

## Summary

### Call for Nomination

## **TECHNICAL SPECIFICATION AND STATEMENT OF WORK FOR SUPPORT OF THE FINANCE & BUDGET DIVISION**

### **BACKGROUND**

Over the past two years, the ITER Organization (IO) has built up the organization to manage and administer the IO work in designing, building and operating the experimental ITER fusion reactor. The Finance and Budget Division (FBD), part of the Department for Administration, is responsible for the elaboration of the ITER budget, the verification of all financial transactions, the registration and payments to all staff and suppliers and the issuance of the yearly financial statements. This support contract is being put in place in order to further execute said responsibilities and support the IO Finance and Budget Division with all financial activities.

The objective for this Call-For-Tender and the subsequent contract is to obtain the best possible service to the IO Finance and Budget Division within the scope of this contract. The contract will be a Framework Support Contract, where specific work requests, Task Orders, will be executed for each individual support activity required by the IO.

### **SCOPE OF WORK**

The Contractor consultant will be responsible for assisting in the development and execution of the departmental cash commitments and payments budgets for the ITER Organization in compliance with ITER regulations, accounting and budgetary procedures. The consultant shall serve under the direction of the Chief Financial Officer and group leaders within the Finance and Budget Division and will coordinate on a daily basis with deployed Finance Officers and Department Managers. Specific duties related to this assignment will be defined in a Task Order assigning the work to the Contractor named consultant.

The work description of the Finance and Budget support to be provided to FBD by the Contractor is but not limited to the following:

- ensuring the quality, completeness, conformity and relevance of data provided for the execution of commitments and payments;
- Ensuring compliance of the operations with the financial regulations and internal procedures;
- Providing assistance in budget preparation;
- Provide assistance in all accounting and treasury matters (registration of invoices, payments, Inventory follow up, accounting posting,...);
- Providing assistance, support and monitor the financial management of projects and contracts related to commitments and payments ;
- Assisting ITER staff to familiarize with all financial administrative systems such as SAP, Cobra, IDM, etc ...
- Advising on financial and administrative practices in line with ITER budgetary and financial rules;
- Assisting in the yearly budgetary execution and annual accounts;
- Providing advice, support and training to all financial actors;
- Documenting the actions taken by way of updating a finance manual;
- Optimizing and enhancing the reporting process and financial analysis
- Supporting financial processes and workflows;
- Providing general administrative and clerical support;
- Maintaining a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

## **EXPERIENCE**

The Contractor's core team shall cover all disciplines that may reasonably be required to carry out the Scope of Work. As guidance the following manpower profiles are expected to be required:

- Senior Finance and Budget Contractor: with master degree or – in exceptional cases – equivalent financial professional experience, fluency in written and spoken English is essential, knowledge in French is desirable (not necessary), and a minimum of 10 years of progressively responsible experience in financial, accounting or budgeting matters, of which at least five years at the international level in public sector. Financial experience in the nuclear industry is highly desirable.
- Finance and Budget Contractor: with university degree, or equivalent professional experience in Finance, and a minimum of 5 years of progressively responsible experience in Finance of which at least three years should be directly related to Finance and Budget experience at international level and in the public sector. Fluency in written and spoken English is essential, knowledge in French is desirable.
- Junior Finance and Budget Contractor: with a university degree, and a minimum of 2 years of progressively responsible experience in Finance and Budget matters at international level and/or in the public sector. Fluency in English is essential.
- Finance and Budget Clerical Support/Secretarial Personnel: with good administrative-management and communication skills, fluent in English and French, and at least 2 years experience supporting a Finance and Budget team within an international environment.

Additionally, the Consultant should have thorough knowledge of English. Prior experience of working or living abroad as well as knowledge of French are advantages.

## **DURATION**

The framework contract duration shall be 36 months (renewal twice each time for a maximum duration of 12 months); ITER Organization shall establish the request for services on ad hoc basis and relative to the respective annual work plans.

## **Timetable**

The tentative timetable is as follows:

Call for Nomination	October 2010
Call for Tender	November 2010
Tender submission	January 2011
Start of Contract	May 2011

## **Additional Information**

Participation is open to all legal persons participating either individually or in a grouping (consortium). A consortium may be a permanent, legally-established grouping or a grouping, which has been constituted informally for a specific tender procedure. All members of a consortium (i.e. the leader and all other members) are jointly and severally liable to the ITER Organization. The consortium groupings shall be presented at this stage at pre-qualification or at the latest at tender submission. The consortium groupings cannot be modified after presentation without the **prior** approval of the ITER Organization.

Further information on the ITER Organization procurement can be found at:

<http://www.iter.org/org/team/adm/proc/Pages/Welcome.aspx>