



Tender specification

Executive coaching service for leaders

October 2024

Objective of this tender

ECOS seeks to subcontract an organisation to deliver a service as outlined in the output of this tender document. The service will focus on delivering personalised and individual coaching sessions to the leaders of our management team:

- 1 Executive Director.
- 4 Department Directors.
- 5 Heads of Department.

The language of the training courses will be in English (the working language of the organisation).

Tasks and outputs

The contractor will deliver a service:

- Six hours of individual executive coaching for our leaders from the top management (10 members).
- This session will be prepared by the coach who can organise a prior session or send a questionnaire to identify the areas of coaching for the coached leader.

ECOS procurement and purchase policy

This tender complies with the ECOS Procurement and Purchase Policy adopted by the ECOS Executive Committee, and last updated February 2023. 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. 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.

Timeline

- 15 November 2024 (midnight) - tender proposal submission deadline.
- December 2024 - appointment of contractor.
- January 2025 - commencement of project.
- December 2025 - project completion.

Tender assessment

Assessment of the tenders will be made by an appointed selection committee, using a pre-agreed evaluation template. The award criteria are:

- 70% quality:
 - Coaching expertise (CVs + relevant experience to be provided) and efficient coordination.
 - Relevance of application.
 - Usefulness of the expected outcome for communication.
- 30% price

Please note that only short-listed tenderers will be contacted.

The fact of publishing a procurement procedure does not oblige ECOS to award the contract to a tenderer simply because its tender fulfils those criteria. It also reserves the right to decide not to award the contract to any tenderer and to cancel the procedure at any time before award.

Tender preparation

Tenderers are requested to submit a proposal via email by **23:59 CET, 15 November 2024**, sent to [\[info@ecostandard.org\]](mailto:info@ecostandard.org) with Chloé Vanacker in cc [\[chloe.vanacker@ecostandard.org\]](mailto:chloe.vanacker@ecostandard.org) outlining:

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