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EXTERNAL REFERENCE

Technical Specification

Specification Senior Procurement & Contracts Manager

Specification for the Senior Procurement and Contracts Manager position in support for the site construction management contracting.

<i>Approval Process</i>			
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Table of Contents

1. SCOPE OF WORK.....	2
2. ESTIMATED DURATION.....	2
3. WORK DESCRIPTION.....	2
4. LIST OF DELIVERABLES AND DUE DATES	2
5. ACCEPTANCE CRITERIA.....	3
6. WORK MONITORING / MEETING SCHEDULE	3
7. REQUIRED QUALIFICATIONS AND EXPERIENCE.....	4

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 procurement and contracts for the construction of large scale industrial plant, preferably in the nuclear field. This expert shall support IO in the preparation of the Procurement Strategies, the public tendering, contract negotiation and conclusion, the contract management and administration.

ESTIMATED DURATION

The duration of this task order shall be 12 months firm + 12 months optional.

2. WORK DESCRIPTION

The work is expected to be full time at the ITER site.

3. LIST OF DELIVERABLES AND DUE DATES

Fixed deliverables under this contract and due dates are shown in Table 1. 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	<p>Tendering and Contract Preparation:</p> <ul style="list-style-type: none"> ➤ Support the tender procurement strategy in collaboration with the Head of Procurement, the Procurement Section Heads and the Site Construction Management Team; Report on the procurement strategy ➤ Set up and implement the tender procedure for several of the respective site construction works and/or support services (as will be decided by the Head of Procurement) following the ITER In-Cash Procurement Procedures; <ul style="list-style-type: none"> ○ Provide material for Instruction to Tenderers ○ review the technical specifications ○ develop the compliance matrix ○ propose KPIs ○ propose incentive programme 	Along the contract	<ul style="list-style-type: none"> ➤ Timely implementation of the allocated public tender procedures; ➤ Conclusion of efficient and manageable site construction contracts; ➤ Adherence to the ITER Procurement Regulations and timely implementation of the procurement system activities as there are the procurement registrations in SAP, the reporting in the share point folders, the IDM

	<ul style="list-style-type: none"> ○ propose cost savings approach ➤ Evaluate the offers and provide report ➤ Provide material for the negotiations for each tenderer involved; ➤ Participate and respond to the weekly SC coordination meetings organised by the Site Construction Management team; <ul style="list-style-type: none"> ○ Progress reports according the proposed scheme pre-agreed by the IO ➤ Participate and respond to the procurement Site Construction meetings; <ul style="list-style-type: none"> ○ Reports to the periodic meetings ○ Minutes of these meetings 		<p>contract circulation and archiving;</p> <p>document and</p>
<p>D-2</p>	<p>Contract Management:</p> <ul style="list-style-type: none"> ➤ Follow up the performance of the contractor by means of checking the Key Performance Indicators; <ul style="list-style-type: none"> ○ analysis of KPIs reports prepared by the Contractor ➤ Interact with the SC Contractor and the IO SCM team about technical and contractual issues related to the allocated Works Contract; <ul style="list-style-type: none"> ○ Periodic report on corrective actions ➤ Execute the contract administration including amongst others, invoice validation, Earned Value Management, Price index calculations, Claim handling, Bonus/malus application, Change request handling, Contract Amendment preparation,... <ul style="list-style-type: none"> ○ Periodic report on contract execution ➤ Intervene and/or validate the material procurements foreseen under the contract; <ul style="list-style-type: none"> ○ Assessment report on deliverables foreseen in the contract ➤ Check and keep updated the contractual implementation schedule in coordination with the IO SCM team; <ul style="list-style-type: none"> ○ Periodic report on contractual implementation highlighting areas of risk for non/poor completion ➤ Participate and respond to the weekly SC coordination meetings organised by the Site Construction Management team; ➤ Participate and respond to the procurement Site Construction meetings; ➤ Oversight of the program and project management decisions made by the SC Contractor related to the allocated Works Contract; 	<p>Along the contract</p>	<ul style="list-style-type: none"> ➤ Cost optimization of works executed under the allocated site construction contracts; ➤ Correct and transparent contract management documentation, reporting and filing; ➤ Adherence to the ITER Procurement Regulations and timely implementation of the procurement system activities as there are the procurement registrations in SAP, the reporting in the share point folders, the IDM contract document circulation and archiving; ➤ Professionally correct representation of PCD towards construction project stakeholders, including IO and contractor populated workgroups;

D-M	Monthly report of additional activities requested.	Monthly	Report accepted by the IO-TRO

4. ACCEPTANCE CRITERIA

All deliverables will be subject to the acceptance of the IO Procurement Officer - and the Technical Responsible Officer as appropriate. 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. For the Contract Management tasks, the job holder shall report to the Assembly Management Team.

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

5. WORK MONITORING / MEETING SCHEDULE

A monthly report shall be submitted by the Contractor to the Procurement Officer . 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.

Completion of work items will be confirmed by the Procurement Officer. While on-site, the contractor shall interact regularly with the Procurement Officer, with meetings at least once per week to discuss progress. Monthly meetings will be held with PCD line management.

7 SPECIFIC REQUIREMENTS AND CONDITIONS

7.1 CONFIDENTIALITY

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

7.2 CONFLICT OF INTEREST

The participation in forthcoming Construction Management contract(s) prevents the Contractor to be involved at any stage in the Construction Management Contract on the Contractor's and/or Tenderers' sides.

7.3 REQUIRED QUALIFICATIONS AND EXPERIENCE

Candidates for this contract shall be familiar with Construction Industry and Public Procurement, and will have:

- Background and proven recent experience for minimum of 10 years (but preferably 15 years) in procurement and contracts related to construction, including tendering, contract negotiation, claim management, ADR and arbitration, performance management.
- Demonstrated practical knowledge of international standard contract models including FIDIC and NEC3.
- Experience of the above within nuclear construction projects would be an advantage;

