



Negotiated procedure n° CSJU.2020.NP.05 on the provision of specialized coaching services for the 10 managers of Clean Sky 2 Joint Undertaking

Reference: **CSJU.2020.NP.05**

Deadline for requesting the Tender Specifications: 22/10/2020

Deadline to submit a tender: 30/10/2020 no later than 12h00 (Brussels local time)

The Clean Sky 2 Joint Undertaking (“CS2JU”) is planning to award a direct service contract referred to the above-mentioned negotiated procedure with objective to select a contractor, who will provide specialized coaching services for the 10 managers of CS2JU.

- ***General requirements:***

CS2JU is looking for an economic operator able to provide specialized coaching services addressed to the CS2JU managers. The idea behind the provision of those specialized coaching services would be to: (i) further develop the CS2JU managers’ team as a homogeneous, collaborative team; (ii) promote collective ownership; (iii) strengthen the individual leadership capabilities of each CS2JU manager; (iv) motivate the CS2JU young managers and managers-to-be to invest themselves in their future career.

- ***Detailed requirements:***

In order to achieve the above-mentioned objectives, the future contractor should be able to describe in details in the tender to be submitted how the following tasks would be performed:

- Organize development meetings to support each CS2JU manager to focus on his/her own strengths and development areas in the light of his/her role not only as manager, but also as part of the management team. These development meetings will result in a personal development plan;
- Perform a 360° analysis of each CS2JU manager and provide them with individual feedback;
- Organize management team meetings to share and support each other’s personal development plan. Combine these meetings with some of the 360° feedback results;
- Organize trainings dedicated to standard management behaviour and best practices: conversation techniques, feedback and conflicts, coaching leadership;
- Hold individual coaching sessions with each CS2JU manager: support the manager via one-to-one meetings in order to discuss topics the manager wishes to be coached upon.

- ***Minimum requirements:***

- Time schedule for the execution of tasks: delivery of all services should be concluded within maximum 26 weeks from the starting date of the execution of tasks;
- The language of specialized coaching services and related deliverables shall be English;
- The format of the coaching shall be both virtual (development meetings, 360° analyses individual coaching) and on-site (team meetings, training of standard management behaviour and best practices, eventually individual coaching), depending also on the evolution of the COVID-19 pandemic and the measures adopted / instructions issued by the Belgian Government;
- The format of the deliverables: The reports shall be drafted in Word format (no Power Point slides) and clearly explain the work done and the progress made.

- ***Duration:***

The specialized coaching services for the 10 managers of CS2JU should start being provided towards mid-November 2020 and conclude in June 2021 at the latest. The total duration of the programme should not exceed an average of 26 weeks.

Should the contracting authority see the need to extend the initial duration of the contract, it will contact the contractor prior to the expiration of the initial duration of the contract and proceed with the necessary amendment.

- ***Reports /documents/meetings:***

All trainings shall be conducted and all deliverables shall be drafted in English.

The deliverables shall contain reports from the individual development meetings and from the 360° feedback meetings.

The CS2JU would also require reports following the management team meetings, as well as a final report to be addressed to the HR Officer and the managers of CS2JU at the end of the exercise on the progress made. All reports shall be kept confidential and, prior to agreement of the manager concerned, shall be accessible to the CS2JU Executive Director.

The reports shall be drafted in Word format (no Power Point slides) and clearly explain the work done and the progress made.

- ***Technical and professional capacity of the tenderer:***

- The service provider has to show that the persons responsible for providing the specialized coaching services have the necessary professional qualifications.

- The service provider must prove experience in the field. Concretely, the service provider has to show at least 2 examples of similar projects carried out for European Institutions / Bodies or large organisations, in the past three years.

- ***Requirements related to termination policy:***

The termination policy and fees for the specialized coaching services shall be in line with provisions the General Conditions for low value contracts: https://ec.europa.eu/info/sites/info/files/about_the_european_commission/eu_budget/condit_gen_en.pdf. If advance payment of the full balance is required prior to any service being carried out, then in case of an early termination of the contract due to reasons of contractor's non-performance or unsatisfactory performance, the future contractor undertakes to reimburse the CS2JU the amount corresponding to the remaining duration of the contract (weeks of non-use of the specialized coaching services following the early termination of the contract)."

- ***Terms of payment:***

Payments shall be made in accordance with the General Conditions for low value contracts: https://ec.europa.eu/info/publications/low-value-contracts_en. The tenderer is expected to include a payment schedule as part of his offer. While there is the possibility for negotiation on the terms of payment, given that the CS2JU is a European Body, as per Council Regulation (EU) no 558/2014 of 6 May 2014 establishing the Clean Sky 2 Joint Undertaking, OJ L 169/77, 07/06/2014, subject to the annual discharge procedure done by the European Parliament, a schedule of payments to be made on a monthly or quarterly basis would be considered an advantage.

- The cost of the specialized coaching services cannot exceed **56.000 €** for the initial period of execution of services stated above (maximum of 26 weeks). The tenders exceeding this threshold will be rejected. Should the contracting authority express its interest in renewing the contract prior to the expiration of its initial duration, the total value of the purchase order will be modified following negotiations between the two parties and a necessary amendment.

Access to the market – Eligibility:

Participation in procurement procedures is open on equal terms to all natural and legal persons falling within the scope of the Treaties. This includes all legal entities registered in the EU and all natural persons having their domicile in the EU.

It is also open to all natural and legal persons established in Overseas Countries and Territories (OCT) as listed in the Annex II of the TFEU; and to all natural and legal persons established in Iceland, Norway and Lichtenstein, as per the EEA Agreement.

As indicated in the Appendix I to the WTO Agreement on Government Procurement (GPA), any EU institution or body other than the European Commission, the EEAS and the Council cannot open their procurement procedures to economic operators established in GPA countries. Therefore, this procurement procedure is not opened to economic operators established in GPA countries.

Notice:

- *For tenderers established in the United Kingdom:* Please be aware that following the entry into force of the EU-UK Withdrawal Agreement on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.

Any interested candidate may request the CSJU for the Tender Specifications by 22/10/2020 at the latest. The request shall be sent electronically at the following email address: procurement@cleansky.eu.

Any interested candidate will be authorised to submit a tender complying with the requirements of the Technical Specifications by 30/10/2020 no later than 12h00 (Brussels local time) (deadline for submission of tenders in this tender procedure).