



# **ITER Organization Framework Service Contract for Financial Support**

## **Summary of the Technical Specifications**

### **Call for Tender**

#### **Purpose**

The ITER Organization (IO) Finance and Budget Division (FBD), part of the Finances and Procurement Department, ensures the application of IO rules and regulations with regards to financial control, accounting treasury & systems and budget management areas.

In order to undertake these activities the FBD will require consulting services to provide, in the context of an international large project expecting to face an increasing volume of activity, support to the ITER Organization Finance and Budget Division (FBD) to improve and manage the financial processes supporting the financial control relating to Assembly and Installation contracts, it includes budgeting, financial reports, accounting, purchase to pay process management,...

On the other hand, support will also be provided in the frame of the management and follow up of the ITER Organization Suspense/Control Accounts.

The services will be located on IO site at Cadarache (France).

The Purpose of this document is to provide a summary description of the scope and the main services to be performed in the frame of the external support. A Framework Contract for Services is therefore envisaged whereby FBD can rely upon qualified external consultants.

This document is not the final specifications for the future framework contract and does not list all the exclusions and selection criteria for the participation to the call for tenders but only the main requirements. The detailed requirements will be indicated in the final tender specifications.

#### **Background**

ITER is a joint international research and development project for which initial construction activities have recently started. The project aims to demonstrate the scientific and technological feasibility of fusion power for peaceful purposes. The seven Members of the ITER Organization are the European Union (represented by EURATOM), Japan, the People's Republic of China, India, the Republic of Korea, the Russian Federation and the USA. ITER will be constructed in Europe, at Cadarache, in southern France, where the ITER Organization (IO) has its headquarters.

The aim of ITER is to show fusion could be used to generate electrical power, and to gain the necessary data to design, construct, and operate the first electricity-producing plant. It will generate 500 MW of fusion power for extended periods of time, ten times more than the energy input needed to keep the plasma at the right temperature. It will therefore be the first fusion experiment to produce net power. It will also test a number of key technologies, including the heating, control, diagnostic and remote maintenance that will be needed for a full-scale fusion power station.

The construction costs of the ITER Project are estimated at five billion euro over ten years, with an additional five billion euro foreseen for the 20-year operation period. The contributions of the ITER Parties will consist of components for the facilities, so-called “in-kind contributions”.

Further information can be found on the ITER website: <http://www.iter.org> and also at the web pages of the ITER Parties which can be accessed via the ITER website.

### **Estimated Duration**

The duration of the financial support services will be four years.

### **Scope of work**

Non-EU employees of the Contractor shall give evidence they have a valid French working visa prior to their arrival in France.

The scope of work to be performed by the Contractor is to provide support to the ITER Organization teams in charge of the financial control.

The task of the Contractor is mainly to assist the finance control activity that is managed by FBD.

The generic tasks to be carried out by the contractor include but are not limited to

- Financial control of Assembly and Installation activities
  - Improving/Ensuring Interface improvements and control in the frame of purchase to pay process;
  - Improving/Ensuring adequate *Ex ante* financial verification of all financial transactions;
  - Improving/Ensuring the administrative and financial management of the IO, through its accounting systems for commitments, income and payments for its contracts, agreements and arrangements, whether in kind or for cash;
  - Improving/Ensuring the administration and follow-up of credits, for seconded staff, task agreements and procurement arrangements;
- Managing Suspense/control accounts;
  - Improving/Ensuring the financial verification of commitments and payments for the suspense/control accounts within agreed timeframe;

## **Timetable**

The tentative timetable is as follows:

Call for nomination submission: October 2018

Prequalification submission: October 2018

Call for tender submission: January 2019

Award notification: March 2019

Contract signature: March/April 2019

## **Experience**

The ITER Organization is looking for applicants able to demonstrate experience in the Scope of work described and listed above. Specific experience and qualities will be required from consultants having:

- High School Diploma in Business Administration/ finance with different years of experience depending on the tasks to be performed.
- Demonstrated experience in Microsoft Office package for all experts and experience in SAP, PCMS, COBRA (or similar IT systems).
- Knowledge of written and spoken English

Further details on this aspect will be indicated in the final tender specifications.

## **Applicable codes and standards**

In compliance with agreements between IO and France, the provisions specified in French legislation and regulations are applicable to the ITER site in the fields of health and public safety, hygiene and work safety, nuclear safety, radiation protection, authorisation conditions, nuclear materials, environmental protection and the protection against malicious acts.

## **Award of framework contract**

One single framework contract will cover all tasks listed above. The framework contract will be implemented by the means of Task Orders issued by the contracting authority being the IO.

The award will be based on the best value for money method.

## **Candidature**

Participation is open to all economic operators being in a position to provide all tasks listed above.

In order to participate in the tender, any operator must be legally registered in a State belonging to the ITER Members.

Prequalification requirements:

The pre-selection criteria for this Call for Tender shall include, but shall not necessarily be limited to the following requirements supported by appropriated references;

- Economical operator with a minimum of 5 years demonstrated experience in providing similar services to large complex international or public organizations
- Proven knowledge of written and spoken English (mandatory) and French (appreciated)
- For the Non EU candidates demonstrate the prior obtention of the working visas for the selected persons to work on site
- Have a permanent office established in France

Non-EU candidates shall pay particular attention to the secondment process under French legislation. Please refer to the following information:

<https://www.iter.org/foreignworkers>

Quality assurance requirements:

The Contractor shall hold and maintain a valid and relevant quality certification (e.g. ISO 9001) or equivalent. The tasks conducted under the framework contract shall be carried out in compliance with the ITER policies and Quality Requirements.