業及び研究機関におかれましては、応募書類の提出要領にしたがって連絡先情報をご提出下さい。

PRIOR INDICATIVE NOTICE (PIN)

OPEN TENDER SUMMARY

IO/24/OT/1-30712/EBT

for

Online Coaching

Abstract

The purpose of this summary is to provide prior notification of the IOs intention to launch a competitive Open Tender process in the coming weeks. This summary provides some basic information about the ITER Organisation, the technical scope for this tender, and details of the tender process for the provision of online coaching services.

1 Introduction

This Prior Indicative Notice (PIN) is the first step of an Open Tender Procurement Process leading to the award and execution of a service Contract.

The purpose of this document is to provide a basic summary of the technical content in terms of the scope of work, and the tendering process.

The Domestic Agencies are invited to publish this information in advance of the forth-coming tender giving companies, institutions or other entities that are capable of providing these services prior notice of the tender details.

2 Background

The ITER project is an international research and development project jointly funded by its seven Members being, the European Union (represented by EURATOM), Japan, the People's Republic of China, India, the Republic of Korea, the Russian Federation and the USA. ITER is being constructed in Europe at St. Paul–Lez-Durance in southern France, which is also the location of the headquarters (HQ) of the ITER Organization (IO).

For a complete description of the ITER Project, covering both organizational and technical aspects of the Project, visit www.iter.org.

3 Scope of Work

The purpose of this service contract is to provide online coaching for the ITER staff. It includes cfoaching sessions for managers, staff members and an online coaching platform.

The details can be found in the Technical Specifications ref. ITER_D_ BXDNC6 v1.0 (attached to this PIN).

4 Procurement Process & Objective

The objective is to award a Service Contract through a competitive bidding process.

The Procurement Procedure selected for this tender is called the Open Tender procedure.

The Open Tender procedure is comprised of the following four main steps:

➤ **Step 1- Prior Indicative Notice (PIN) :**

The Prior Indicative Notice is the first stage of the Open Tender process. The IO formally invites the Domestic Agencies to publish information about the forth coming tender in order to alert companies, institutions or other entities about the tender opportunity in advance. Interested tenderers are kindly requested to return the expression of interest form (Annex I) by e-mail by the date indicated in the procurement timetable below.

Special attention:

Interested tenderers are kindly requested to register in the IO Ariba e-procurement tool called "IPROC". The registration process is described at the following link: <https://www.iter.org/fr/proc/overview>.

When registering in Ariba (IPROC), suppliers are kindly requested to nominate at least one contact person. This contact person will be receiving the notification of publication of the Request for Proposal and will then be able to forward the tender documents to colleagues if deemed necessary.

- **Step 2 – Request for Proposal :**
Within 14 days of the publication of the Prior Indicative Notice (PIN) the Request for Proposal will be sent in IPROC to the Tenderers who expressed their interests. This stage allows interested bidders who have seen the PIN to obtain the tender documents and to prepare and submit their proposals in accordance with the tender instructions.

Special attention:

Only companies registered in the IPROC tool will be invited to the tender.

- **Step 3 – Tender Evaluation Process :**
Tenderers proposals will be evaluated by an impartial, professionally competent technical evaluation committee of the ITER Organization. Tenderers must provide details demonstrating their technical compliance to perform the work in line with the technical scope and in accordance with the particular criteria listed in the Request for Proposal (RFP).
- **Step 4 – Contract award :**
A service contract will be awarded on the basis of best value for money according to the evaluation criteria and methodology described in the Request for Proposal (RFP).

Procurement Timetable

The tentative timetable is as follows:

Milestone	Date
Publication of the Prior Indicative Notice (PIN)	06 th Januray 2025
Submission of expression of interest form	20 th January 2025
Request for Proposal (RFP) publishing on IPROC	27 th January 2025
Tender Submission in IPROC	10 th March 2025
Tender Evaluation	10 th -31 st March 2025
Contract Award	Beg April 2025
Contract Signature	April 2025

5 Quality Assurance Requirements

Prior to commencement of any work under this Contract(s), a “Quality Plan” shall be produced by the Supplier and Subcontractors and submitted to the IO for approval, describing how they will implement the ITER Procurement Quality Requirements.

6 Contract Duration and Execution

The ITER Organization shall award a service Contract by the end of April 2025. The contract duration shall be 3 years.

The working language of ITER is English, and a fluent professional level is required (spoken and written).

7 Experience and Capacity

The Supplier shall have experience of providing coaching in international and multicultural projects / organizations.

The Supplier shall have experience of providing coaching in matrix organizations.

The Supplier shall have experience in sectors and jobs related to ITER activities such as: project management, construction, nuclear industry etc.

The Supplier shall be able to communicate effectively in English in a multi-cultural environment.

8 Candidature

Participation is open to all legal entities participating either individually or in a grouping/consortium. A legal entity is an individual, company, or organization that has legal rights and obligations and is established within an ITER Member State.

Legal entities cannot participate individually or as a consortium partner in more than one application or tender of the same contract. A consortium may be a permanent, legally established grouping, or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e. the leader and all other members) are jointly and severally liable to the ITER Organization.

In order for a consortium to be acceptable, the individual legal entities included therein shall have nominated a leader with authority to bind each member of the consortium, and this leader shall be authorised to incur liabilities and receive instructions for and on behalf of each member of the consortium.

It is expected that the designated consortium lead will explain the composition of the consortium members in a covering letter at the tendering stage. Following this, the Candidate's composition must not be modified without notifying the ITER Organization of any changes. Evidence of any such authorisation shall be submitted to the IO in due course in the form of a power of attorney signed by legally authorised signatories of all the consortium members.

9 Sub-contracting Rules

All sub-contractors who will be taken on by the Contractor shall be declared with the tender submission. Each sub-contractor will be required to complete and sign forms including technical and administrative information which shall be submitted to the IO by the tenderer as part of its tender.

The IO reserves the right to approve any sub-contractor which was not notified in the tender and request a copy of the sub-contracting agreement between the tenderer and its sub-contractor(s). For each Contract, sub-contracting is allowed but it is limited to one level, and its cumulated volume is limited to 30% of the total Contract value. Two levels of sub-contracting may be considered for very specific activities which will be mentioned by the IO in the Tender documentation.



IDM UID
BXDNC6

VERSION CREATED ON / VERSION / STATUS
02 Dec 2024 / 1.0 / Approved

EXTERNAL REFERENCE / VERSION

Technical Specifications (In-Cash Procurement)

On-line Coaching Technical Specifications

These technical specifications have been prepared for the new RFQ to be launched to continue On-line Coaching services at ITER

SERVICE

Table of Contents

1	PREAMBLE	4
2	PURPOSE	4
3	ACRONYMS & DEFINITIONS	4
3.1	Acronyms	4
3.2	Definitions	5
4	APPLICABLE DOCUMENTS & CODES AND STANDARDS.....	5
4.1	Applicable Documents	5
4.2	Applicable Codes and Standards - Not applicable.....	5
5	SCOPE OF WORK.....	5
5.1	Scope of work #1: Coaching Sessions for Managers.....	5
5.1.1	Description	5
5.1.2	Service Duration	6
5.2	Scope of work #2: Coaching Sessions for Staff Members.....	6
5.2.1	Description	6
5.2.2	Service Duration	7
5.3	Scope of work #3: Online Coaching Platform	7
5.3.1	Description	7
5.3.2	Service Duration	7
6	LOCATION FOR SCOPE OF WORK EXECUTION	7
7	RESPONSIBILITIES	7
7.1	Contractor's Responsibilities	7
7.2	ITER responsibilities	8
8	LIST OF DELIVERABLES AND DUE DATES	8
9	QUALITY ASSURANCE REQUIREMENTS.....	9
10	SAFETY REQUIREMENTS	9
11	SPECIAL MANAGEMENT REQUIREMENTS	9
11.1	General.....	9
11.2	Professional Qualifications	10
11.3	Language.....	10
11.4	Confidentiality	10
11.5	Intellectual Property	10
11.6	Work Monitoring	10
11.7	Meeting Schedule.....	10

SERVICE

1 Preamble

This Technical Specification is to be read in combination with the General Management Specification for Service and Supply (GM3S) – [Ref 1] that constitutes a full part of the technical requirements.

In case of conflict, the content of the Technical Specification supersedes the content of Ref [1].

The ITER Project

ITER is a large-scale scientific experiment that aims to provide for and to promote cooperation among the Members of the ITER Organization on the ITER Project, an international project that aims to demonstrate the scientific and technological feasibility of fusion energy for peaceful purposes, an essential feature of which would be achieving sustained fusion power generation.

ITER Organization (IO) is an Intergovernmental Organization. This public International Organization was established by an International Agreement signed by the seven Members of the Organization (European Union, Japan, the People's Republic of China, India, the Republic of Korea, the Russian Federation and the USA), and is subject to International Law.

The ITER Organization is staffed by individuals from all over the world (34 nationalities) working together for the success of the ITER Project. More than 1100 employed staff and 1000 external contractors currently work for the Project in Saint-Paul-lez-Durance, France.

Further information can be found on the ITER website: <http://www.iter.org/>

2 Purpose

A key factor in organizational performance is an enabling work environment. In the ITER multicultural environment, the Human Resources (HR) Division wants to enforce the IO CARE values (Collaboration, Accountability, Respect and Excellence) as staff satisfaction has repeatedly been shown to have a strong and enduring impact on performance, engagement and retention.

In this context, and while implementing a matrix organization structure, the IO implemented an online coaching service in April 2022 through an “on demand” coaching desk. The service has been welcomed by managers and staff members.

The IO aims therefore to continue offering an online coaching solution for IO managers and staff members in support of their professional and personal development. The online coaching solution will contribute to:

- Retaining and developing talents;
- Strengthening IO managerial culture
- Addressing communication and/or behaviour issues;
- Fostering strong leadership;
- Enhancing the IO staff competencies and organizational needs considered critical for successful the ITER Project execution.

3 Acronyms & Definitions

3.1 Acronyms

Abbreviation	Description
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SERVICE

CRO	Contract Responsible Officer
GM3S	General Management Specification for Service and Supply
IO	ITER Organization
IT	Information Technology
RO	Responsible Officer
HRD	Human Resources Division
TM	Talent Management Section (within HRD)
TRO	Technical Responsible Officer

3.2 Definitions

Coachee: IO manager or staff member benefiting from coaching.

Contractor: An economic operator who has signed the Contract in which this document is referenced.

Line Manager: A person member with direct managerial responsibility inc. performance management, time management, competencies and career development.

Matrix Manager: A person (e.g: a Project Leader) who supervises a staff member day-to-day activities, providing oversight and guidance in the execution of their work.

4 Applicable Documents & Codes and standards

4.1 Applicable Documents

This is the responsibility of the Contractor to identify and request for any documents that would not have been transmitted by IO, including the below list of reference documents.

This Technical Specification takes precedence over the referenced documents. In case of conflicting information, this is the responsibility of the contractor to seek clarification from IO.

Upon notification of any revision of the applicable document transmitted officially to the contractor, the contractor shall advise within 4 weeks of any impact on the execution of the contract. Without any response after this period, no impact will be considered.

Ref	Title	IDM Doc ID	Version
1	General Management Specification for Service and Supply (GM3S)	82MXQK	1.4
2	ITER Code of Conduct	4FDYTY	

4.2 Applicable Codes and Standards - Not applicable

5 Scope of Work

This section defines the specific scope of work for the service, in addition to the contract execution requirement as defined in Ref [1].

The Contractor will provide an integrated and customized online coaching program that supports the development of all IO Managers & staff in the limit of

The duration of the Service Contract will be 3 years firm with 2 optional years.

The service is offered to a maximum of 160 staff members, managers included, on a basis of: 60 registrations the first year of contract implementation, and 50 registrations the second and third year.

SERVICE

The expected starting is April 2025.

5.1 Scope of work #1: Online Coaching Sessions for Managers

5.1.1 Description

The coaching aims to build managerial skills and empower managers to lead their teams. The coaching may focus on, but shall not be limited to:

- Women Leadership;
- Developing specific behaviour competencies identified through performance reviews, 360° feedback, or staff survey such as communication and feedback competencies;
- Developing Organizational and time management skills;
- Helping managers thinking about their role, organization, or strategy in a different way;
- Supporting managers in understanding the matrix organization and seeing their own behavior from a new perspective; etc.

The coaching will need to take into consideration the cultural and professional diversity of managers at ITER, and should help to develop a managerial culture at ITER based on existing managerial best practices, the ITER values and Project objectives.

The contractor awarded this contract should be responsible for delivering:

- Pre-coaching assessment: including an online meeting with the coachee to assess their personal managerial style and practices, and to define the coaching objectives and potential KPI's to assess the efficiency of the coaching;
- Define if there is a need to involve the upper managerial level from the perspective of the coachee;
- Detailed individual coaching program per coachee including: Coaching objectives, number of coaching session and duration of the whole coaching, and dates for halfway coaching assessment and final coaching evaluation and feedback;
- Halfway coaching report (written or through meeting);
- Individual coaching sessions in English as defined in individual coaching program. However, sessions may be conducted in another language about agreement between the coach and coachee;
- Final coaching evaluation and feedback.

5.1.2 Service Duration

For the duration of the contract:

- Individual coaching sessions in English of 45 min to 1 hour per session for a minimum of 3 hours and maximum of 8 hours.
- Possibility to stop at 5 hours and to extend up to 12 hours upon agreement from HRD.

They are currently 115 managers (inc. line managers and matrix managers).

5.2 Scope of work #2: Online Coaching Sessions for Staff Members

5.2.1 Description

The coaching aims to support staff members personal and professional development. The coaching may focus on, but shall not be limited to:

- Helping staff member understand their role and improve their impact;

SERVICE

- Providing staff members with useful tools and tips on how to be more efficient in managing their responsibilities;
- Managing change and developing resilience;
- Improve specific competencies identified for their job through routine reviews such as communication;
- Supporting the development of future women leaders;
- Addressing career development; etc.

The contractor awarded this contract should be responsible for delivering:

- Pre-coaching assessment: including an online meeting with the coachee, and their manager (optional) depending on the topic(s) to address, to understand the coaching context and to define the coaching objectives and potential KPI's to assess the efficiency of the coaching;
- Define if there is a need to involve the upper managerial level from the perspective of the coachee;
- Detailed individual coaching program per coachee including: Coaching objectives, number of coaching session and duration of the whole coaching, and dates for halfway coaching assessment and final coaching evaluation and feedback;
- Halfway coaching report (written or through meeting);
- Individual coaching sessions in English as defined in individual coaching program. However sessions may be conducted in another language about agreement between the coach and coachee;
- Final coaching evaluation and feedback

5.2.2 *Service Duration*

For the duration of the contract:

- Individual coaching sessions in English of 45 min to 1 hour per session for a minimum of 3 hours and maximum of 8 hours.
- Possibility to stop at 5 hours or extend up to 12 hours upon approval from HRD.

This covers circa 1100 staff members.

5.3 **Scope of work #3: Online Coaching Platform**

5.3.1 *Description*

The provider shall provide the IO with full access to an integrated digital solution including:

- Access to communication material to:
 - Inform IO staff of the online coaching services offered
 - Promote online coaching activities within the organization
 - How-Tos for coachees and HRD Administrators
- A selection of coaches in a pool of certified, multicultural, experienced coaches;
- A tool to book coaching sessions with a selected coach and to attend individual coaching sessions booked;
- Space to record all important and relevant documentation concerning the coaching program: initial program including objectives, duration and KPI's, halfway coaching report, final coaching feedback, etc;
- Possibility of instant messaging with their coach;
- Possibility to provide notes, recommended readings, lectures, videos and all relevant micro-learning tools and contents;

SERVICE

- Access to coaching progress and analysis reports for HRD to monitor advancement of all individual coaching programs.

5.3.2 Service Duration

The Platform shall be available for the duration of the contract.

6 Location for Scope of Work Execution

The coaching sessions will take place online using Teams or similar application.

7 Responsibilities

7.1 Contractor's Responsibilities

The contractor shall:

- Nominate a Project Manager interfacing with the ITER RO;
- Provide experienced (at least 10 years coaching experience) and certified (ICF: International Coaching Federation, EMCC: European Mentoring and Coaching Council) coaches to carry out individual coaching sessions On line and in English (a pool of at least 20 Certified experienced and multicultural coaches ; CV's to be provided);
- Agree not to remove or reassign the coaches selected for the duration of the services, without the prior approval of the IO;
- Provide a progress and satisfaction report twice a year
- Respect coaching programs and coaching schedules;
- Provide the coaching supporting material in English;
- Provide to the IO with progress report analysis for each coaching session, as required;
- Collect individual evaluation sheets and develop synthesis for each coaching session;
- Provide a global monthly feedback (attendance, progress, difficulties);
- Provide a cost estimate all-inclusive and describe into details the objectives, program & timing of each individual coaching;
- Monitor the list of coachees based on the spontaneous registrations following their global communication to the persons listed in the data base communicated by the IO
- Issue satisfaction surveys for every individual coaching twice a year;
- Escalate promptly to the HRD any major issue identified in the course of coaching;
- Manage invitations to coaching sessions and reminders, attendance sheets ensuring that the whole database is properly informed.

7.2 ITER responsibilities

The IO shall:

- Nominate a HR Responsible Officer in charge of the following up of the project;
- Approve the coaching programs and all documents developed and prepared by the contractor;
- Approve any changes of selected coaches;
- Set up the registration modalities and share clear & detailed guidelines of the coaching Program with the contractor (including: conditions for registration and restrictions, duration and frequency of coaching sessions, maximum number of coachees per coach, possibilities to re match coach/coachee, specific reporting on 3 way conversations including managers etc.)

8 List of deliverables and due dates

The Contractor shall:

SERVICE

1. Submit communication materials
2. Provide access to digital platform
3. Run a coaching pilot session (for HRD)
4. Perform the on-line corresponding individual Coaching sessions
5. Run the individual half-way coaching assessments
6. Run the end of coaching evaluation and feedback
7. Run coaching evaluations and make synthesis of evaluations to be shared with HRD
8. Make any adjustments on the coaching sessions, material and/or organization as necessary

Each coaching session will be requested by the IO through a monthly Instruction To Proceed (ITP) including due dates of deliverables.

The deliverables shall be compliant with the applicable HR process and procedures.

The Contractor shall perform all the necessary modifications or iterations to the deliverables if required by IO during progress meetings.

The Contractor shall comply with the above-described responsibilities and will be considered completed after ITER has accepted the last deliverable.

9 Quality Assurance requirements

The Contractor shall have an ISO 9001 certified quality system or alternatively a QA Program approved by QARO.

The general requirements are detailed in [ITER Procurement Quality Requirements \(ITER D 22MFG4\)](#).

Prior to commencement of the task, a Quality Plan must be submitted for IO approval giving evidence of the above and describing the organization for this task; the skill of workers involved in the study; any anticipated sub-contractors; and giving details of who will be the independent checker of the activities (see [Procurement Requirements for Producing a Quality Plan \(ITER D 22MFMW\)](#)).

Documentation developed as the result of this task shall be retained by the performer of the task or the DA organization for a minimum of 5 years and then may be discarded at the direction of the IO. The use of computer software to perform a safety basis task activity such as analysis and/or modelling, etc. shall be reviewed and approved by the IO prior to its use, in accordance with [Quality Assurance for ITER Safety Codes \(ITER D 258LKL\)](#).

10 Safety requirements

ITER is a Nuclear Facility identified in France by the number-INB-174 (“Installation Nucléaire de Base”).

For Protection Important Components and in particular Safety Important Class components (SIC), the French Nuclear Regulation must be observed, in application of the Article 14 of the ITER Agreement.

In such case the Suppliers and Subcontractors must be informed that:

- The Order 7th February 2012 applies to all the components important for the protection (PIC) and the activities important for the protection (PIA).
- The compliance with the INB-order must be demonstrated in the chain of external contractors.
- In application of article II.2.5.4 of the Order 7th February 2012, contracted activities for supervision purposes are also subject to a supervision done by the Nuclear Operator.

SERVICE

For the Protection Important Components, structures and systems of the nuclear facility, and Protection Important Activities the contractor shall ensure that a specific management system is implemented for his own activities and for the activities done by any Supplier and Subcontractor following the requirements of the Order 7th February 2012 [20].

11 Special Management requirements

11.1 General

The Contractor's offer shall demonstrate his understanding of the needs and shall describe his proposed methodology.

- The coaching sessions will take place online using Teams or similar application;
- The size of company will be minimum 50 experienced, certified and multicultural coaches to ensure diversity and continuity of service.

11.2 Professional Qualifications

The technical and professional capacity of the professionals/coaches in charge of the performance of the services shall demonstrate their relevant experience and background in the domain (resumes should show methodology and experience).

11.3 Language

The official language of the ITER project is English. Therefore, all input and output documentation relevant for this Contract shall be in English. The Contractor shall ensure that the trainers in charge of the performance of the training sessions have an adequate knowledge of English. This requirement also applies to the Contractor's staff participating in meetings with the ITER Organization.

11.4 Confidentiality

The Contractor agrees to treat all areas related with performance of their task with strict confidentiality. The Contractor shall be liable for its staff and for disclosure of the information and documents communicated to for fulfilment of the contract to any other individuals than those needing to have knowledge thereof.

11.5 Intellectual Property

The Contractor shall complete the Form – **Declaration of Intellectual Property** included in the invitation to tender package in order to decline the intellectual property rights applicable to the training tools and materials.

11.6 Work Monitoring

The Talent Management (TM) Section Leader is nominated as RO for the follow up of the contract and the Talent Development Administrator will act as TRO

Each participant will also receive, at least one week prior to the first individual coaching session, the coaching program including objectives, duration, schedule, profile of coach selected, etc..

As and when needed, before an individual coaching session the provider will interact with the TRO to determine the specifics of the session (participant profile, expected outcomes).

A follow-up will be done, with an evaluation sheet that will be filled in by the participants; according to the result, further discussion for improvement might be scheduled with the Consultant.

SERVICE

11.7 Meeting Schedule

Before the first session, a kick-off meeting will be organized within 1 month after the contract signature to clarify the objectives, to define the role of the parties and the execution plan for the services.

Further meetings could be scheduled during the contract execution period to reevaluate the needs.

ANNEX I

EXPRESSION OF INTEREST & PIN ACKNOWLEDGEMENT

To be returned by e-mail to: emilie.blanchet@iter.org copy chloe.perret@iter.org

TENDER No. **IO/24/OT/1-30712/EBT**

DESIGNATION of SERVICES: **Online coaching services**

OFFICER IN CHARGE: **Emilie Blanchet – Procurement & Contracts
Division ITER Organization**

☐ WE ACKNOWLEDGE HAVING READ THE PIN NOTICE FOR THE ABOVE
MENTIONED TENDER

☐ WE INTEND TO SUBMIT A TENDER

☐ WE WILL NOT TENDER FOR THE FOLLOWING REASONS:

.....

Signature:

COMPANY STAMP

Name:

Position:

Tel:

E-mail.....

Date: