

Rome, 16<sup>th</sup> August 2022

To whom it may concern,

ICCROM (International Centre for the Study of the Preservation and Restoration of Cultural Property) is an international organization (IGO) created by UNESCO in 1956 and founded in Rome in 1959. It deals with the conservation of both movable and immovable heritage all around the world. As of today, ICCROM has 137 Member States.

The main purpose of this document is to invite competitive bids from eligible bidders for providing Training and Development Programs for our staff members. ICCROM is looking for a people management training for Executives and Middle Managers and a project management training for Project Managers.

### ***1. Overview of the Project***

ICCROM is embarking on a major change programme, following a restructuring exercise aimed to ensure that it was fit for purpose, relevant, ready for the future and to serve its Member States to promote the conservation of all forms of cultural heritage, in every region of the world.

As a result of this restructuring exercise, we are committed to begin this change management process from ourselves, and from our leaders in particular.

#### ***Executive and Middle Managers***

ICCROM needs People Management Training to:

- Enable Executives and Middle managers participants in taking fully their roles, both in management and in leadership;
- Create a space of connection through auto cases solution that must also potentiate soft managerial skills (listening, needs diagnosis, asking good questions, coaching);
- Open space for reflection about emergent skills for management (remote/smart working, and Diversity and Inclusion management);
- Create a space for collective intelligence and creativity to emerge in order to increase the efficacy of management for future needs.

#### ***Project Managers***

ICCROM needs Project Management Training to:

- Explore the role of Project Manager in ICCROM and its implications, enabling the participants in taking the role of Project manager;
- Explore and learn about PM approaches, processes and tools, and adapt it to ICCROM projects and needs;
- Open space of reflection on the implications of project-based work for oneself, others and

the whole organisation, developing a common language and toolbox to organise the work better.

## *2. Award of Contract*

### *2.1 Period of the Contract*

The service object of the contract must be provided starting from 02/11/2022. The contract will have a duration of 1 + 2 years. In the event that ICCROM does not find any problems in the quality and methods of service offered at the end of the first year, the contract will be extended for additional 2 years.

### *3. Additional Requirements*

The Organization wishes to mention that knowledge of the English language is essential for the conduct of the activity, knowledge of the French language is an asset. Details of the nomination and selection process are illustrated in the attached guidelines (Annex I).

Further information which may assist you to prepare proposals may be found on the ICCROM website (<http://www.iccrom.org>). In the event that you are unable to access the ICCROM website, some relevant documents may be obtained by contacting **Mr. Maurizio Moriconi** (see contact details at Annex I).

ICCROM requests that proposals, prepared in accordance with the attached guidelines, be submitted no later than **5pm CEST, 30<sup>th</sup> September 2022**.

The outcome of the tender will be communicated within 5 working days of the aforementioned deadline.

In the anticipation that our tender is of interest to you, we look forward to receiving your proposal.



Yours sincerely,  
Webber NDORO  
Director-General

## ANNEX I

### Selection and Appointment Process

The process for selecting and appointing the Training Provider Company will be as follows:

#### **Invitation**

ICCROM will directly receive proposals and responses from qualified Training Provider companies.

#### **Receipt of Proposals**

Proposals should be submitted to ICCROM no later than **5pm CEST, on 30<sup>th</sup> September 2022**. The proposals can be submitted in both electronic (pdf format) or paper format (in a sealed envelope).

Upon receipt of a submission, the designated Tender Opening Committee (TOC) members must record time of receipt. All hard copies of tender should be recorded with a date and time stamp. For all the proposals received through electronic submission, the date and time of receipt of the email will prevail.

All the proposals received after the time indicated as deadline will not be considered valid.

The ICCROM TOC will receive all proposals (both hard copies and emails) and will open these in presence of the Procurement Official. After the formal handover of Submissions to the Procurement Official, this one will coordinate with the appointed Evaluation Committee in order to evaluate the proposals based on the criteria indicated below. This dedicated session will take place within 5 working days from the closure of the tender.

ICCROM shall reserve the right to reject any or all submissions received which do not comply with the solicitation documents instructions, or whenever such rejection is in the interest of the Organization.

#### **Evaluation of Proposals**

All proposals received within the stipulated timeframe will be reviewed and evaluated according to the following criteria and weights:

Criteria	Weight
Economic Proposal	50
Technical Proposal	50

Moreover, ICCROM specifies that is highly appreciated previous experience with UN agencies or other similar Organizations.

### **Appointment**

After the decision of ICCROM's Evaluation Committee, the successful bidder will send a draft contract to ICCROM and after signature the training can be provided.

The period of contract arrangement shall be for 1 + 2 years. In the event that ICCROM does not find any problems in the quality and methods of service offered at the end of the first year, the contract will be extended for additional 2 years.

The service is expected to start effectively on **2<sup>nd</sup> November 2022**.

### **Economic Proposals and Currency**

Economic proposals must be stated in EUR.

ICCROM specifies that pursuant to Article 72, paragraph (3) number (4), of the Decree of the President of the Republic, October 26, 1972, No. 633/72, supplemented and corrected by Presidential Decree 23/12/1974, n° 687; Presidential Decree 2/7/1975, n° 288; Legislative Decree No. 323 of 20 June 1996 (Gazzetta Ufficiale 143 of 20 June 1996, art. 10 paragraph 4); and subsequent amendments made to the VAT exemption regime from the entry into force of Law no. 217 of 15 December 2011 and based on Law No. 723 of 11 June 1960, which makes the headquarters agreement between UNESCO and the Italian Government executive in Italy, the taxation of VAT does not apply to the transfer of goods and / or provision of Services in favor of ICCROM (International Center of Studies for the Conservation and Restoration of Cultural Heritage) for an amount exceeding € 300.00 (three hundred / 00 euros).

### **Address and Contact Information**

#### *Paper Format – Hard Copy*

Proposals should be submitted in sealed envelopes and clearly marked, "Management Training Proposal – ICCROM" and should be addressed to:

Administration Unit – Human Resources Office  
Attn. Mr. **Zeno Filippi**  
Human Resources Officer  
ICCROM  
Via di San Michele, 13  
00153 – Rome, Italy

#### *Electronic Format - Email*

Proposals should be submitted through email and with the subject " Management Training Proposal – ICCROM" and should be addressed to:

**tendercmt1@iccrom.org**



The Organization regrets that it is not possible to provide information by telephone regarding the selection and appointment procedure. Requests for clarification regarding any of the points above should be directed in writing only, via e-mail to **Mr. Maurizio Moriconi**.

Mr. Maurizio Moriconi  
Administration Manager  
ICCROM  
Via di San Michele, 13  
00153 Rome, Italy  
E-mail: [mm@iccrom.org](mailto:mm@iccrom.org)