

NOTA DE ENCARGO PARA LA CONTRATACIÓN DE UN CONSULTOR EN COACHING

Título del puesto: Coach

Duración: 4 months maximum

Lugar: Multi-country and home-based

Inicio de la prestación de servicios: 1/01/2020

Fin de la prestación de servicios: 30/04/2020

1. OBJETO

Coaching/mentoring service to improve the project and team management skills of the EU-ACT Team Leader.

2. DESCRIPCIÓN DE LOS SERVICIOS A REALIZAR

Description of the service to be provided:

Initially, a diagnosis phase will be developed to identify the main challenges and to establish an initial work plan with the Team Leader (TL). This initial phase will include discussions with the Team Leader as well as the inputs of FIIAPP's Directors, Project Management in FIIAPP HQ and the Regional Coordinators of the project.

Products expected:

- A report with conclusions and recommendations.
- A work plan for the second intensive phase of the coaching.

In this second phase, the coach will work with the TL (in Ukraine and during his international travels) for 3 weeks. It is expected that he/she works intensively with the TL in order to:

- Identify the TL's main leadership and management challenges.
- Work specifically in the acquisition, improvement and strengthening of:
 - Planning and reporting skills.
 - Team management and team leadership skills, including:
 - motivating and coaching team members.
 - creating an empowering, trustworthy and motivating work climate.
 - adapting management style to the cultural and gender diversity of the team.

- being able to set goals and make sure all team members are aligned around them.
- Using effective delegate techniques.
- Communication skills, particularly with regards to the team and with external collaborators.

Products expected after this period:

- Evaluation report with conclusions and recommendations.
- Set up a series of short, medium and long-term objectives that can be followed up and evaluated by FIIAPP.
- A plan of follow up (remote) sessions for a 2-months period.

In the third phase, after the 2 month follow-up period, the coach will:

- Prepare a final conclusions and recommendations report.
- Have a conclusions session with the TL.
- Have a conclusions session with FIIAPP and support the organization in the evaluation of the TL's progress.
- Final joint evaluation and conclusions session with TL and FIIAPP.

3. DURACIÓN

The contract will last 4 months, from the date of its signature.

The contract depends on the final decision by the funder. Therefore, the current offer is not a contractual commitment.

4. IMPORTE MÁXIMO IMPUESTOS EXCLUIDOS

14.999 EUROS

5. REQUISITOS CURRICULARES

- A university degree, such as psychology or social studies, or at least 8 years experience in coaching/mentoring services, in lieu.
- Certificate in coaching/mentoring specialized studies.
- An excellent verbal and written command of English is essential.
- IT literacy (MS Office).
- Proven organisational, communication, mobilisation and inter-personal skills.
- Strong report writing skills.

General professional experience:

- Minimum of 6 years of professional experience in coaching/mentoring.

Assets (CV):

International project management experience.	(Min = 4 years) 4-7 : 7 points 7-10 : 10 points >10 : 15 points
International/intercultural team management experience.	(Min = 4 years) 4-7 : 10 points 7-10 : 15 points >10 : 20 points
Studies or experience in law enforcement or security sector.	(Experience Min = 1 year) 1-2 : 5 points 2-4 : 7 points >4 : 10 points Studies ≥ 300h: 5 points Studies ≥ 400h: 7 points Studies ≥ 500h: 10 points
Professional experience in executive coaching.	(Min = 1 year) 1-3 : 10 points 3-6 : 15 points >6 : 20 points
Over six years of professional experience in coaching/mentoring.	(Min = 7 year) 7-8: 3 points 8-10 : 6 points >10 : 10 points
Masters' degree in coaching.	10 points
Experience or studies in cultural and gender diversity.	(Experience Min = 1 year) 1-2 : 7 point 2-4 : 10 points >4 : 15 points Studies ≥ 300h: 7 points Studies ≥ 400h: 10 points Studies ≥ 500h: 15 points

15 FECHA FIN DE PRESENTACIÓN DE OFERTAS

28/11/2019

16 CORREOS ELECTRONICOS DONDE DEBEN HACER LLEGAR LA OFERTA

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