

Brussels, date of publication: 25.05.2019

Energy Efficiency Compliant Products - EEPLIANT3 EU Grant Agreement N° 832558

Call for tender for facilitators to provide consultancy services to PROSAFE

1. Background

PROSAFE is an international non-governmental organisation established in 1991 by market surveillance officers from various countries throughout Europe. Its main aim is to contribute to the safety of products and services by promoting best practices in market surveillance. Since 2006, PROSAFE has established itself as the organising and coordinating body for Joint Market Surveillance Actions in Europe. PROSAFE's official name is "Stichting PROSAFE". It is a foundation under Dutch law.

PROSAFE's main task is to coordinate Joint Actions. Each Joint Action comprises a number of work packages that target specific product groups, and a number of activities aiming at developing methods and best practices. Since 2006, PROSAFE has undertaken more than 20 Joint market surveillance Actions covering a wide array of product sectors with funding from European Union.

2. Overview of the tender

This Call concerns a **new** concerted action **EEPLIANT3**, for which PROSAFE is the lead coordinator. The project consists of a mixture of product-oriented activities and capacity building and development activities related to the enforcement of Ecodesign and energy labelling regulations. The project runs from **June 2019** to **June 2023**.

PROSAFE is seeking consultant services to provide expertise and support for **EEPLIANT3** for various roles and responsibilities as described below.

The tender covers **four categories of activities, or 'Lots'**. Tenderers may bid for one Lot, or for more Lots.

Applications shall provide a daily cost rate in Euros applicable for the 48-month duration of the project. As PROSAFE does not operate the reverse charge system for VAT (VAT at 0%), all applications shall show their net rates and then their gross rates (VAT including) at their relevant national rate;

Applications from the UK will be required to provide assurance that any financial (contractual) agreement with PROSAFE will be maintained without detriment to the project following any "Brexit" agreement.

Any contracts will be drawn up under Dutch legislation. PROSAFE is currently established legally in the Netherlands.

The selected facilitators will work from their office and will be required to travel to Brussels or other locations for project meetings.

3. General selection criteria

The successful candidates will be outstanding and dynamic professionals, who should fulfil the following selection criteria as evidenced through their professional experience laid out in the CV and in the cover letter. The requirements must be fulfilled by the deadline for applications:

- Masters' degree of minimum 1 year OR post graduate professional experience of at least 5 years in a related field;
- An excellent active and passive knowledge of English as this will be the working language of the project, verified through either being a native or having worked for 5 years in an international environment where English was the main working language;
- Project management experience: strong ability to manage complex projects in an international context;
- Excellent communication and negotiation skills, proven through a track record of chairing meetings, of negotiating contracts with various suppliers, giving presentations to large international audiences;
- Excellent analytical skills and the ability to solve organisational and operational problems via a results-oriented approach (e.g. having conducted market research, multiple analysis for market surveillance activities, collating and reporting on sampling and test data, efficient and creative problem-solving regarding project budgeting, scheduling and definition of work plan).
- No conflict of interest and will not have any such, e.g. contemporary working with or on behalf of manufacturers or economic operators in in the Ecodesign or energy labelling regulatory sectors;

4. Qualifying criteria for each lot

Lot 1: WP1 Horizontal expertise to support the Work Package on Management, communication and common methodologies as subject to Commission Regulation (EC) No 643/2009 (ecodesign) and Commission Delegated Regulation (EU) No 2017/1369 (energy labelling).

Two facilitators/entities are required to support this task. Candidates/entities for must have:

1. Established high competence (Minimum of 5 years' experience) in project management of complex, multi-faceted EU funded energy programmes involving multi-partner consortia from several EU/EFTA Member states;
2. Significant experience in working in an international environment with market surveillance authorities - a minimum of three previous EU-funded projects;
3. Demonstrable ability to work as a leading member of a team within an established framework of policies and procedures but without direct supervision and with limited administrative support.

Note: As these are continuous four-year operational management roles, preference will be given to applications that demonstrate in-place measures to ensure continuity of service over that period.

Lot 2: WP4 Establishment of centres of excellence for product testing as subject to Commission Regulation (EC) No 643/2009 (ecodesign) and Commission Delegated Regulation (EU) No 1060/2010 (energy labelling).

One facilitator/entity is required to support this task. Candidates must have:

1. International experience of specifying/building or otherwise establishing Centres of Excellence for energy performance testing of at least one of the product sectors from those to be covered in EEPLIANT3:
 - Air conditioners and Comfort fans
 - Tumble driers

- Water heaters and hot water storage tanks
- Ventilation units
- Lighting products
- Local space heaters

And similar expertise for a minimum of a further three product sectors subject to Ecodesign regulations;

2. International experience of assessing test laboratories to and beyond the requirements of ISO/IEC/EN 17025 for energy efficiency performance testing for at least 4 product sectors subject to Ecodesign regulations;
3. Significant experience in working in an international environment with market surveillance authorities - a minimum of three previous projects;
4. Established competence in project management & good organisational skills;
5. Experience in working in an international environment with people from several EU/EFTA Member states and cultures;
6. Readiness to work as a member of a team within an established framework of policies and procedures but with a minimum of direct supervision and with limited administrative support;
7. Excellent knowledge of:
 - Relevant European (testing) Standards
 - Ecodesign and Energy Labelling Directives and applicable regulations;
 - Market surveillance procedures

Lot 3: WP9 Water heaters and hot water storage tanks as subject to Commission Delegated Regulation (EU)814/2013 on Ecodesign; Commission Delegated Regulation (EU)812/2013 on energy labelling; Commission Delegated Regulation (EU) No 518/2014 (labelling of energy-related products on the internet).

One facilitator/entity is required to support this task. Candidates must have:

1. Established competence (Minimum of 3 years' experience) in facilitation roles in EU funded programmes involving multi-partner consortia from several EU/EFTA Member states;
2. Active experience in working in an international environment with market surveillance authorities - a minimum of one previous EU-funded project;
3. Experience in working in a technically challenging role with market surveillance authorities;
4. Working familiarity with EU Ecodesign/energy labelling regulations applicable either to Water heaters and hot water tanks.
5. Readiness to work as a highly supportive (facilitating) member of a team within an established framework of policies and procedures but with limited direct supervision and limited administrative support;
6. Very good knowledge of procurement and financial management;

Lot 4: WP12 Local space heaters as subject to Commission delegated regulation (EU)2015/1188 on Ecodesign (EU)2015/1186; Commission Delegated Regulation on energy labelling; Commission Delegated Regulation (EU) No 518/2014 (labelling of energy-related products on the internet).

One facilitator/entity is required to support this task. Candidates must should have:

1. Established competence (Minimum of 5 years' experience) in facilitation roles in EU funded programmes involving multi-partner consortia from several EU/EFTA Member states;
2. Active experience in working in an international environment with market surveillance authorities - a minimum of one previous EU-funded project;
3. Experience in working in a technically challenging role with market surveillance authorities;
4. Working familiarity with EU Ecodesign/energy labelling regulations applicable to Local space heaters.

5. Readiness to work as a highly supportive (facilitating) member of a team within an established framework of policies and procedures but with limited direct supervision and limited administrative support;
6. Very good knowledge of procurement and financial management;

5. Questions about this specification

Any questions of clarification or other queries about the tender requirements or specification must be submitted in writing to info@prosafa.org with the subject header '*URGENT: Question for EEPLIANT3 Tender*'. Only questions submitted in this way can be answered, in fairness to all bidders.

6. Tender documentation and timeline

Individuals or entities interested in submitting their application are invited to send the following documents:

1. CV in Europass format or any other format that provides a detailed overview of the professional experience and competence and academic background;
2. A bespoke cover letter highlighting their interest to work in the project and how they meet the specified requirements above-listed with a clear indication of expected net and gross rate for the services to be provided;
3. A portfolio of EU-funded projects that they have coordinated or participated as an expert/facilitator in;

not later than 11th June 2019, 12 pm (CET) to: **Ioana Sandu, Executive Director, at ioana@prosafa.org, and info@prosafa.org.**

7. Assessment of tenders and selection of successful candidates

As part of the selection procedure the following steps will be followed:

1. Screening of tenders for compliance with the selection criteria listed at point 3. Any non-compliant tenders will be rejected;
2. Assessment of qualifying bids based on the qualifying criteria listed at point 4 leading to selection of preferred bidders. If the assessment results in a draw for a single position, candidates will be invited to an interview.
3. Both successful and unsuccessful candidates will be informed immediately via email;

Candidates can appeal the decision within 5 working days from the moment they received the email about the result of the selection;

PROSAFE will analyse the appeal and provide a final decision within a week from the moment the appeal was launched.

8. Protection of Personal data

PROSAFE will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council¹. This applies in particular to the confidentiality and security of such data.

¹ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).