

Technical Specification

Specification for the position of Junior Procurement & Contracts Officer

Position to support the site construction procurement an contract follow up activities.

<i>Approval Process</i>			
	<i>Name</i>	<i>Action</i>	<i>Affiliation</i>
<i>Author</i>	De Cat W.	10 Mar 2015:signed	IO/DG/ADM/GEA/PCD/CTS
<i>Co-Authors</i>			
<i>Reviewers</i>	Blackler K.	10 Mar 2015:recommended	IO/DG/DIP/PCA/AOP
<i>Approver</i>	Flament F.	12 Mar 2015:approved	IO/DG/ADM/GEA/PCD
<i>Document Security: Internal Use</i>			
<i>RO: Flament Francoise</i>			
<i>Read Access</i>	GG: FAB (Financial Audit Board), LG: AOP - CFE, AD: IO_Director-General, AD: EMAB, AD: Auditors, project administrator, RO		

Change Log

Specification for the position of Junior Procurement & Contracts Officer (QN5E2J)

<i>Version</i>	<i>Latest Status</i>	<i>Issue Date</i>	<i>Description of Change</i>
v1.1	Approved	10 Mar 2015	On request from Daphne, the qualification and experience requirements have been slightly reformulated.
v1.0	Approved	17 Feb 2015	

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	4
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 contract administration related to the site construction project.

2. ESTIMATED DURATION

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

3. WORK DESCRIPTION

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

4. 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"> ➤ Implementation of 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; ➤ Organize bidders' conferences and Q + A rounds for on-going site construction tender procedures; ➤ Collect the offers, set-up and administer tender opening meetings as well as evaluation meetings, edit the minutes of before mentioned meetings; ➤ Download and track approval of tender documents in IDM, SAP and SHARE POINT. 	Along the contract	<ul style="list-style-type: none"> ➤ Timely implementation of the allocated public tender procedures; ➤ Correct and timely administration of the tender activities; ➤ Adherence to the ITER

	<ul style="list-style-type: none"> ➤ 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; 		<p>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;</p>
D-2	<p>Contract Management administration: Support the Senior Contract Administrator(s) with:</p> <ul style="list-style-type: none"> ➤ Follow up the performance of the contractor by means of checking the Key Performance Indicators; ➤ 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,... ➤ Intervene and/or validate the material procurements foreseen under the contract; ➤ Check and keep updated the contractual implementation schedule in coordination with the IO SCM team; ➤ 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; 	Along the contract	<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

5. ACCEPTANCE CRITERIA

All deliverables will be subject to the acceptance of the IO- Head of PCD 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- Head of PCD. 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 IO- Head of PCD or his authorized deputy. While on-site, the contractor shall interact regularly with the Head of PCD, with meetings at least once per week to discuss progress.

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 candidates for this task order will be familiar with Public Procurement Administration and will:

- experience for minimum 3 years in procurement;
- practical knowledge of FIDIC and NEC3 contracts would be an advantage;
- be fluent in written and spoken English; conversancy in French is considered advantageous;
- have experience with MS Office Suite software;
- experience with SAP would be an advantage;
- have experience with civil engineering contracting;

AOP	Assembly & Operations Division
FIDIC	International Federation of Consulting Engineers
NEC	New Engineering Contract
IO	ITER Organization
IDM	Document Handling & Archiving System (ITER)
SC	Site Construction
SCM	Site Construction Management

PCD	Procurement and Contracts Division
-----	------------------------------------