



**NORTHCONNECT**  
CONNECTING RENEWABLES

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## REQUEST FOR PROPOSAL

### SENIOR DOCUMENT CONTROLLER FOR NORTHCONNECT KS

**28 May 2019**



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## Background

NorthConnect is looking to contract one Senior Document Controller resource as per requirements in Job Description and Standard Contract (both posted with this ITT on northconnect.no).

NorthConnect reserves the right to contract more Consultants than the highest ranked Consultant, at our own discretion.

## Utilization

NorthConnect anticipates requiring 1 FTE from June 2019 to June 2020 to fill the Senior Document Controller position.

## Content of Application

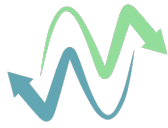
Please do not submit general presentations of your Company, we only want the here-in requested information.

The application shall contain:

- A list of Consultants offered
- Relevant professional CV's of each Consultant offered
- A statement of availability for each Consultant offered through 2019
- For each Consultant offered, a brief description for each of the bullet points under Heading "Required qualifications and competencies", in the Job Description.
- For each Consultant offered, two recent (from 2011 and later) external reference assignments, incl short description and Contact person with contact details.
- For each Consultant offered the requested hourly rate in NOK without VAT. The rates shall apply through 2020. Increase thereafter is at NorthConnect discretion.
- A signed assurance that the NorthConnect Supplier Code of Conduct will be adhered to.
- Tenderer shall abide by the Tender, with prices, until a contract has been signed or 30 days from the date of the Tender deadline.

## Evaluation

- Non-conformance of the required content of the application may cause a rejection of the bid.
  - Bids arriving after June 3, 2019 noon (CET) will be rejected.
  - Excessive qualifications on terms may cause a rejection of the bid.
  - Limited availability, or substantial qualifications to availability may cause rejection of bid.
1. Each Consultant offered shall be evaluated individually.
  2. NorthConnect reserves the right to negotiate in more detail with one or more tenderers as regards the Contract for all or parts of the eventual contract, as well as the right to reject any or all tenders.
  3. The individual highest rated Consultants from each Company tendering will be ranked. The highest ranked Consultant will be awarded the Contract, or when tendered through a Company, it will be awarded the Contract.



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In evaluation of each consultant, 30 % will be appraised on hourly rate, and 70% will be based on a NorthConnect appraisal of relevant experience, extent of experience, relevant academic degrees, relevant expertise, and possibly references.

### How to apply

Please send to [tor.saunes@northconnect.no](mailto:tor.saunes@northconnect.no) no later than noon (CET) June 3, 2019.

Questions (in writing) may be raised to the above but no later than noon (CET) May 31, 2019

Answers will be made not to identify sender and sent to all tenderers. Planned award date is June 14, 2019.

### Attachments

- Job Description
- Supplier Code of Conduct

## JOB DESCRIPTION



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<b>Name:</b>	<Name>
<b>Title:</b>	Document Control-Project Support
<b>Location</b>	Work place- Project Office Oslo
<b>Closest superior / reporting</b>	PMO – Project Management Officer

### **Main objectives**

- Role as an administrator for EDMS\* and document sharing platform
- Act as interface between EDMS and team members and third parties
- Ensure smooth and adequate information flow within the project
- Work actively with tender documents and being direct contact for tenderers and other external companies

### **Responsibilities and cooperation**

#### ***Main responsibilities and tasks:***

- Ensure EDMS and document management procedures function efficiently
- Maintain and develop Document Management systems, methods and procedures
- Maintain and updating project database, users and access permissions
- Assist team members related to Document Management by providing help and assistance
- Update MDR\* and Document Numbering Structure parallel to EDMS
- Secure efficient document handling (by using templates, numbering etc..) for all project members
- Ensure version control is followed accurately
- Store electronic copies of signed documents (contract, minutes from board meetings etc) at appropriate database
- Ensure that project documents are stored and that the latest version of documents are available
- Support PM and project management team on document management and reporting
- If required, assist general administrative tasks
- Work collaboratively with the project manager and team to maximize productivity

#### ***Other duties:***

- Support PMO
- Other ad hoc tasks

#### ***Cooperation with other units:***

- Be a resource for unit managers in handling documents
- Support Procurement directly with Tender Process

### **Required qualifications and competencies**

#### ***Formal education:***

- Bachelor level or similar within document management

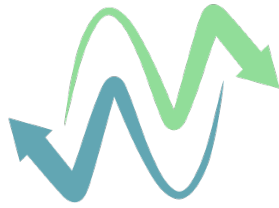
#### ***Professional experience:***

- Excellent oral and written communication skills in English, preferably in Norwegian
- Minimum 5 years of experience from document management in large infrastructure projects
- Experience with document flow and approval stages
- Sound knowledge of using Document Management Systems, ProArc and Microsoft Office 365 Products (Outlook, Word, Excel, SharePoint)
- Experience with eRoom or Interaxo is an advantage
- Knowledge of ISO and NORSOK standards is an advantage

***Personal skills:***

- Excellent organizational and multitasking abilities
- Productive and co-operative attitude
- Highly motivated with a strong work ethic
- Ability to drive change and improve things
- Flexible in taking on new tasks
- Analytical mind with problem-solving skills
- Attention to details, thoroughness and the ability to work very accurately
- Independent and proactive

- *EDMS (Electronic Document Management System)*
- *MDR (Master Document Register)*






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0	01.06.2018	IFU – Issued for Use	ROH	TOR/ECB	OWP
A	12.10.2017	IFR- Issued for Review	AJE	OWP	OWP
<b>Revision</b>	<b>Issue Date</b>	<b>Reason for Issue / Change</b>	<b>Author</b>	<b>Reviewer</b>	<b>Approver</b>


## SUPPLIER CODE OF CONDUCT

<b>Document Originator</b>	<b>Project Name: NorthConnect</b>	<b>Total Pages</b>
<b>NorthConnect KS</b>		
<b>Originator Logo</b>	<b>NCT Document Number</b>	<b>11</b>
	<b>NCGEN-NCT-B-KA-0004</b>	
	 <b>Co-financed by the Connecting Europe Facility of the European Union</b>	

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		Date	: 01.06.2018
		NCON Doc. No.	: NCGEN-NCT-B-KA-0004
		Rev. No.	: 0
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**REVISION RECORD**

Rev. No.	Date	Section(s)	Page(s)	Change
0	01.06.2018			Compliance Declaration was added on the last page

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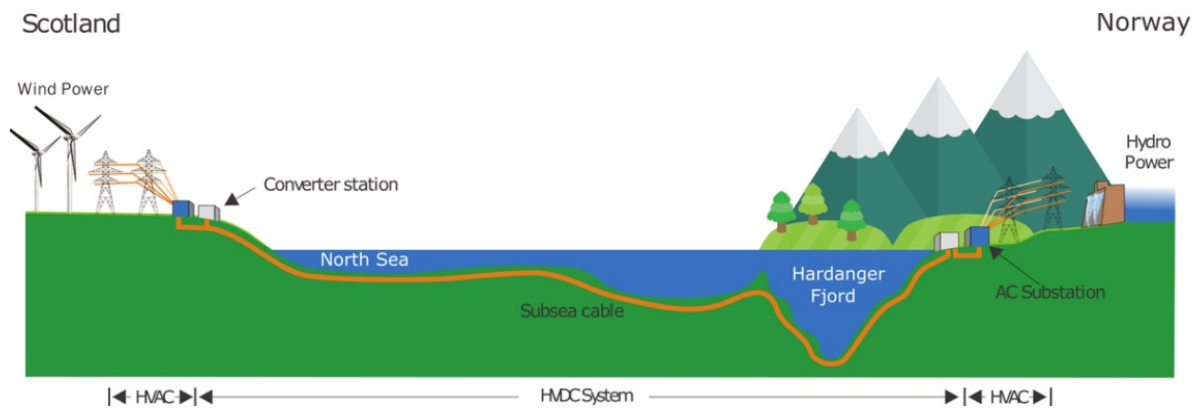



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## 1. PROJECT DESCRIPTION

NorthConnect is a project set up to develop, consent, build and operate an HVDC electrical interconnector between Peterhead in Scotland and Simadalen in Norway. The 665km long, 1400MW interconnector will provide an electricity transmission link allowing the two nations to exchange power and increase use of renewable energy. The intention is for the HVDC interconnector to be operational by 2023.

NorthConnect is a Joint Venture (JV) project company owned by four community and state-owned partners from Norway and Sweden: Agder Energi AS, E-CO Energi AS, Lyse Produksjon AS, and Vattenfall AB. The partnership was established on 1st February 2011.



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## 2. INFORMATION TO OUR SUPPLIERS

Business integrity underpins what we do at the NorthConnect. Our employees are required to conduct business in accordance with our ethical guidelines. These guidelines and our commitment to business integrity are described in our Code of Conduct. (NorthConnect Code of Conduct is under development).

The Code of Conduct sets expectations on NorthConnect’s employees as well as on our business partners. It states that “in the company, we give business integrity priority and we will give full backing to employees who raise ethical issues”. Our commitment to integrity can only be met if our suppliers and business partners also act in the same manner. Therefore, this Supplier Code of Conduct (“the Supplier Code”) has been developed to clearly communicate our requirements to our suppliers.

As one of our suppliers you are expected to meet these requirements throughout your relationship with the NorthConnect.

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### **3. APPLYING THE SUPPLIER CODE**

#### **3.1 NorthConnect's Commitment**

NorthConnect is committed to act in a sustainable, ethical and socially responsible manner and to comply with all applicable legal requirements wherever it operates.

NorthConnect strives to ensure that its commitment to business integrity is reflected in its supply chain and in its relationship with business partners.

The Supplier Code is to be read in conjunction with the contract entered into with the supplier, which may contain further requirements and guidelines on the business integrity issues covered by the Supplier Code.

#### **3.2 Scope of Application**

The Supplier Code applies to suppliers – including contractors, agents and consultants – who have a contractual obligation to comply with it. This includes suppliers' employees at all levels, board members, hired personnel, consultants and others who act on behalf of or represent the supplier.

NorthConnect further expects its suppliers to use their best efforts towards ensuring that equivalent standards are complied with and respected within their own sphere of influence, in particular by their own suppliers.


#### **3.3 Applicable Laws**

Suppliers shall comply with applicable laws and regulations of their country of origin as well as with applicable laws and regulations of countries where they operate. Suppliers are expected to act in accordance with relevant international conventions and guidelines set by international organisations, including by the United Nations and the Organisation for Economic Co-operation and Development.

Where differences exist between applicable laws, regulations and the Supplier Code or requirements of the contract with the supplier, suppliers shall follow the strictest requirements.

#### **3.4 Compliance**

Suppliers shall identify, manage and comply with the business integrity requirements covered by the Supplier Code. This implies having in place, and effectively communicating, appropriate policies, procedures, management systems, quality improvement activities, internal control systems, and the human resources necessary to comply with the Supplier Code.

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## **4. BUSINESS INTEGRITY**

### **4.1 Sustainability**

Suppliers shall operate in an environmental and socially sustainable manner and seek to establish a regular and open dialogue on sustainability issues with host communities and other stakeholders.

### **4.2 Environment**

Suppliers shall support a precautionary approach to environmental challenges, undertake initiatives to promote greater environmental responsibility, and encourage the development and use of environmentally friendly technologies.

### **4.3 Human Rights**

Suppliers shall support and respect, within their sphere of influence, the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.

### **4.4 Labour Rights and Standards**

#### **4.4.1 Child Labour**

Suppliers shall ensure and recognize the right of free association and, where a significant proportion of the workforce agrees, collective bargaining of employees. Suppliers shall not discriminate against employees' representatives or members of trade unions, which shall also have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining are restricted under national law, suppliers shall allow employees to freely elect their own representatives.

#### **4.4.2 Freedom of association and the right to collective bargaining**

Suppliers shall ensure and recognize the right of free association and, where a significant proportion of the workforce agrees, collective bargaining of employees. Suppliers shall not discriminate against employees' representatives or members of trade unions, which shall also have access to carry out their representative functions in the workplace.

Where the right to freedom of association and collective bargaining are restricted under national law, suppliers shall allow employees to freely elect their own representatives.

#### **4.4.3 Forced Labour**


Suppliers shall not use forced or compulsory labour. Suppliers shall ensure that the work carried out by the workforce is freely chosen and free from threats.

Furthermore, suppliers shall ensure that all employees are free to leave their employment after serving an appropriate and reasonable notice.

#### **4.4.4 Employment Conditions**

Suppliers shall provide its workforce with remuneration that meets any national legal standard on minimum wage. Furthermore, they shall ensure that working hours are not excessive and comply with applicable local laws on working hours.

Suppliers must ensure that all employees are provided with written agreements of employment setting out employment conditions in a language understandable to the individual concerned.

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#### **4.5 Equality, Diversity and Respect**

Suppliers shall work actively to create a working environment characterised by equality, diversity and mutual respect. Employees or others involved in the performance of the contract with NorthConnect shall be selected and treated in a manner that does not discriminate with regard to gender, race, religion, age, disability, sexual orientation, nationality, social or ethnic origin, political opinion, union affiliation or any other ground. Suppliers are required not to tolerate any form of discrimination or harassment in any of their workplaces.

#### **4.6 Health, Safety and Security**

Suppliers shall work actively for an injury-free and healthy working environment and to promote an open and proactive health and safety culture.

Suppliers shall plan and act to prevent injuries and work systematically to manage risks. No activity is important enough to be conducted with hazard to life and health.

Suppliers shall also to the best of their ability protect their employees from being harmed from factors outside of their control, such as natural disasters and security threats. Protection from security threats must be proportional to the threat itself.

#### **4.7 Anti-Corruption**

Suppliers shall not tolerate and shall work against corruption in all its forms in the public and private sector. They shall not offer, request, give, accept or receive bribes or other improper advantages for business or private gain, whether directly or indirectly, for themselves or for others.

#### **4.8 Business Courtesies, Gifts, Hospitality and Expenses**

Suppliers shall prohibit the offer or acceptance of business courtesies – gifts, hospitality, expenses or any benefit – where they could constitute, or appear to constitute, an undue influence. Suppliers shall exercise increased caution when business courtesies involve public officials.

Furthermore, suppliers shall not, directly or indirectly, offer gifts to NorthConnect employees or representatives or anyone closely related to these, unless the gift is modest, and the time and place is appropriate. Hospitality, such as social events, meals or entertainments may be offered if there is a business purpose involved, and the cost is kept within reasonable limits. Travel expenses for the individual representing NorthConnect shall be paid by NorthConnect. During a contract negotiation, bidding or awarding period, all hospitality, gifts or expense coverage must be avoided, irrespective of value.

#### **4.9 Fair Competition**


Suppliers shall apply high commercial ethical standards and compete within the framework of competition rules in the markets where they operate. No supplier shall be part of any illegal price cooperation, illegal market sharing or other practice in violation of applicable competition laws.

#### **4.10 Accuracy of Records**

Suppliers are committed to transparency, verifiability and accuracy in their dealings, while respecting their confidentiality obligations. All accounting information must be correct, registered, and recorded in accordance with laws and regulations.

#### **4.11 Money Laundering**

Suppliers shall not take part in any form of money laundering and ensure that financial transactions are not used to launder money.

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#### **4.12 Confidentiality**

Suppliers shall keep confidential and not misuse any information about NorthConnect of a confidential nature, as may be further specified in the contract between NorthConnect and the supplier.

#### **4.13 Conflict of Interest**

Suppliers shall avoid all conflicts of interest while working for NorthConnect. A conflict of interest occurs when a representative of a supplier seeks to further his/her personal interest, or that of a friend or relative, due to his/her position as a representative of the supplier. Suppliers are required to report any situations of potential or apparent conflicts between their personal interests and the interests of NorthConnect.

#### **4.14 Political Contributions and Activities**

Suppliers shall not sponsor political parties or politicians in connection with the contract entered into with NorthConnect.


#### **4.15 Protection of Property and Assets**

Suppliers are responsible for safeguarding and appropriately using NorthConnect's assets while in their possession. NorthConnect's assets must not be used for any personal benefit.

#### **4.16 Behaviour**

While at work for NorthConnect, it is not permitted to be under the influence of intoxicating substances, including alcohol and drugs.

Limited amounts of alcohol may be served when local custom and occasion makes this appropriate, provided that the consumption is not combined with operating machinery, driving or any other activity that is incompatible with the use of alcohol.

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## **5. BREACHES OF THE SUPPLIER CODE**

### **5.1 Where to Look for Advice**

If suppliers are or become unsure about the meaning of any part of the Supplier Code or about the proper course of action, they shall seek advice and raise the matter with their contact person in the NorthConnect.

### **5.2 Where to Report Concerns or Breaches of The Supplier Code**

Supplier shall without delay inform NorthConnect of any concerns or potential breaches of the Supplier Code. Supplier shall provide full cooperation in relation to NorthConnect's investigation of the matter. Suppliers will not use any retaliatory measures against anyone for raising or helping to address a genuine business integrity concern.

### **5.3 Infringement**

Failing to comply with the Supplier Code is viewed as a serious matter, which may lead to termination of the contract, claims for appropriate compensation, disqualification as a supplier, and reporting to the relevant authorities.



## COMPLIANCE DECLARATION

We, the undersigned hereby confirm;

1. That we have received and taken due note of NorthConnect's Supplier Code of Conduct (the "Supplier Code") and we warrant that in all countries in which we and our suppliers do business, our and our suppliers' operations will fully comply with NorthConnect's principles and requirements set out in the Supplier Code and supply agreements, applicable laws, rules and regulations governing labor and employment, employee health and safety, protection of the environments and ethical practices.
2. That we agree that if we violate the corporate social responsibility and cause significant impact on the environment and society of the applicable countries, NorthConnect is entitled to, at its sole discretion, terminate or rescinded any agreements and/or cooperation between NorthConnect and us.
3. That we agree that NorthConnect or a third party appointed by NorthConnect are entitled to carry out periodic, announced and/or unannounced inspections / audits on our facilities to verify our compliance with the Supplier Code, respecting existing agreements with other partners upon our request.

We also confirm that we have noted that compliance to the Supplier Code is an essential prerequisite for business relations between NorthConnect and us as Supplier for NorthConnect.

Name:	
Title:	
Company Name:	
Company Address:	
Place, date:	
Signature:	

The Compliance Declaration must be signed by a duly authorized representative of the company and returned to the assigned NorthConnect contact within 15 working days of receipt.

The Code is prepared in English language and translation in any language may be prepared on request. Should any discrepancy exist between the two versions, the English version shall prevail.