

Technical Specifications (In-Cash Procurement)

BRN I-15-757 Contract_Management Expert

This specification details the requirements for Contract Management expert services to support the preparation and tender process for the major site Construction contracts.

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1. SCOPE OF WORK

The ITER Organization is preparing to issue tenders for contracts to support it in coordinating and executing the construction of the Tokamak machine and associated plant and auxiliary systems. The Assembly and Operations (AOP) Division is responsible for these contracts, working with the Procurement and Contracts (PCD) Division.

As part of these preparations, IO is seeking support from an expert in the field of contracts related to construction of large scale industrial plant, preferably in the nuclear field. This expert shall support IO in elaborating its contracts – including selection of legal contract forms, definition of incentives, Key Performance Indicators, technical specifications related to management aspects, defining approaches to managing interfaces between contracts. The expert shall also support IO during the tender processes, including possibly competitive dialog. This support shall include providing an expert opinion on tender offers.

2. ESTIMATED DURATION

The duration of this task order shall be 24 months.

3. WORK DESCRIPTION

The work is expected to be part time (approximately 50%), with much of the working time being at the ITER site. Some work, such as preparation of documents, can be executed off-site.

4. LIST OF DELIVERABLES AND DUE DATES

Fixed deliverables under this contract and due dates are shown in Table 1. These represent 50% of the effort required under this contract. Additional tasks shall be defined by the Responsible Officer and discussed before its commencement, and a specification for the work, effort, schedule and form of deliverables and due dates will be agreed in writing before work commences.

Table 1: List of Deliverables and their Schedule			
Del.	Description	Due Date	Acceptance criteria
D-1	Report giving expert opinion on IO contract strategy for construction.	T0+1m	Report accepted by the IO-TRO
D-2	Report giving expert opinion on possible legal forms of contract, in particular regarding NEC3, FIDIC and similar standard forms, including use of alliance agreements.	T0+1m	Report accepted by the IO-TRO
D-3	Report on proposal for required contract management team structure and resource estimate during	T0+3m	Report accepted by the IO-TRO

	contract execution phase		
D-4	Prepare proposed draft contract special conditions, based upon selected standard contract form, for Construction Management contract covering contract management, cost control, incentives, service level agreements, PKI, change control, claims, disputes and conflict resolution.	on an ad-hoc basis along the duration of the contract	Report accepted by the IO-TRO
D-4	Prepare proposed draft contract special conditions, based upon selected standard contract form, for Works contracts covering contract management, cost control, incentives, PKI, change control, claims, disputes and conflict resolution.	on an ad-hoc basis along the duration of the contract	Report accepted by the IO-TRO
D-M	Monthly report of additional activities requested.	Monthly	Report accepted by the IO-TRO

T0 = starting / effective date

5. ACCEPTANCE CRITERIA

All deliverables will be subject to the acceptance of the IO-TRO or his authorized deputy. In the event a resubmission is required, the expert shall perform all the necessary modifications or iterations to the Deliverables and resubmit a revised version for IO acceptance.

Deliverables shall be considered complete after IO has issued formal acceptance.

6. WORK MONITORING / MEETING SCHEDULE

A monthly report shall be submitted by the Contractor to the IO-TRO. This report shall include the detailed progress on all on-going activities and shall report actions completed. It shall also include the number of days spent on site and off site.

Completion of work items will be confirmed by the IO-TRO or his authorized deputy. While on-site, the contractor shall interact regularly with the IO-TRO, with meetings at least once per week to discuss progress. When off-site, the contractor shall have a telephone or video conference at least once per two weeks.

7 SPECIFIC REQUIREMENTS AND CONDITIONS

7.1 CONFIDENTIALITY

The expert shall perform all duties under this contract in strict confidence.

7.2 POTENTIAL CONFLICT OF INTEREST

There is a conflict of interest between the contractor executing this Task and participation in forthcoming Construction Management contract.

7.3 REQUIRED QUALIFICATIONS AND EXPERIENCE

The ideal candidate for this task order will be familiar with Construction Industry and Contract Management best practices and global standards, and will meet the following minimum experience requirements:

- University degree in a relevant engineering discipline;
- Proven track record with a minimum of 10 years, but preferably 15 years recent experience in procurement and contract management related to the construction of major, high-technology engineering projects;
- Demonstrated ability to define and implement contract strategies and models, management plans, processes and procedures;
- Excellent planning, organisation, communication and negotiation skills. Ability to deliver results on tight timescales;
- Practical knowledge of relevant international standard contract models to include FIDIC and NEC3;
- Preference will be given to candidates with experience in the nuclear construction field;
- Fluent in the English language, written and spoken.