

## **ENQUETE DE PRIX -i - VIA « I-SOURCING »**

### **Price Enquiry No. 17-110528-E**

#### **Subject : Assessment of staff potential : Assessment tools to enter development programme from assistants to expert career streams**

EUROCONTROL is an intergovernmental organisation made up of 41 Member States. Founded in 1960, it is a civil-military organisation that has developed into a vital European repository of air traffic management (ATM) excellence.

EUROCONTROL is committed to invest in its people through different corporate learning and development initiatives. As part of its effort to develop its staff and facilitate career progression, EUROCONTROL is introducing a specific programme for staff in the Assistants' job category (AST functions) aimed at helping them to acquire the necessary skills and competencies to progress towards the experts' career stream (Administrators functions - AD).

Access to this programme is firstly based on the identification of staff with potential to grow. For that purpose, line managers have the possibility to identify, in the context of the annual review of staff performance (appraisals), those among their AST staff the ones with potential to grow and become experts.

Staff potential including their capacity to follow up an intensive development programme must secondly be confirmed by various assessment tools, built up around key core competencies inherent to experts' functions.

**The purpose of the assignment is to support the identification and development of internal potential through robust and non-biased methods and tools with high validity.**

European  
Organisation for the  
Safety of  
Air Navigation

The assessment tests must help identify who among the pool of staff identified by the managers, has the highest potential to succeed in the programme and be most suited for AD functions.

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européenne pour la  
sécurité de la  
navigation aérienne

#### **Who should tender:**

Suppliers who are able to provide the required tools in line with EUROCONTROL's needs.

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**Closing date: 20 September 2017 at 3.00 p.m. (Local (Brussels) Time)**

#### **Point of Contact:**

**If you wish to receive the price enquiry please see the "important notice" below and if you have any other related questions, please contact:**

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### IMPORTANT NOTICE

The full i-price enquiry documentation is in electronic format (.pdf).

If you wish to obtain the i-price enquiry documentation please read and follow carefully the instructions below:

1. **If you are already registered in the EUROCONTROL Supplier Portal, please send an e-mail to the Point of Contact mentioned above to get access to the documentation.**
2. **If you are not yet a EUROCONTROL supplier, please follow the 4-step process described on the following link:**

<http://www.eurocontrol.int/articles/supplier-portal-registration-procedure>

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 "NOTICE CONCERNING THE PRESENTATION OF TENDERS".
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-price enquiry documents for the submission of tenders (especially Form i-AF3/2CFT).
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.
7. EUROCONTROL reserves the right not to send you the tender documentation, if your company is considered as incapable of submitting an offer to the i-price enquiry (size of the project, complexity etc.).

#### 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.