



Call for Tender

Invitation to Quote for Training and coaching services

Deadline: 31 January 2023

ECOS Procurement and Purchase Policy

This tender complies with the ECOS Procurement and Purchase Policy adopted by the ECOS Executive Committee, and last updated October 2021. This policy covers general principles relating to transparency and fairness, value for money, and non-discrimination. It specifies thresholds relating to a competitive negotiated procedure with at least a specified number of candidates either with tender or selection, and sets out the procedure to be followed by ECOS.

About ECOS

ECOS is an international NGO with a network of members and experts advocating for environmentally friendly technical standards, policies and laws, with a strong focus and expertise on circular economy policies. We ensure the environmental voice is heard when they are developed and drive change by providing expertise to policymakers and industry players, leading to the implementation of strong environmental principles. More at www.ecostandard.org.

Background

ECOS had a significant growth in staff in the last two years. This growth brought ECOS to redefine its structure and to adapt accordingly its decision making.

- a) Department teams expanded.
- b) Team leaders have more complex leadership responsibilities and more staff management challenges
- c) ECOS values staff professional development and encourages its employees to explore their talents. Therefore, ECOS staff have the possibility to have line management responsibilities (employees and trainees) as a way to discover and improve their own leadership potential.

These circumstances fuelled the need of developing a leadership program (training and coaching) for ECOS leaders and programme managers.

Objective of this tender

The objective of this call for tender is the provision of an elaborated leadership training to the identified groups of ECOS employees and follow-up coaching sessions on the implementation of the acquired knowledge.

The language of the training courses is English as this is the working language of the organisation.

Scope

ECOS wishes to provide its team leaders tailor made leadership trainings according to the level of responsibilities. The group of the team leaders will follow up with coaching sessions that will help with the implementation of the acquired theoretical knowledge.

Personalised coaching programs are envisioned for Department Directors (5) and Heads of Department (5).

THE TRAINING

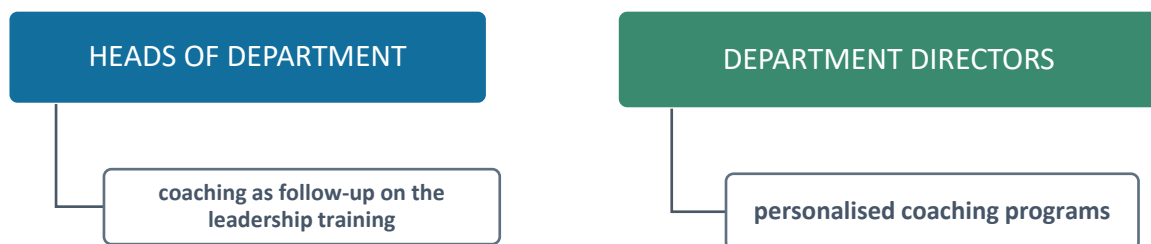
One training:

1. For Heads of Department



COACHING

1. Follow-up coaching sessions for the Heads of Department – with the implementation of the acquired knowledge (6 sessions during the year).
2. Personalised coaching (8 sessions during the year) - for Department Directors.



Timeline

Invitation for Tender Proposal	15 December 2022
Tender Proposal Submission Deadline	31 January 2023 (midnight)
Appointment of Contractor	10 February 2023
Commencement of project	March 2023
Project Completion	December 2023

Tender preparation and submission

Tenderers are requested to **submit a proposal by 23:59 CET 31 January 2023** to info@ecostandard.org outlining:

- General information of contractor, including company name, registered company address, contact details, web address, project team chart, etc.
- List of reference projects
- Overall cost, overall training concept and follow-up coaching sessions
- Quotation in details.

Evaluation criteria

Assessment of the tenders will be made by an appointed selection committee, using a pre-agreed evaluation template. Only short-listed tenderers will be contacted.

The selection criteria associated with the tenderer include:

- Experience and Qualifications of Contractor (supported by relevant project references) in relation to overall project execution according to the scope outlined above.

The award criteria associated with the proposal are:

- Training concept
- Cost (NGO specific)
- Work Schedule