

i- CALL FOR TENDERS

Call for Tenders No.: ECTL_SRC_240020

Title: Development of a New Assessment Center for Air Traffic Controller candidates

General: EUROCONTROL has 41 Member States and is a civil-military intergovernmental organisation committed to building, together with its partners, a Single European Sky, i.e. arrangements allowing the air navigation management system in Europe to achieve the level of performance required for the coming decades.

Technical subject matter: This call for tenders is seeking companies that can provide an offer for the development of a new assessment center for Air Traffic Controller candidates ensuring that the most recent, efficient and appropriate techniques are used to assess candidates.

Main selection, assessment and award criteria:

| TECHNICAL CAPACITY CRITERIA |
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| 1 The selected provider has to be part of a professional federation for recognised HR service providers |

| TECHNICAL ASSESSMENT CRITERIA |
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| 1 Understanding of the business and type of organisation/proven relevant experience in proven international organisations. |
| 2 Understanding of the time table requirements: give an example of timetable for exercise development and an overall timetable for the development of a full AC |
| 3 Proven experience in developing bespoke AC simulation exercises and competency tests for Assessment Center respecting the following criteria: <ul style="list-style-type: none"> 1/ high face validity design for candidates 2/ construct validity 3/ equal opportunities 4/ Reliability |

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| 4 | Capacity to develop different variations of an assessment center exercise |
| 5 | Demonstrated use of assessment techniques, methods (use of objective and/or subjective exercises) and digital tools |
| 6 | Finetuning/mapping of competences and behavioural indicators, behavioural anchor ratings |
| 7 | Proven experience in assessors' training (for new assessment) |
| 8 | Overall quality, presentation, credibility and realism of the proposal |
| 9 | Team composition for the execution of the contract (balanced mix between senior and more junior consultants; cv's to be provided) |

The economically most advantageous offer will be established in accordance with the following:

Best Price-Quality Ratio

For the Technical tender, a weighting of 60% is applied, for the Financial tender, a weighting of 40%

Tender closing date: 04 March 2024 at 15:00 CET

Point of Contact: Please see the "Important Notice" below and if you have any other related questions, please contact:

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MAAS/DIR/PROC

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If this Call for Tenders should interest you, please read the important information below:

IMPORTANT NOTICE

The full i-Call for Tenders documentation is in electronic format (.pdf).

If you wish to obtain the i-Call for Tenders documentation please read and follow carefully the instructions below:

1. If you are already registered in the EUROCONTROL Supplier Portal, you can search for this Call for Tenders, and its relevant documentation, in the “*View Active Negotiations*” section of the Supplier Portal.
2. If you are not yet registered as a EUROCONTROL supplier, please follow the process described on the following link: <https://www.eurocontrol.int/portal/new-supplier-portal>.
3. EUROCONTROL accepts no responsibility whatsoever for the completeness, accuracy and/or timeliness of the transmission of the electronic documents (nor for the electronic documents themselves).
4. Submission of tenders shall be made electronically and shall be exclusively made in strict accordance with the instructions given in the tendering documentation.
5. You may:
 - a) print out the documents;
 - b) forward the documents further on a strictly need to know basis (always fully acknowledging the source, i.e. EUROCONTROL), and
 - c) use print-outs of the electronic i-Call for Tenders documents for the submission of tenders (especially the Price Offer Form ref: I-TSF-E).
6. You may not:
 - a) modify, edit and/or change the electronic documents other than to submit the required info and to sign/stamp where required;
 - b) transmit such documents to any third person who has no need to know them;
 - c) post such documents on any private or public website;
 - d) alter the originating source (EUROCONTROL) and or copyright signs etc., and
 - e) transmit the documents without indication of the source.

An environmental notice:

With a view to reduce the exponential growth of paper consumption, we would invite you only to print out electronic documents received and/or request paper copies of the price enquiry documentation if you are actually considering to submit a tender.