



Call for tender

for the selection of a project Co-Leader to be involved in the CEN project SA/CEN/2017-11“Engaging more standard bodies and national environmental organizations in the environmental aspects of standardization”.

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Deadline for tenders: **17 January 2018**

1. Introduction

1.1. General

The participation of the national standardization bodies and the input coming from environmental stakeholders is not sufficient at SABE meetings. Some smaller countries are sporadic attendees and many of the newer countries are not participating at all in the meetings

The following project is aiming at ensuring the participation of the national standardization bodies and at strengthening the efforts to facilitate the participation in standardization of the societal and environmental stakeholders from the countries currently less active in this field. The project is targeted to improve the participation of national and European environmental societal stakeholders in the environmental protection-related work of CEN.

For this project, several Environmental NGOs, a project advisor and a project Co-Leader will be contracted.

This call for tenders aims to subcontract a project Co-Leader, as part of the project team. The contracted non-governmental organisation working in the field of the protection of the environment as Project Co-Leader will assist in identifying NGOs and the project participant coming from the selected NGO who could be involved in the project.



1.2. Context

According to the Regulation (EU) No 1025/2012 on European standardization, European standardisation organisations shall encourage and facilitate an appropriate representation and effective participation of all relevant stakeholders, including SMEs, consumer organisations and environmental and social stakeholders in their standardisation activities. They shall in particular encourage and facilitate such representation and participation through the European stakeholder organisations receiving Union financing in accordance with the Regulation.

The CEN/BTWG 219 “Strategic Advisory Body on Environment” (SABE) acts as a platform where the sectors and major stakeholders of the CEN community discuss the most relevant environmental issues that come up at international level. One of their objectives is to identify the ways how the protection of the environment can be enhanced by the use of standards and provide assistance to the Technical Committees in including environmental criteria in the standards. The CEN Technical Board relies on SABE to provide it with strategic advice and expertise on environmental matters.

The annual Union work programme for European standardisation for 2016 highlights the importance to allow societal stakeholders to effectively take part to the standardisation activities and invites the European Standard Organisations to continue and to strengthen their efforts to facilitate the work of the societal and environmental stakeholders

Due to the insufficient participation of the national standardization bodies and the input coming from environmental stakeholders at SABE, from some smaller and newer countries, resulting to the loss of expertise and the loss of perspective that these countries would give in discussing the environmental protection-related strategic issues of the standardization, SABE intends to take more action to mobilize the environmental stakeholders as well as national standardization bodies to participate more actively in this process.

In the more established NSBs environmental standardisation is established through a creative tension between stakeholder groups; representatives from many industrial sectors, relevant NGOs active in the field and regulators answering to regional or national government. Through a strong dialogue between these three areas an NSB’s stance is established and this position is represented in SABE. In the countries with a less established standardisation system stakeholder representation is either weak or non-existent and the project will address this deficiency.

2. Objectives

The overall objective of the project is to improve the participation of the smaller and newer countries attending only sporadically or not participating at all in the environmental protection-related strategic discussions of CEN.

The specific objective is to improve the recognition of the environmental stakeholder groups and to encourage them and the National Standards Body (NSB) representatives to work



closely together. At the end of the project, an efficient and long-term co-operation will develop among the project partners and CEN/SABE.

The more environmental stakeholders engage themselves to participate in the project, the more input/assistance can SABE have to its work and environmental aspect would get more emphasis at national level.

The final report of the project, comprising the follow-up of the workshop findings, the reports developed during the project and the identified gaps and needs, will be the basis of the future cooperation of the project partners. The work will be facilitated by the improved flow of information that will continue after the end of the project. This will result that the participation of these countries becomes much broader in the “greening” of the standardization the environmental concerns of these countries will be taken into consideration in the strategic environmental decisions both at national and EU level, and consequently better integrated in standardization.

3. Execution

3.1. Introduction

The project Co-Leader will be in charge of the following activities, most of which will be carried out in close collaboration with the project leader:

- Supporting the Project Leader with the co-ordination of the project as far as environmental NGOs are concerned
- Supporting selection of NGO participants according to the project rules
- Liaising with national focal points
- Supporting the information exchange at EU level and the dissemination of information
- Assisting the Project Leader with the organisation of the EU workshop
- Assisting the national focal points in organising the national workshops
- Assisting with writing reports including the Interim and Final reports
- Participating in meetings
- Assisting with preparing SABE meeting
- Contributing to the evaluation of the action
- Attending all meetings and workshops

3.2. Task 1: Identifying the main topics of interest and the project participants

The contracted non-governmental organisation working in the field of the protection of the environment as Project Co-Leader will assist in identifying NGOs and the project participant coming from the selected NGO who could be involved in the project.

The selection procedure will be discussed and agreed between the Project Co-Leader, the CEN-CENELEC Management Centre, SABE representatives, the Project Co-Leader, and the



project advisor. The project team will inform the European Commission on the agreed approach.

The Project Co-leader, as part of the project team (Project Leader, Project Advisor, CCMC) and the support of the Technical Board representatives of each project partner will familiarize the Focal Points with:

- the work of SABE and its teams
- the importance of the environmental issues in standardization.
- the main topics of interest SABE will cover during the project
- the milestones and the objective of the project
- the expected inputs for the project relevant for the Focal Point
- the expected outcomes of the project relevant for the Focal Point
- the expected project follow-up

3.3. Task 2: Development of a reporting format for the Focal Points' contribution

The work of the Focal Points during the project will be partially followed-up by written reports. Therefore, the development of a reporting format to be followed by the national Focal Points when reporting to SABE and its teams in the meeting and following each SABE meeting is needed.

A second template will be developed to guide Focal Points when assessing the experiences gained during the participation in the project at national level as well as collecting conclusions and recommendations for the future. The reports will provide input to the European workshops and the final report.

The project Co-Leader will assist the Project Leader, along with CEN, SABE, the project advisor and the support of the Technical Board representatives and the Focal Points of each project partner, to execute the task.

3.4. Task 3: Meetings and workshops

The Project Co-Leader will participate in the following meetings for the project:

- 8 visits to the selected countries to assist with the identification of potentially interested national environmental NGOs and help initiate collaboration
- 8 national workshops of the project partners
- 1 kick-off meeting same time as the first SABE meeting
- 4 Project Team meetings in Brussels
- 6 SABE meetings
- 1 European workshop
- at least 18 webmeetings



The cost for 16 missions is refundable for the purposes of this project. The number of countries participating is in total eight (8). The countries are the following:

1. Cyprus – Project Leader
2. Malta
3. Romania
4. Bulgaria
5. FYROM
6. Latvia
7. Lithuania
8. Czech Republic

3.5. Time frame

The project shall be finalized in May 2021 (within 42 months after the Specific Grant Agreement was signed).

Action	Expected realization date
Start Call for Tender	S + 1
Contracting for the Call for Tender	S + 2
Identifications and selection of NGO Focal points	S + 5
1 st SABE + Kick-off meeting	S + 5
Reporting Format for NGOs	S + 6
Assessment template NGOs	S + 16
Interim Report	S + 22
National Workshops + SABE meetings	S + 5 – S + 39
European Workshop	S + 40
Final Report	S + 42



4. Financial Support

The European Commission and EFTA have decided to award a grant (“specific grant for an action”), under the terms and conditions set out in the Framework Partnership Agreements CEN 2014 of 2014-06-26 and FPA/CEN/EFTA/2014 of 2014-12-12, and their amendments, for the action entitled “Engaging more standard bodies and national environmental organizations in the environmental aspects of standardization”.

Costs have to qualify as eligible as defined in FPA 2014, be justified and accepted by EC/EFTA. The payments will be issued after completion of defined milestones and approval of the interim/final reports, and the related justification of costs by the EC and EFTA. The subcontractors shall fulfil the conditions of the FPA 2014, including those relating to liability, ownership of results, confidentiality, conflict of interests, publicity, evaluation, assignment, checks and audits.

The payment is divided into the following three parts:

- Upon entry into force of the Specific Agreement, pre-financing payment 25%
- 1st interim report to European Commission up to 50%
- Final report to European Commission 25%

The costs shall be justified with copies of the relevant invoices. All relevant evidence shall be kept in view of future payments (reports, work, drafts and deliverables, contracts & invoices, time sheets, tickets, boarding cards, hotel invoices, attendance lists with signatures, meeting agendas & reports, invoices for any consumables, purchase orders etc...)

Costs incurred before the Specific Grant Agreement was signed and the selection procedure is finalized will not be covered by financial support.

5. Selection criteria

The applicants shall comply with the following requirements:

- At least five years' relevant experience in the topic of environmental protection and management;
- Knowledge and experience in European projects management;
- experience in the development of reporting templates;
- experience in the coordination of multiple project partners;
- experience in European and international environmental standardisation;
- experience in organizing National and European workshops;
- adequate academic background in environmental disciplines;
- excellent communication and networking with environmental NGOs;

The selection of contractors will be made on the basis of the following criteria (with weighting in percent):



- i. at least five years' experience in environmental protection (25%);
- ii. experience with projects on raising awareness and establishing Focal Points (20%);
- iii. ability to submit agreed deliverables at specified dates (20%);
- iv. at least five years' experience in environmental standardisation (20%);
- v. financial offer (15%).

Scores from 0 to 4 are possible. Tenders scoring less than 70% of the overall total points or less than 50% of the points awarded for a single criterion will be excluded from the remaining assessment procedure.

The selection panel shall select the candidate with the highest score. In the case of two or more candidates of equal qualification, the tender providing the best value for money shall be taken into consideration by the selection panel.

6. Eligibility criteria

The following candidates will be excluded:

- candidates who were the subject of a non-likely judgment of recourse for a professional infringement;
- candidates who are in an irregular tax situation or in an irregular special taxation situation;
- candidates who provide erroneous information.

7. Tenders

Tenders shall be sent by mail to Project Leader - Cyprus Organisation for Standardisation (CYS), attention to Mr Marios Mavroyiannos, as soon as possible, to be received at the latest **17 January 2018**.

Tenderers must place each bid for each work package or role inside a sealed envelope clearly marked CONFIDENTIAL, placing the sealed envelope(s) in an envelope which is posted to the address indicated. The tender shall be in English and contain:

- Curriculum Vitae of each relevant person participating in the project, demonstrating the necessary expertise;
- a schedule and a description of the execution of the tasks which will be carried out in the project;
- appropriate documentation to prove the economic and financial capacities;
- any further documents to prove the qualification required in the above clauses on Selection criteria;



- a signed declaration, by which the candidate(s) certifies not to be subject to one of the exclusion criteria as described in Clause “Eligibility Criteria” and the veracity of the adjoining documents.

Please note that, to grant equal treatment of all tenders, it is not possible to modify offers after their submission in relation to the technical and financial proposals. As a consequence, incompleteness in this section can only result in negative impact for the evaluation of selection criteria. Please note also, that proposals deviating from the technical specifications may be rejected for non-conformity.

The selection and appointment of the project co-leader will be conducted by a selection panel that is expected to be composed of the SABE chairman, SABE vice chairman, the Project Leader, the project advisor and CCMC Project Manager.

The contract with the selected project co-leader will be signed once the selection process approved by the concerned EC services.

For additional information please contact Project Leader CYS, Mr Marios Mavroyiannos (+357 22 411 411 – m.mavroyiannos@cys.org.cy) or the CCMC Project Manager, Mrs Andrea Nam (+32 2 550 09 68 – aNam@cencenelec.eu).

If due to requests or other reasons supplementary information to this call for tender is required, this will be published on the website of CEN-CENELEC Management Centre (www.cencenelec.eu) and the website of the Project Leader (www.cys.org).

Please send your application to:

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