

i- CALL FOR TENDERS

Call for Tenders No.: ECTL_SRC_240029

Title: **Organisational Design Expert to support implementation of a Job Architecture**

General: EUROCONTROL* is an intergovernmental organisation with 41 Member and 2 Comprehensive Agreement States. We are committed to building, together with our partners, a Single European Sky that will deliver the air traffic management (ATM) performance required for the twenty-first century and beyond.

Technical subject matter:

EUROCONTROL requires the support of a time-based expert in organisational design, equipped with specialised expertise and knowledge in shaping and optimising organisational structures to enhance the Agency's efficiency. This expertise is crucial to ensure our job architecture not only aligns with EUROCONTROL's overarching strategic goals but also integrates seamlessly into our existing HR processes.

The contract will enable EUROCONTROL to enhance the effectiveness of our HR functions, support our strategic objective of anticipating and planning workforce, and contribute to developing a highly skilled, adaptable, and efficiently managed workforce to a job architecture that remains flexible and scalable, aligning with future organisational changes.

The expert's support will also be instrumental in ensuring that the job architecture adheres to relevant policies and regulations. It is imperative that this project aligns with our internal policies and regulatory requirements.

Main selection, assessment and award criteria:

TECHNICAL CAPACITY CRITERIA

Bachelor's or Master's Degree in a field such as Organisational Development, Human Resources, Business Administration, Organisational Psychology, or a similar field.

SUPPORTING EUROPEAN AVIATION

Member States: Albania, Armenia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Republic of Moldova, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Türkiye, Ukraine, United Kingdom.

Comprehensive Agreement States: Israel, Morocco.

Proficiency level of English (at least C1 or equal)
TECHNICAL ASSESSMENT CRITERIA
a) Pass/Fail criteria
At least 6 years' experience in the domain of organisational and job classification design.
Experience with job design, job classification and organisational design
Experience in designing and implementing organisational structures and job architectures in medium to large organisations
Experience in strategic workforce planning, understanding how job architecture aligns with long-term workforce needs
b) Scoring criteria
Understanding of HR processes such as talent acquisition, performance management, talent development as described in Section 4.2 of the Technical Specifications.
Ability to manage complex projects, including planning, execution, monitoring, engaging with stakeholders at all levels, ideally with experience in using project management tools and software as described in Section 4.2 of the Technical Specifications.
At least 6 years' experience in the domain of organisational and job classification design.
Experience in managing organisational design projects in the public sector, understanding its regulatory environment as described in Section 4.2 of the Technical Specifications as described in Section 4.2 of the Technical Specifications.
Experience in the aviation sector, understanding their challenges and dynamics as described in Section 4.2 of the Technical Specifications.
Proficiency in using data analytics tools to make informed organisational design decisions as described in Section 4.2 of the Technical Specifications
Ability to develop and deliver trainings related to organisational structures and job architectures/roles as described in Section 4.2 of the Technical Specifications.
Experience in developing communication strategies as described in Section 4.2 of the Technical Specifications.
Knowledge of changemanagement principles and methodologies as described in Section 4.2 of the Technical Specifications.
Fluency in French

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

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

Tender closing date: 29-03-2024 at 15:00 CET

Point of Contact: If you wish to receive the Call for Tenders please see the "Important Notice" below and if you have any other related questions, please contact:

DRAGOMIR, Anca

DCF/AFS/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.