



## i- CALL FOR TENDERS

**Call for Tenders No.:** ECTL\_SRC\_220071

**Title:** ELPAC test design and instructor support

**General:** EUROCONTROL\* is an intergovernmental organisation with 41 Member and 2 Comprehensive Agreement States. We are committed to building, together with our partners, a Single European Sky that will deliver the air traffic management (ATM) performance required for the twenty-first century and beyond.

**Technical subject matter:** EUROCONTROL has been operating an English language proficiency test (ELPAC) for air traffic controller and flight crew licensing since 2007. ELPAC is governed by ICAO SARPS and EU air traffic controller and flight crew licensing rules (EU2015/340 & EU1178/2011).

The ELPAC test is currently used by Air Navigation Service Providers, Aircraft Operators, Civil Aviation Authorities and Training Organisations. The ELPAC test for Air Traffic Controllers is recognized by ICAO for being in compliance with ICAO SARPS (Annex 1) and ICAO document 9835.

The ELPAC test is administered via the ELPAC test system application. The development and maintenance of the ELPAC test system application is managed by the ELPAC technical Contractor and is not part of this Tender.

The development of the ELPAC test involves interaction with and participation by experts from EUROCONTROL Member States and ELPAC user organisations. Many of the activities below require consultation with or involvement from experts from the ELPAC user organisations.

In order to continue the operation of ELPAC and to maintain and further develop the ELPAC test method, language proficiency test design expert support and instructor support for ELPAC examiner courses is required. ELPAC test construct and test format shall be maintained and adapted to the aviation industry needs and shall follow standards and best practises for language test design. The selected contractor will be responsible for ELPAC test validity demonstration, ELPAC test item performance evaluation and ELPAC examiner performance monitoring.

### SUPPORTING EUROPEAN AVIATION

**Member States:** Albania, Armenia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Republic of Moldova, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine, United Kingdom.

**Comprehensive Agreement States:** Israel, Morocco.



NETWORK  
MANAGER



**Main selection, assessment and award criteria:**

<b>TECHNICAL CAPACITY CRITERIA</b>
The tenderer must have sufficient understanding of the regulatory framework, EU rules and ICAO SARPS in aviation related to licensing.
The tenderer must have the appropriate human resources (language test design expertise, applied linguistics expertise, instructor experience, English language instructor experience, familiarity with the aviation industry and experience with providing courses to professionals) to carry out the contract to the required standard.

<b>TECHNICAL ASSESSMENT CRITERIA</b>
Quality of the proposed activities in regards to deliverable D1, conformance with ICAO guidance for language testing, EASA rules for LAB and best practices for language test design ( <a href="#">ILTA</a> ).
Quality of the proposals in regards to deliverable D2, at least 5 year instructor experience, professional background in applied linguistics and language test design.
At least 5 years experience in the domain of language test design for specific purposes, preferably in aviation.
Proven experience with teaching international experts with different cultural backgrounds.
High level of ability to communicate effectively in written and oral form in English language, especially in the role of presenter and in regards to writing documentation.
Access to Artificial Intelligence research and development resources.

The economically most advantageous offer will be established in accordance with the following:

For the Technical tender, a weighting of 60% is applied, for the Financial tender, a weighting of 40%.

**Tender closing date:** **23-11-2022** at 15:00 CET

**Point of Contact:** If you wish to receive the Call for Tenders please see the “Important Notice” below and if you have any other related questions, please contact:

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**If this Call for Tenders should interest you, please read  
the important information below:**

### **IMPORTANT NOTICE**

The full i-Call for Tenders documentation is in electronic format (.pdf).

If you wish to obtain the i-Call for Tenders documentation please read and follow carefully the instructions below:

1. If you are already registered in the EUROCONTROL Supplier Portal, you can search for this Call for Tenders, and its relevant documentation, in the “*View Active Negotiations*” section of the Supplier Portal.
2. If you are not yet registered as a EUROCONTROL supplier, please follow the process described on the following link: <https://www.eurocontrol.int/portal/new-supplier-portal>
3. EUROCONTROL accepts no responsibility whatsoever for the completeness, accuracy and/or timeliness of the transmission of the electronic documents (nor for the electronic documents themselves).
4. Submission of tenders shall be made electronically and shall be exclusively made in strict accordance with the instructions given in the tendering documentation.
5. You may:
  - a) print out the documents;
  - b) forward the documents further on a strictly need to know basis (always fully acknowledging the source, i.e. EUROCONTROL), and
  - c) use print-outs of the electronic i-Call for Tenders documents for the submission of tenders (especially the Price Offer Form ref: I-TSF-E).
6. You may not:
  - a) modify, edit and/or change the electronic documents other than to submit the required info and to sign/stamp where required;
  - b) transmit such documents to any third person who has no need to know them;
  - c) post such documents on any private or public website;
  - d) alter the originating source (EUROCONTROL) and or copyright signs etc., and
  - e) transmit the documents without indication of the source.

**An environmental notice:**

With a view to reduce the exponential growth of paper consumption, we would invite you only to print out electronic documents received and/or request paper copies of the price enquiry documentation if you are actually considering to submit a tender.