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1 Abstract

The ITER Organization (IO) has placed framework contracts for “Design Engineering, Computer Aided Design and CAD Support for ITER” and other various contracts to support the implementation, exploitation and maintenance of the software platforms used by the ITER Organization; as well as to conclude the design support needs through the construction phase of the ITER Project. The CAD and Design Coordination Division (DO) is in need of expert logistic, project and contract management support for the oversight of the implementation of these contracts in order to achieve the effective and timely performance of the work and processes.

This document describes the Contractor’s services to the ITER DO.

2 Background and Objectives

ITER will be the world's largest experimental facility to demonstrate the scientific and technical feasibility of fusion power. This facility is comprised of a million assembled components and tens of millions of individual parts that make up the complex Tokamak Machine, Superconducting Magnets, and associated Plant Support components, systems and structures, many of which have safety classifications.

The ITER project is currently in its detail design and early fabrication and construction phases of work. The site work has been completed and the critical path delivery of the first key buildings is underway.

Expert logistic, project and contractual management support is sought for the oversight and monitoring of the contracts under the Design Office’s responsibility.

3 Scope of Work

The CAD and Design Coordination Division is the unit within CIE in charge of the overall CAD infrastructure and support contracts to enable the project to perform its Engineering and CAD activities. It also has the mission to control CAD quality and efficiency of the design activities.

The aim of this contract is for the contractor to:

- Support monitoring the contracts under the DO’s responsibility – post- procurement.
- Coordinate with key actors within the DO, PCD and other IO Directorates.
- Coordinate with DO’s contractors and organize periodic follow-up meetings.
- Support and advise in the planning of new needs and realistic dates to acquire services – pre-procurement.
- Ensure logistic support in order to guaranty that all contracted resources under the responsibility of DO are functional from day one.
- Support in the management of the DO’s DWM platform.
- Advise and analyse the DO internal processes for business process optimization, and propose measures for cost containment and efficient use of resources.

4 Estimated Duration

The contract shall be for 12 months initially with possibility of extension of a further 12 months.

5 Work Description

ITER is requesting one (1) expert to support the contract and project management, as well as to optimize the DO internal processes, in order to guaranty a timely excursion and acquisition of design support and other services that may be needed by the Division.

This task will be performed in close collaboration with the Head of CAD and Design Coordination Division and/or a delegated Responsible Officer (RO). The primary tasks currently foreseen to support the DO are:

1. Contract Management - Monitoring the contracts concluded by the Design Office (in particular the CAD Framework Contracts).

- Monitor transfer of budgets within the IO's technical Directorates to the DO;
- Monitor / possibly create Purchase Requests using SAP in due time;
- Support DO (in close interface with PCD) with the preparation and follow-up of the so called "procurement solicitation processes" to guaranty timely execution;
- Maintain and follow up in collaboration with DO staff, all DO tracking tools to guaranty accurate data;
- Contribute to the follow-up of the execution of services by the contractors in order to ensure correct invoicing and payments of performed services;
- Monitor start dates, end dates and close outs dates to ensure correct execution of the contracts; and
- Develop, update, and follow-up of commitments and payments reports per DWO to be distributed to all IO Directorates.

2. Project Management - Interphase and coordination optimization for the DO.

- Support the DO in the planning of core and new contracted resources needs along the year (developing commitment estimates, DWO resource allocations, and forecasting schedules) for the timely implementation and execution of DWOs;
- Streamline and optimize the interfaces between the DO and IO Technical Directorates in order to efficiently acquire new services;
- Streamline and optimize the interfaces between the DO and the DBOs in order to ensure an efficient anticipation of any "procurement solicitation processes";
- Support DWO process users (IO ROs, REs and contractors) in order to effectively and efficiently perform day to day activities;
- Guaranty smooth replacement, and handover periods;
- Reduce/mitigate possible gaps of services due to the contractor's turnover of resources; and
- Contribution to contractual meetings and milestones related to DO contracts.

3. Logistics and DWM management support to the DO.

- Coordinate start dates of the services with contractor's contract managers;
- Interface with IT to create user accounts and assign work stations / computers for contracted resources;
- Interface with BSI for desk/seat assignment to contracted resources;
- Interface with SQS to grant site access to contracted resources;
- Support to the full DWO review and update process prior to their approval;
- Ensure proper assignment of sub-tasks to allocated resources via Contractor's contract manager;
- Resource-load DWOs with allocated resources; and
- Monitor DWO work and time consumed under each of them.

4. Advice / proposal to the DO for optimization of internal business processes, efficiency gains and cost containment measures.

- Case by case analysis of CIE and DO internal processes and procedures in order to propose the optimization of their execution (identify obstacles, bottlenecks, redundancies and time consuming processes);
- Coordinate within the DO in order to measure the efficiency and quality of the services (identifying possible delays, issues and/or risks) and propose and implement actions to mitigate these;
- Analyse on-going tasks and advise the DO in order to implement cost and resource containment measures for CIE and other IO Directorates;
- Support the DO in the assessment of contractors' performance via KPIs analysis and propose techniques in order to increase efficiency and maintain quality; and
- Collect feedback from the contractors on the execution of the services and identify possible forthcoming operational issues and challenges in their performance.

Each work task will be individually specified in consultation with the contractor, and deliverables' dates shall be agreed.

It is envisaged that 100% of this task will be based at the ITER site.

6 Acceptance Criteria (including rules and criteria)

Each item of work to be completed according to agreed deliverables shall be logged in a monthly report by the contractor, reviewed and accepted by the IO Responsible Officer or a nominated representative.

7 Specific requirements and conditions

The minimum requirements for the expert are:

The Candidate shall have:

- Masters level degree or higher in administration, management and/or equivalent discipline.

The Candidate shall have a demonstrated experience in the following fields of expertise:

- Coordination between numerous different stakeholders
- Monitoring large number of resources.
- Monitoring multi million Euro services.
- Knowledge in international public procurement processes.
- Minimum of 2 years of usage of SAP software or equivalent ERP.
- Knowledge of and experience in business process optimisation.

Key abilities:

- Ability to work within an international environment
- Ability to work within a team, and provide support services.
- Ability to work independently within a rapid paced environment
- Ability to confidently present to large and small groups of managers, and technical officers.
- Ability to gain consensus amongst disparate groups within a matrixed management environment.

8 Work Monitoring / Meeting Schedule

Weekly progress meetings will be held with the DO Head of Division, or as required for the timely execution of the work.

9 List of Acronyms

BSI	Directorate for Buildings and Site Infrastructure
CAD	Computer Aided Design
CIE	Directorate for Central Integration and Engineering
DBO	Directorate's Budget Officer
DO	CAD and Design Coordination Division
DWM	Design Work Management
DWO	Design Work Order
IO	ITER Organization
IT	Project Information System Section
KPIs	Key Performance Indicators
PCD	Procurement & Contract Division
RO	Responsible Officers
RE	Responsible Engineer
SQS	Department of Safety, Quality and Security