

Dear Bidders,

The IAEA received requests for clarification concerning the solicitation **RFP 112274-SB for Recruitment Selection Tool** to which the IAEA responds as follows:

1. On average, how many assessments are likely to take place over a year?
This is difficult to predict as the numbers have fluctuated over the past 5 years from 20 to two hundred in a year.
2. Do candidates go through either a personality assessment or a competency assessment, but not both?
Competency assessment is done through Competency Based Interviews, always. Personality assessment is a non-mandatory option offered to the hiring managers.
3. From the information provided, it appears that the psychologist provides a one-hour feedback post the personality assessment and then a 20- minute feedback per candidate to the panel – please confirm? Will this also include verbal and numerical tests?
Confirmed
4. If only verbal/numerical tests taken by a candidate for a given role would they receive any feedback?
Not necessarily.
5. Competency assessments – is this a competency-based interview conducted by a psychologist designed for a specific role?
Correct. Psychologists are provided with the Job Description that indicates the required competencies for a specific role, and are requested to assess candidates based on that.
6. Please clarify the IAEA's expectations of assessment reports that are written by the psychologist.

As per Section 8.2. of the Statement of Work - final assessment report should be compiled by the contractor and should include a summary of the results of all assessment exercises performed by a candidate, including but not limited to:

- (i) Executive Summary tests;
- (ii) Competency assessments;
- (iii) Personality assessments;
- (iv) Scenario Testing assessments;
- (v) Reasoning Ability assessments; and
- (vi) Psychologist Briefings

7. What is meant by Executive Summary tests (page 5 of the Scope of Work). This means including a summary of the results of all tests performed by a candidate.
8. Re development of bespoke norms – please clarify at what level/s? Has this been done in the past?
Norm groups should be representative of the population for whom the test is intended. If they are not, they should be developed. Yes, it was done in the past for example for the population of the IAEA Nuclear Safeguards Inspectors.
9. Training IAEA staff – will this cover both personality and ability tests including Managerial Scenarios?
Yes; IAEA Human Resources staff should be in a position to be able to read, understand and interpret correctly the outcomes of the tests.
10. *[Bidder X]* an official representative in all countries (except France) of the *[name of the recruitment tool]*, that has been developed and is run by the company of the same name. *[Bidder X]* is therefore fully entitled to reply to your RFP. However, if you decide to choose our proposal, the IAEA would sign the final Saas contract with *[the developer]* not with *[Bidder X]*. Training on the tool and any other kind of consultancy in English would be provided by *[Bidder X]*. No intervention of psychologists would be needed, since the tool has been developed by work psychologists, and is self-sufficient and user-friendly. Given the above, please confirm that it is adequate, from your perspective, that *[Bidder X]* responds to the RFP, and that *[the developer]* becomes the contractor for the Saas part of the contract, in case our proposal gets selected.

Proposals shall be submitted in accordance with the guidelines and instructions of the bidding documents; the IAEA will evaluate compliance upon receipt.

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