



Co-funded by  
the European Union

Brussels, date of publication: 6 January 2022

# Call for Tenders for subcontractors/facilitators to provide consultancy services to PROSAFE

in the context of the **JOINT MARKET SURVEILLANCE ACTION on Harmonized Products - JAHARP2020-1, EU Grant Agreement SI2.848971**

## Procurement Timeline:

Date of publication: 06 January 2022

Question deadline: 25 January 2022, 12 pm CET

Answers deadline: 26 January 2022, EOB

Time limit for receipt of tenders: 1 February 2022, 17:00 o'clock CET

Evaluation of offers and selection of tenders: 8 February 2022 (estimated)

Signature of the contract: 15 February 2022(estimated)

## 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. Typically, Joint Actions comprise a number of Work Packages (WPs) 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 Call for Tenders, Objectives, and Scope

This Call for Tenders concerns the **EU co-funded project JAHARP2020-1**, part of the **JAHARP2020 Triplet of projects/Joint Actions**, coordinated by PROSAFE. The project runs from May 2021 to May 2023 (24 months).

JAHARP2020-1 consists of two product-specific market surveillance activities and one horizontal. The call concerns the product-related Work Packages:

- (i) Gas cooking hobs and hot plates (Work Package 1) - Gas Appliances Regulation (EU) 2016/426, and
- (ii) Specific Absorption Rate (SAR) on connected devices (Work Package 3)- Radio Equipment Directive 2014/53/EU.

PROSAFE is seeking consultancy services to fill two positions which will soon become vacant. The selected subcontractor(s) will provide expertise and support under JAHARP2020-1 for the remaining project period until mid-May 2023 and the following 60 days provided by the Grant Agreement for the final reporting.

The main services and tasks to be delivered by the selected subcontractor(s) include - *not exhaustive list, subject to changes during the implementation of the contract*:

- a) Support the co-planning of appropriate market surveillance processes, including the setup and the employment of reliable and effective methods and project-specific tools;
- b) Offer mentorship and necessary specialised technical/expert guidance at Work Package level throughout the implementation period of the Action; model and maintain neutrality to the results to be obtained, without intervening in national MSA processes and procedures, focussing on the effectiveness of the project teamwork process, collaboration, outcomes, and communication;
- c) Assist the maintenance, application and internal dissemination of Good Practices, knowledge transfer and build up across Work Packages incl. support for the development of toolkits for each, if need be;
- d) Support the Project Coordinator (PROSAFE) and the appointed Work Package Leader (from a Market Surveillance Authority) in and offer training for the harmonisation of activities, as required, to ensure a more unified approach across Work Packages and that processes and activities are undertaken in as a consistent way as possible;
- e) Facilitate the organisation of physical or online/virtual conferences/meetings/events, creating templates and contributing to various reports, deliverables, presentations, in liaison with the beneficiaries of the Work Package, PROSAFE, and, if appropriate, other Work Package facilitators in JAHARP2020-1;
- f) Participate in project, Work Package or other ad hoc or planned coordination physical and online/virtual meetings for the Action, and, when necessary, also for the other two sister Actions (i.e., JAHARP2020-2, and JAHARP2020-3) and draft notes/minutes;
- g) Provide the Project Coordinator with recommendations on suitable tools, templates or processes and help creating them for the Project Coordinator, who will then further develop/adapt, if need be, and use in the Action progress monitoring;
- h) Assist other Work Packages, where necessary;
- i) If relevant, assist the Project Coordinator and the beneficiaries of the Work Package in the tendering and selection of laboratory testing or of other services necessary for the implementation of the Action;

- j) Any other ad hoc tasks required by the Project Coordinator to ensure successful Action delivery in line with the Grant Agreement and PROSAFE's quality standards and procedures.

This Call for Tenders covers the JAHARP2020-1 activities on two Lots:

- 1) **Lot 1: Gas cooking hobs and hot plates (Work Package 1):** Gas cooking hobs for domestic use and gas cooking hot plates and hobs for use in leisure vehicles (caravans, motor caravans, mobile homes and boats) are gas cooking appliances for household use within the scope of Regulation (EU) 2016/426.

Users of this type of appliances may be exposed to several risks including CO (carbon monoxide) associated with the combustion process, emissions of unburnt gases, fire, burns from accessible hot surfaces and injuries from leakage of gas or mechanical risks.

Although this type of appliances is used by all kinds of users, the elderly users are particularly at risk considering that this age group is increasingly using leisure vehicles, in particular motor caravans and mobile homes.

The essential safety requirements concerning appliances burning gaseous fuels, including gas cooking hobs for domestic use and gas cooking hot plates and hobs for use in leisure vehicles, are set out in Annex I of the Gas Appliances Regulation (EU) 2016/426. These essential requirements are supported by the specifications of harmonised standards, the application of which confers a presumption of conformity with the essential requirements they cover.

The relevant European harmonised standards are:

- EN 30-1-1:2008+A3:2013 - Domestic cooking appliances burning gas - Part 1-1: Safety - General
- EN 30-2-1:2015 - Domestic cooking appliances burning gas - Part 2-1: Rational use of energy - General
- EN 484:2019 - Specification for dedicated liquefied petroleum gas appliances - Independent stoves, including those incorporating a grill for outdoor use.

And

- 2) **Lot 2: Specific Absorption Rate (SAR) on connected devices (Work Package 3)** (e.g. smartwatches for children, connected toys, location tracking devices, smartphones, and others, under Radio Equipment Directive 2014/53/EU.

All electronic devices that can generate electromagnetic fields (e.g. mobile phones, smartwatches, toys, etc.) must meet the exposure regulation, which is set well below the level that laboratory testing indicates. Radio frequency (RF) electromagnetic field may penetrate exposed tissues and produce heating due to energy absorption. The depth of penetration depends on the frequency of the field and is greater for lower frequencies. Absorption of RF fields in tissues is measured as a Specific Absorption Rate (SAR) within a given tissue mass.

The requirements on reference levels of exposure are provided in Annex III of Council Recommendation 1999/519/EC. These are supported by the test methodology indicated in specific standards which are developed within the relevant European CENELEC/TC 106X "Electromagnetic fields in the human environment":

- EN 50360:2017 - Product standard to demonstrate the compliance of wireless communication devices, with the basic restrictions and exposure limit values related to human exposure to electromagnetic fields in the frequency range from 300 MHz to 6 GHz: devices used next to the ear

- EN 50566:2017 - Product standard to demonstrate the compliance of wireless communication devices with the basic restrictions and exposure limit values related to human exposure to electromagnetic fields in the frequency range from 30 MHz to 6 GHz: hand-held and body mounted devices in close proximity to the human body;
- EN 62311:2020 - Assessment of electron and electrical equipment related to human exposure restrictions for Electromagnetic fields (0Hz- 300GHz);
- EN 62209-1:2016 - Measurement procedure for the assessment of specific absorption rate of human exposure to radio frequency fields from hand-held and body-mounted wireless communication devices - Part 1: Devices used next to the ear (Frequency range of 300 MHz to 6 GHz);
- EN 62209-2:2010/A1:2019 - Human exposure to radio frequency fields from hand-held and body mounted wireless communication devices - Part 2: Procedure to determine the Specific Absorption Rate (SAR) for wireless communication devices used in close proximity to the human body (30MHz - 6GHz).

**Tenderers may bid for one or both project activities.**

Applications shall provide a net daily rate in Euros that will be applicable for the entire duration of the contract.

**Note:** Stichting PROSAFE is VAT registered as taxable person established in Belgium as from 01 January 2020. PROSAFE's VAT number is BE 0809.226.854. From 1 January 2020 onwards, PROSAFE applies the reverse charge mechanism in accordance with Articles 44 and 196 of the VAT Directive 112/2006.

The contract and any future amendments will be drawn up under and governed by Dutch law. PROSAFE is currently established legally in the Netherlands.

The selected facilitator will work remotely from his/her office, and will be required to travel to Brussels or other locations for project meetings (when conditions allow, subject to COVID-19 developments). For these purposes, travel costs will be reimbursed pursuant to the applicable EU rules and procedures.

The working language is English.

***PROSAFE reserves the right to engage or not engage in any or all of the eligible activities listed above without incurring any obligation to inform the affected tenderers of the grounds. PROSAFE is not bound to place a contract or purchase consultancy services for any or all of the activities listed in section 2 above.***

### 3 Exclusion criteria

Applicants who are subject to any of the following **exclusion situations** can NOT participate:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)

- guilty of grave professional misconduct (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

#### 4 General selection criteria

The successful candidate should be an outstanding and dynamic professional, fulfilling all the selection (section 4 hereunder) and award criteria (section 5), as evidenced by their professional track record and experience laid out in a CV and a cover letter addressing each specific requirement:

- Masters' degree of minimum 1 year in a relevant field, OR post graduate professional experience of at least 5 years in a related field;
- Proven competence in facilitation and project management roles in EU funded projects involving multi-partner consortia from EU/EFTA Market Surveillance Authorities, relevant to the product activity(-ies) they apply for, as described in section 2 above;
- 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).
- Fluency in written and spoken English, verified through either being a native or having worked for 5 years in an international environment where English was the main working language, allowing active participation in project-related meetings and the drafting of project materials, including deliverables and technical reports.
- Dedicated commitment via a pledge for the supply services during the entire project life cycle covered by the contract;
- No conflict of interest and will not have any such, e.g. contemporary working with or on behalf of manufacturers or economic operators in the product sectors relevant to this Call.

## 5 Award criteria

Candidates for one or both project activities, as described in section 2 above, covered by this Call for Tenders must have/demonstrate by the deadline for applications:

- a) Experience in working in a technically challenging role related to product compliance testing activities with Market Surveillance Authorities and in drafting activity reports;
- b) Knowledge of and working familiarity with the applicable EU legislation for the product area concerned;
- c) Track record in working 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;
- d) Experience in relation to the maintenance, application and dissemination of Good Practices, knowledge transfer and build-up in the context of market surveillance joint actions;
- e) Proven knowledge of public procurement procedures;

## 6 Admissibility and documents

To be eligible tenders must be complete and contain in English all the requested information, supporting documents and evidence required to access the fulfilment of all above listed criteria:

- a) A Declaration of Honour (Annex 1, downloadable from PROSAFE's website) in relation to the above-mentioned exclusion criteria under section 3;
- b) CV preferably in Europass format or any other format that provides a detailed overview of the professional experience, competence and academic background;
- c) A bespoke cover letter motivating their interest to work in one or both activities listed in section 2 above, and how they specifically meet the selection AND award criteria, with a clear remark regarding the expected net daily rate for the services to be provided per selected activity/project;

The cover letter should include a self-declaration of attestable in-place measures that ensure continuity of service over the entire period of the project together with a declaration confirming explicit acceptance of the "General Conditions of Tenders for PROSAFE Contracts" (Annex 2, downloadable from PROSAFE's website).

- d) A portfolio/list of relevant EU-funded projects they have participated in as an expert/facilitator;

Tenders which will not include all the above listed evidence and documentation will be automatically excluded from the evaluation.

## 7 Timeline for submissions

The deadline for the submission of tenders is **1 February 2022, 17:00 o'clock CET**. Tenders/Applications received after this deadline will be automatically excluded from the evaluation.

Tenders must be submitted electronically (via email) to Ioana Sandu, Executive Director, at [ioana@prosafa.org](mailto:ioana@prosafa.org) AND [harp2020@prosafa.org](mailto:harp2020@prosafa.org), with the subject heading “JAHARP2020-1 Consultancy Tender for <name of the activity(-ies) of interest>”.

## 8 Requests for clarification

Any questions for clarification or other queries about the tender specifications must be submitted in writing **no later than 25 January 2022, 12 pm CET**, to Ioana Sandu, Executive Director, at [ioana@prosafa.org](mailto:ioana@prosafa.org) AND [harp2020@prosafa.org](mailto:harp2020@prosafa.org). Only questions submitted in this way will be answered, in fairness to all bidders. Answers to all submitted questions will be published at PROSAFE’s website.

## 9 Assessment of tenders and selection of successful candidates

The selection procedure comprises the following steps:

- 1) Screening of tenders for compliance with all formal requirements, including the exclusion and selection criteria set out in sections 3 and 4 respectively. Tenders found admissible and eligible will be evaluated against the award criteria;
- 2) Assessment of qualifying bids based on the award criteria listed in section 5, and selection of preferred bidder. If the assessment results in a draw for a single position, candidates may be invited to an online interview.
- 3) Both successful and unsuccessful candidates will be informed about the evaluation results via email.

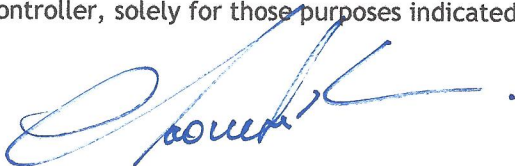
Candidates can appeal in writing (including email) the decision within 5 working days from the moment they received the email about the result of the selection.

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

## 10 Protection of personal data and confidentiality

If processing a tender involves the recording and processing of personal and sensitive data (such as name, address, email, quotations, etc.), such data will be processed pursuant to Regulation (EU) 2016/679 on data protection and privacy in the European Union and the European Economic Area. Any personal or sensitive data provided in connection to this Call will be processed by PROSAFE, which also acts as the data controller, solely for those purposes indicated above in section 2.

### DISCLAIMER:



This document arises from the Joint Market Surveillance Actions on Harmonised Products - JAHARP2020-1, which receives Funding from the European Union in the framework of the Action entitled “EU support to joint market surveillance actions for non-food products”. The content of this document represents the views of the author only and it is his sole responsibility. It cannot be considered to reflect the views of the European Commission or any other body of the European Union. The European Commission does not accept any responsibility for use that may be made of the information it contains