

Technical Specifications (In-Cash Procurement)

Technical Specification - Interim Agency

The purpose of this document is to define the technical specifications of the contract with Interim Agency, as interim personnel service provider, able to provide in a timely manner, qualified Interim personnel for administrative and/or technical support to its directly employed staff.

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1 Background

The ITER Organization (IO) is an intergovernmental organization that was created by an international agreement signed in 2006, and formally established on 24 October 2007 after its ratification by all Parties. The Parties to the ITER Agreement (the ITER Members) are the People's Republic of China; the European Atomic Energy Community (Euratom); the Republic of India; Japan; the Republic of Korea; the Russian Federation; and the United States of America.

The purpose of the IO is to provide for and promote cooperation among its Members for the benefit of the ITER Project, an international collaboration to demonstrate the scientific and technological feasibility of fusion energy for peaceful purposes. It acts as the overall integrator of the project and nuclear operator of the ITER facility.

The IO has currently over 1000 directly employed staff and may require, in addition, Interim personnel to support, on a temporary basis, its administrative and/or technical activities.

The IO is located at Cadarache, in the South of France.

Further information can be found on the ITER Organization website at <http://www.iter.org>.

2 Purpose

The IO is seeking to conclude a contract with a service provider, able to provide in a timely manner, qualified Interim personnel for administrative and/or technical support to its directly employed staff.

The Interim Agency, as service provider, shall have the capacity to provide IO with the required level of service and quality standards as described below.

The aim is to establish a solid Interim personnel management approach by creating a partnership with the selected Interim Agency so as to support IO managers with their temporary staffing needs.

The IO may need Interim personnel, as a complement to its directly employed staff, for the following reasons:

- To replace an IO staff member during periods of absence (e.g. Maternity leave, extended sickness leave);
- To cope with increased workload during limited periods of time;
- To work on specific, time-limited or ad-hoc projects.

The employment conditions of the Interim personnel shall follow the applicable French Labour law regulations. The assignment conditions may be subject to the specific requirements and status of the IO, as intergovernmental organization.

The contract to be concluded will be managed by the Human Resources Department, responsible for the processing of requests for interim personnel at the ITER Organization.

3 Scope

The scope is the provision of Interim personnel to be placed on mission within IO by the Interim Agency. The Interim personnel need is documented by an "Interim personnel request form" approved by the concerned Department/Office Head and provided to the Interim Agency by the IO.

The role of the Interim Agency is to:

a) Option 1 - Candidates proposed by the Interim Agency:

- Take care of the full process from sourcing, pre-screening/filtering in order to meet the job requirements for the specific Interim personnel request made by IO (including CV reviews, preliminary interviews, competency and qualification tests, etc.), proposing suitable candidates to IO, and in the case of successful/selected candidates, then,
- Arranging and completing all Interim employment contract activities and formalities, including managing the employment contract.

b) Option 2 - Candidates proposed directly by the IO (“en gestion”):

- Arranging and completing all Interim employment contract activities and formalities, including managing the employment contract in those cases when the candidate is directly identified, selected and proposed by the IO.

4 Definitions and Abbreviations

IO: ITER Organization

HRD: Human Resources Department

Interim personnel: A person, hired and paid by an Interim Agency, who is made available to the IO under a contract between the IO and the Interim Agency (“Interim contract”), for a fixed term period, for a specific Interim mission under the supervision of an ITER Responsible Officer (RO) in compliance with the relevant provisions of the French Labour Code.

5 Estimated Duration

The contract will be placed for six years.

6 Work Description

6.1 Tasks of the Interim Agency

The tasks to be performed by the Interim Agency shall include, but will not be limited to, the following:

- Benchmark advice to IO on the job market, including compensation, of the different job profiles and for the respective competences, qualifications and experience;
- Respond within given timeframes, normally within five working days, to requests from the IO for Interim personnel;
- Ensure that any proposed Interim personnel meet the IO minimum job requirements;
- Identify potential IO suitable candidates through the various sourcing options available for such recruitment activities;
- Pre-screen and assess the potential candidates by means of review of CVs, interviews, written tests etc. as applicable, for each IO request;
- Make all the necessary arrangements and planning for the interview/IO assessment of the pre-selected candidate(s);
- Arranging and completing all Interim employment contract activities and formalities for the successful candidate selected by the IO;
- Manage the Interim employment contract, including extension requests;

- In case of long-term sickness or absence of an Interim personnel, the IO may request a replacement of the Interim personnel for the duration of the contract in order to guarantee business continuity;
- Provide job-related training for Interim personnel, when needed;
- Provide necessary support when Interim personnel is required for travel on mission;
- Assistance and support to non-French nationals to apply for a French work permit and registration at the French social security system;
- Provide regular Interim recruitment activity reporting, annual and upon IO request;
- Maintain records/databases of previously contacted candidates and the outcome of the assessment, for at least two years from the date of the request, for potential future use by IO.

The working language of IO is English. All the communication shall be English. The Interim Agency points of contact interacting with IO shall have proficiency in English, both spoken and written, at a minimum B2 level.

6.2 Requirements for Interim personnel

The Interim Agency shall identify and provide the IO with Interim personnel who have the level of training, professional qualifications, experience, skills and competencies requested by the IO.

The Interim Agency shall take all measures and precautions to propose only Interim personnel who are trustworthy and of sufficient moral standing and whose general behaviour patterns are compatible with the exercise of their duties.

To that end, the Interim Agency shall ensure that the Interim personnel provided to the IO are made aware and can comply with the IO code of conduct.

Moreover, the Interim Agency shall provide a Declaration of Confidentiality to be signed by the Interim personnel, prior to the start of the interim contract.

The Interim Agency shall propose Interim personnel who fulfil the following minimum general requirements:

- Legal working status in France;
- Completed compulsory secondary education;
- Ability to use standard office equipment and proficiency with standard software applications;
- Ability to work in a multicultural environment;
- Very good command of written and spoken English, which is the working language (European language level B2 on written and spoken). For certain positions, knowledge of other languages (e.g. French) may be required.

7 Areas of activities

Activities for which the IO may request Interim personnel include, but are not strictly limited to, the following:

Lot 1 - Administrative support

Within this lot, Interim personnel will be required for following task categories:

- secretary/clerical support,
- general administrative support;
- document control support;
- procurement support;
- financial support;
- communication support;
- human resources support;
- legal support;
- quality management support.

Lot 2 - Technical support

Within this lot, Interim personnel will be required for following task categories:

- Engineering/scientific technical support;
- IT support (e.g. database administrator, system administrator/ architect/ developer/ programmer support);
- Project management support

It's envisaged that the need of technical support interim personnel will increase in the coming years.

The various task categories listed above are generic titles. The profile requirements will be described in detail in a specific Interim Personnel Request Form.

8 Responsibilities

The IO shall have a contractual commitment with the Interim Agency only, not with the Interim personnel.

Respective responsibilities shall be defined in the contract and each Interim employment contract. The Interim Agency responsibilities shall be in line with the French Labour Code (Articles L. 1251 and subsequent amendments).

9 Deliverables and due dates

The Interim Agency is expected to deliver all services related to sourcing suitable candidates and the administrative management (contract, legal compliance, and payroll) of the Interim personnel within the defined timeframes.

The service delivery shall meet the quality of service indicators that will be defined by mutual agreement. These indicators will be monitored throughout the duration of the contract.

10 Reporting

The Interim Agency shall provide an annual report of the services. Additional reports may be requested by IO.

11 Specific requirements and conditions

Tasks description in the Interim employment contract must be written in both English and French.

The interim agency shall meet the following specific technical and professional requirement:

- Experience in providing services for multi-cultural/international organizations or large complex technical/ scientific projects
- Experience in hiring/ providing qualified international personnel with different levels of qualification / education, relevant work experience and technical skills.
- Consolidated talent pool with multiple administrative /technical candidates profiles.

12 Processing of requests and HRD digitalization

The HRD of the IO has recently initiated an extensive HR digitalization project, to include digitalized processing of interim personnel requests, replacing the existing paper-based manual processing, so as to improve efficiency, process monitoring and control. The selected Interim Agency shall be expected to adapt its internal processes and organization, as needed, to the changes implemented by the HRD digitalization.

13 Work Monitoring / Meetings Schedule

The Interim Agency, with its proposed points of contact, is expected to:

- Meet at least once a year with the HRD representatives;
- Answer within one working day to any questions from HRD; and
- Liaise regularly as needed with the Interim personnel assigned to IO, at least twice a year, for a follow up meeting.

14 Delivery time breakdown

The contract with the Interim Agency shall be signed and its execution shall start within the month following the kick-off meeting between IO and the Interim Agency.

15 Quality Assurance (QA) requirements

The Interim Agency conducting these activities should have an ITER Organization approved QA Program or an ISO 9001 accredited quality system.

16 KPIs to be considered

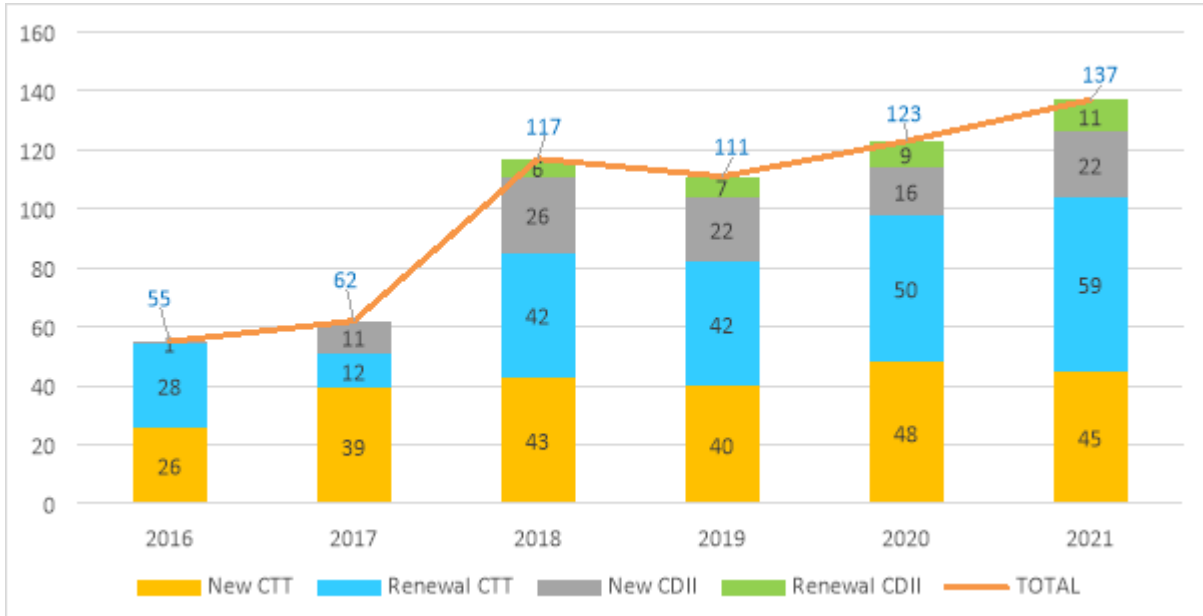
- Minimum number of CVs provided per request
- Minimum accepted CVs for interviews with IO
- Minimum % of selected candidates' CVs
- Response times (shortlist of candidates, interviews' arrangements, employment contract expediting etc.)

ANNEX 1

Number of Interim contract managed in 2021: 137

Total number of interim staff during 2021: 82 (vs 82 in 2020)

Total interim cost for 2021: 3,210,425 € (vs 2.43 M€ in 2020)



Typical interim profiles in 2021

