

27/07/2001 S143

European Central Bank

**ECB - consultancy services (D-Frankfurt-on-Main)****2001/S 143-098147****Negotiated procedure (services)**

1. **Contracting authority:** European Central Bank, Kaiserstraße 29, D- 60311 Frankfurt am Main. Fax: (49-69) 13 44 75 05. Att: Ms Fátima Diago Villescás, Personnel Policy Division . E-mail: [fatima.diago\\_villescás@ecb.int](mailto:fatima.diago_villescás@ecb.int).
2. **Category of service and description:** CPV: 74140000, 74141400.  
The European Central Bank (ECB), based in Frankfurt, is a Community body. Set up on 1.6.1998, it now has around 1 000 staff drawn from all 15 EU Member States. The staff of the ECB include: economists, statisticians, experts in payment systems, financial market analysts, banknote experts, lawyers, internal auditors, network specialists, translators, secretaries and technical staff. It is the intention of the ECB to acquire the services of a consultant to act as social counsellor and equal opportunities adviser, on a part-time basis. The services to be provided are as follows:
  - a) social counsellor:  
upon individual request:
    - to provide counselling concerning work -related issues and situations, and,
    - to explore, in situations of tension between members of staff or between management and staff members, the possibilities of reaching mutually acceptable solutions and to avoid the escalation of problems.The role of social counsellor does not include decision-making or arbitration powers;
  - b) equal opportunities adviser:
    - to review present status of equal opportunities within the ECB,
    - to advise on developments, with regard to equal opportunities and to present proposals aiming at developing equal opportunities and equality standards in the ECB,
    - to provide, upon request, advice to the ECB on all equality and diversity related questions, and,
    - to promote awareness of equality/diversity through information activities.
3. **Place where services are to be provided:** At the ECB offices in Frankfurt.
4. **Reservation by law:** (c) Legal persons should indicate the names and professional qualifications of the staff to be responsible for the execution of the services.
5. **Whether the service provider can tender for a part of the services concerned:** A service combining both the role of staff counsellor and equal opportunities adviser is preferred but either role alone may be tendered for.
6. **Number of service providers which will be invited to tender:** A shortlist of up to ten applicants will be invited to participate in a further selection round and negotiations/discussions leading to the award.  
The shortlist will be drawn up taking into account the content and the quality of their response to 12 below.
- 7.
8. **Duration of contract, or time limit for completion of the services:** The proposed contract(s) will be for an initial term of two years extendable on an annual basis.  
Starting date planned for subject to agreement.
- 9.
10. **b)Final date for the receipt of requests to participate:** 3 sets of applications detailing how the qualifications in 12 are met must be received at the ECB by 14.9.2001 (17.00) CET. Original signed copies of applications sent by fax or e-mail must be postmarked prior to the closing date and time.
  - c) **Address to which they must be sent:** Completed application must be sent to the

named person at the address in 1. The envelope should be marked 'Negotiated tender for SCEOPA'.

d) **Language(s) in which they must be drawn up:** English.

11. **Deposits and guarantees:** None.
12. **Qualifications:** The applicant(s) will be expected to furnish the necessary evidence or proof of meeting the following requirements:
  - (a) university degree or equivalent in social sciences, human resources management or law, or proven ability to perform the tasks commensurate with such academic qualification;
  - (b) broad professional experience in the areas of diversity policies, staff development and related areas (description of relevant work/projects undertaken is required);
  - (c) experience as counsellor or a similar function, preferably in an international context (description of relevant practical experience is required);
  - (d) experience in designing and implementing programmes to promote equal opportunity (description of relevant work/projects undertaken is required);
  - (e) knowledge of equal opportunities legislation, knowledge of Community law in the field of equal opportunities will be considered an advantage;
  - (f) knowledge of equal opportunities practices, knowledge of practices in public institutions will be considered an advantage;
  - (g) very good interpersonal and communication skills;
  - (h) ability to work independently and with discretion;
  - (i) ability to relate to a multicultural environment;
  - (j) very good command of English with proven drafting ability. Working knowledge of at least 1 other official Community language is required.
- 13.
14. **Other information:** All applicants, proposals and presentations must be submitted/conducted in English.
15. **Date of dispatch of the notice:** 23.7.2001.
16. **Date of receipt of the notice by the Office for Official Publications of the European Communities:** 23.7.2001.