



TECHNICAL SPECIFICATIONS FOR THE CONTRACTING OF A CONSULTANCY TO PROVIDE COACHING SERVICES FOR THE STRENGTHENING OF THE INTERNAL MANAGEMENT SYSTEM OF THE FIIAPP TEAM FOR THE EU-ACT PROJECT

1. PURPOSE OF THE CONTRACT

The purpose of the contract is that FIIAPP F.S.P. requires the provision of coaching services for the strengthening of the internal management system of the FIIAPP team in charge of the operation of the EU-ACT Project with offices in Madrid (Headquarters), Ukraine (main field office), Kyrgyzstan, Georgia, Tanzania and Pakistan.

2. DESCRIPTION OF THE SERVICES TO BE PROVIDED

The required services respond to two aspects: that of interpersonal relationships among team members, and the outlining of the roles, tasks and responsibilities of the members of the management team to promote harmony and coordination, and to strengthen and improve the interpersonal relationships and team roles. It requires an in-depth analysis of the situation and the proposal for improvements to achieve both objectives. It is essential that the analysis is carried out using a gender-balanced approach methodology by an Expert on the subject.

The implementation of the proposed improvements and measures will be studied, and may be subject of further implementation if the total cost of the service doesn't exceed the maximum budget allocated.

The number of individual and group coaching will be established jointly with the contracted company. Initially, a diagnosis phase will be elaborated with an analysis of the project management team, incorporating the inputs of the FIIAPP Directors in Madrid. The project management team is composed by three people: team leader (TL), project deputy (PD) and project manager (PM). The first two people are based in Kiev and the third one is based in Madrid. There are two FIIAPP Directors in charge of this project are based in Madrid.

During the diagnosis phase, the ability of the team members to change will be assessed. The diagnosis phase will cover team members based in Madrid and Kiev.

As a result of the consultancy, it is expected to have:

1. A report with conclusions, recommendations and measures for improvement of both situations (Diagnosis report).
2. New drafted and agreed system of internal communication and outlined responsibilities among members of the project management team (Internal communication and working system).
3. Training courses on leadership with a gender balance approach (Training courses).



3. CONDITIONS TO BE COMPLIED WITH WHEN PROVIDING THE SERVICE

1. *Bids:*

Interested parties will submit bids according to the conditions set forth in the administrative specifications, in the proper manner and form, for provision of coaching services.

2. *Specifications:*

The tenderer shall assume all costs arising from the provision of all coaching services included in the detailed proposal.

1. ADDITIONAL SERVICES

Additional services are considered those that may be derived from the free provision or allocation, by the tenderer, of services pertaining to the purpose of the contracting, as long as they can be financially assessed and are related to and directly useful for developing the purpose of the contract.

Additional services have to be authorised by FIIAPP F.S.P.

2. DELIVERY AND BILLING

The services will be provided as included in the detailed plan. The successful company undertakes to comply with the agreed delivery period, for each job, therefore assuming the liability in the event of a delay.

Payment will be made by bank transfer within a period of no more than thirty days as from the date when an invoice is submitted.