PQD HR/01/ERS/AA/21

Q&A Part 2

No	Questions from suppliers	Answers from ESM
1.	I'd like to ask a clarification about the requirement regarding the "**Authorisation and suitability to carry out the relevant professional activity",** as requested by the PQ Procurement document at page 44. Candidates must prove that they have legal capacity to perform the contract and the regulatory capacity to pursue the professional activity necessary to carry out the work subject to this procurement procedure: proof of enrolment in a relevant trade or professional register. Candidate should provide such evidence for each lot is applying for. The firm I'm asking on behalf of, to show the documents requested but these are official Italian documents. Regarding this, I would like to ask whether these documents must be translated or not.	No need to translate such document.
2.	**General** 1. Is there a current service provider for Lots 2-5? 2. Under what circumstances would the current service providers staff transfer over to the new provider? 3. Do we need to submit the forms enclosed in Annex 2 (apart from the Lot specific questions) with each Lot or would one submission suffice? 4. There are no page limits shown in Lot specific questions – please confirm? 5. Does ESM require any information on environmental considerations (4.7)? 6. Our company is registered in the UK and has a subsidiary company registered in Ireland – is it mandatory to submit the bid through our Ireland based entity?	1. Yes 2. Section on Transfer of Undertakings is standard in all our procurement documents. Please note that it applies only if the award of the contract triggers the application of these provisions (this is not automatic). In the event these provisions apply, the details should be discussed and organised directly between the new service provider and the incumbent provider and the ESM is not involved in such discussions. 3. Submission for each lot is requested. 4. No page limits is indicated in the PQD. 5. As indicated in art 4.7 "…*suppliers should also follow / adopt such environmental considerations and strive to be eco-friendly (i.e. reduce water, energy and waste consumption, actively recycle, using reusable / recyclable materials etc.) in*

	7. Our server is currently located in the UK – is this acceptable or will it negatively impact our submission? 8. Please provide further details of the EU CV format. We use a CV format that is very detailed – can we use this instead?	*their related business operations. In addition, the supplier shall ensure compliance with any European and national rules on environmental protection, safety and health.* Taking into account the above mentioned article, No information is requested at this stage of the procurement process. 6. ESM may accept application from Candidates located in UK. 7. Please note that the scope of the clarification is to "clarify" aspects of the contract notice/PQD or the procurement process. The assessment of the applications will be done only during the evaluation phase. In this context, Candidates are invited to submit evidence, which they consider relevant to fulfil this specific selection criterion. 8. Yes , this is acceptable.
3.	**Lot 2: Assessment Centres** 1. Does ESM envisage holding a group assessment centre (i.e., all final candidates attending a Centre) or a one-to-one assessment? 2. What is the likely duration of the Assessment Centres? 3. How many competencies are likely to be assessed? 4. Re key personnel: can the Account Manager and Project Manager be one and the same person?	1. Only one-to-one assessment centres. 2. Half a day. 3. Five to Ten competencies maximum. 4. Yes, it is possible if his/her availability is ensured to perform both roles effectively.
4.	**Lot 3: Psychometric Tests** 1. Which tests are currently being used by ESM? 2. Is ESM looking to change them?	1. The same type of tests mentioned in the terms of reference. 2. Any possibility will be considered as long as they fit with the terms of references.
5.	**Lot 4: Skill Assessment Tools** 1. Is this the first time that ESM is looking to conduct a skills assessment exercise?	1. Yes, it is the first time. 2. Only behavioural skills.

	2. Would the skills assessment cover both behavioural and technical skills?	
6.	**Lot 5 360-Feedback** 1. How likely is it that ESM will conduct face-to-face feedback sessions? 2. Please clarify 'consolidated report' – our assumption is that this is a group report on completion of a campaign?	1. The 360-feedback questionnaire should be carried online and anonymously. The coaching session to debrief the feedback is a 1-1 session between the external coach and the participant (manager) 2. Indeed, a report consolidating all the quantitative and qualitative individual results of the group of participants (managers) who were included in the 360-feedback exercise.
7.	In reference to the above mentioned procedure **(HR/01/ERS/AA/21-all lots),** we would like to kindly ask for clarification on the following points: **1)** It is stated that project references should be 'projects completed in the last year preceding the deadline for submission of applications.' Does this mean that the reference projects must be completed within the period August 2020 - August 2021? **2)** You ask for 'A team of at least four experts/consultants' Do we also need to include CVs for Account Manager and Project Manager for each Lot? Therefore, a minimum of 6 CVs per Lot? **3)** Could you please confirm that a profile can be used for both as a topic expert and as an account manager?	1. Correct. 2. Yes, correct. 3. Yes
8.	Question on Lot 3 a) Can ESM provide examples of what type of knowledge would need to be measured in the psychometric assessments? Questions on Lot 4	Question on Lot 3: a) We would prefer to get your proposal of the type of knowledge which your tools can measure. The aim is to measure behavioural skills. Questions on Lot 4:

	a) Does ESM have a library/predefined set of competencies and skills it wants to assess with the skills assessment tool? - If so, can this be shared? - Alternatively, would it be possible to provide examples of the type of competencies and skills that need to be assessed (e.g. hard & soft skills, job specific skills like IT skills - Information Security, Data Architecture,…)? b) Is it ESM's intention to use the skill assessment tool in an ad hoc way or will it be part of a predefined programme with fixed waves/timelines? c) The document mentions that the skill assessment tool will provide actionable information about the Skill Assessment Users. Can ESM provide examples of what is meant by this information?	a) A non-exhaustive example of competencies to consider for these assessments are the following: Communication and interpersonal skills Teamwork and collaboration Risk awareness and management Resilience, flexibility and change Developing self and others Leveraging diversity and inclusion Critical and strategic thinking Problem solving Innovative thinking b) Ad-hoc c) A development plan for example, even specific development actions/type of learning solutions to develop the development areas identified
9.	We have the following questions: *A list of projects meeting the minimum level of capacity. The list shall include details of their start and end date, total project amount and scope, role and amount invoiced. Candidate should provide such list for each lot is applying for.* Could you please elaborate on : total project amount and scope, role and amount invoiced.? Furthermore, are we able to send one set of CV's for the different lots (2-5) and refer in the description to these CV's?	Candidate is requested to provide for each project a short description including project amount (indication about the budget or volume of the projects), the scope (type or nature of services) and the amount invoiced. Candidate is requested to provide evidence for each lot.
10.	We have a question concerning the Technical/Professional ability of candidates for the tender.	It refers to the job families Information & Technology, Corporate functions and Economics & Finance (Accounting and corporate finance going down to Middle/Back Office are actually part of "Finance" in the job families)

| | On pages 38/39 is mentioned that "at least one account manager and two experts/consultants covering the job families below with a wide experience and at least five successful search for executives in each job family during the last two years" are needed. The Job Families are listed below. Our question is:
With "each job family" do you mean the three ones above – so Information & Technology, Corporate functions and Economics & Finance, or do you mean all the ones below, starting with Accounting and corporate finance going down to Middle/Back Office – five successful searches in each of them? | |