



OPEN CALL FOR

OPEN CALL FOR WORKING GROUP CONVENORS

for CEN/TC 454 *Algae and algae products* under Specific Agreement CEN/2019/ENER/C2/452-2019/SI2.832375

1. Background

The European Commission (EC) and CEN have signed a contract (SA/CEN/2019/ENER/C2/452-2019/SI2.832375) under the Framework Partnership Agreement 2014. The project is titled: "Algae and algae products" and is to cover additional work not foreseen in Standardization Request M/547 as regards algae and algae-based products.

The objective of the project is to develop standardization deliverables under CEN/TC 454 'Algae and algae products', which was established in the beginning of 2017. In order to develop at least 4 deliverables that cannot be treated in existing CEN/TC 454 working groups, the technical committee has decided to create two additional Working Groups. This tender is a call for convenors of these established Working Groups that will draft the deliverables and consider the comments received from the CEN members.

2. Objectives

This is an open call for experts to lead the standardization work as CEN/TC 454 convenor in the following CEN/TC 454 working groups:

- CEN/TC 454/WG 7 *Product test methods - saccharides, proteins, amino-acids* with the preliminary scope to develop standards for analytical method(s) for the determination of saccharides, proteins, and amino-acids content in algae.
- CEN/TC 454/WG 8 *Sampling* with the preliminary scope for sampling methods and sample treatment of algae

Applications can be for one or more Working Groups. For detail on the work of the groups, see Annex 1.



3. Tasks to be performed

The main task of the tenderer during the period between October 2020 and August 2024 is to act as convenor of the working group, to which he/she will be appointed. The role of a convenor is described in the [CEN-CENELEC Internal Regulation Part 2](#). For more details about the task and responsibilities of a convenor, see Annex 1, point 4.

4. Contractual details

This tender is part of an overall project funded by the European Commission and executed by the European Standardization Committee, CEN. The project execution is seconded to NEN, the Dutch Standardization Institute. NEN will be the contractor. The person applying for the activity, or his organization, will be assigned on the basis of an engagement contract with NEN.

The engagement contract will be on the basis of a daily rate (including travel costs) for the work executed. Travels are to WG or TC meetings on locations over Europe. Payment takes place on the basis of a declaration with proof of costs made. As for each Working Group the expected amount of days of work could differ, the final contract total will be discussed as part of the contract negotiations.

A description of the CEN/TC454 Working Groups' deliverables is presented in Annex 1. The expertise required for the execution of the task(s) is detailed in Annex 2.

The experts selected will sign an agreement with NEN (see a model of the contract in Annex 4). Payments to project leaders are dependent on NEN having received the corresponding payments from CEN. Applicants should be forewarned that the elapsed time between completion of the deliverables and NEN being in a position to issue the payment is at least 5 months. This will be partly overcome by the fact that CEN and the European Commission have agreed on the following payment steps:

	Steps	Deadlines	Financing per period
1	Signature of the Specific Agreement	S + 00 months	25%
	Duration of the action	S + 46 months	
	Duration of the interim period	S + 36 months	50%
2	Interim progress report	S + 38 months	
3	Final report	S + 48 months	25%

Please be aware that after each periodic technical report, NEN will need 2 months to collect financial justification of costs.

5. Selection procedure



From the applications received as a result of this call for tender, the selection of the project leaders will be done by a selection panel in accordance with CEN-CENELEC GUIDE 16 (<https://www.cencenelec.eu/standards/Guides/Pages/default.aspx>). The selected candidates will be contacted to confirm their interest and to sign the contract. The selection and appointment of the project leaders will be made by a selection panel, which is composed of:

- the Secretary of CEN/TC 454 *Algae and algae products* working groups 7 and 8, Mrs. Merel Wagner;
- the Chair of CEN/TC 454 *Algae and algae products*, Mr. Bert van Asselt;
- the programme manager from the CEN CENELEC Management Centre, Ms. Christina Thorngreen.

The convenors will be selected ensuring an equal representation of sectors, countries and skills, as well as the expected 'chemistry' within the project team. Selection of convenors will be based on the following criteria:

5.1) Documented technical experience (maximum 40 points):

- number of years working in relevant field;
- technical experience and consulting activities in relevant field;
- experience in European and/or international standardisation work;
- experience in standards drafting;
- experience in running European or/and international programs.

5.2) Skills (maximum 40 points):

- demonstration of experience in leading and / or managing of similar projects;
- demonstration of experience in building consensus amongst stakeholders;
- demonstration of experience in chairing meetings.

Only offers that pass the selection criteria of scoring minimum 25 points under 1) and 25 points under 2) will be further evaluated.

5.3) Quotation price (maximum 20 points): Additionally, the selection will be based on the principle of best value for money, considering the day rate of the expert and the number of days the expert requires to execute the work.

The specific requirements for the role of convenor are detailed in Annex 2.

Applicants will be excluded from participating in the call for proposals procedure according to the following **exclusion criteria**:

- The tenders' score is lower than 65% in total;
- The offer was received after the deadline;



- The offer is not complete;
- The tenders are subject to a conflict of interest;
- They are in any of the situations described in the exclusion criteria of the *Guide for tenderers Submitting bids in response to a call for tenders published by the Office for Infrastructure and Logistics – Brussels (OIB)*¹.

The report of the selection committee on the selection of the experts will be submitted for approval to the European Commission prior to the contracting of the experts.

6. Replies to tender

This Call for Tender for project leader is published on the websites of NEN and CEN for 35 days. Tenders shall be sent (only by email) to CEN/TC 454 Secretary Mr. Timo de Groot (timo.degroot@nen.nl) and Secretary Support Ms. Natasja Ramautar (natasja.ramautar@nen.nl) as soon as possible and at the latest by 2021-03-21. Applications received after this deadline will not be taken into consideration. Each candidate shall submit the completed form that is hyperlinked in Annex 3 and the following information in their tender:

- Name and contact details of the convenor candidate;
- A short Curriculum Vitae demonstrating the required expertise and other selection criteria;
- A signed declaration, by which the candidate certifies not to be in one of the situations described in the exclusion criteria (as described in the *Guide for tenderers Submitting bids in response to a call for tenders published by the Office for Infrastructure and Logistics – Brussels (OIB)*²);
- A specified breakdown of tasks addressing the convenorship and award criteria;
- A table showing the detailed estimate cost (in euros);
- The name of a contact person in relation to the submission of the bid.

Tenders must be clear and concise, with continuous page numbering, and must be written in English. They must be signed by the tenderers or their duly authorised representative. They also must be perfectly legible so that there can be no doubt as to words and figures.

If necessary, additional information can be obtained via the CEN/TC 454 Secretary, Mr. Timo de Groot, per email or phone (t: +31 152 690 465 e: Timo.deGroot@nen.nl).

NEN
Timo de Groot

¹ https://ec.europa.eu/oib/doc/tenders-submission-guide_en.pdf, section 2.2.3.2

² https://ec.europa.eu/oib/doc/tenders-submission-guide_en.pdf, section 2.2.3.2



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Annex 1. Description of Working Groups and deliverables

1. Deliverables

The following deliverables will be elaborated upon by CEN/TC 454 and its working groups 7 and 8 under SA/CEN/2019/ENER/C2/452-2019/SI2.832375:

Working Group	Description of deliverable	Type of deliverable
WG 7 <i>Test methods saccharides, proteins, amino-acids</i> with the scope to develop standards for analytical method(s) for the determination of saccharides, proteins, and amino-acids content in algae.	a) Analytical method for determination of polysaccharides content	1 European Standard (EN)
	b) Analytical method for determination of protein content	1 European Standard (EN)
	c) Analytical method for determination of amino acids content	1 European Standard (EN)
WG 8 <i>Sampling</i> with the scope to develop standards for sampling methods and sample treatment of algae	d) Sampling for biomass determination	1 European Standard (EN)

There will also be delivered:

- A progress report at S + 36 months;
- One final report at S + 46 months

2. Internal indicators

A minimum of 4 CEN/TC 454 meetings will be organised, combining expertise of (at least) 8-10 countries and different stakeholders (researchers, producers, users and policy makers included) to develop the deliverables. The active underlying CEN/TC 454/Working Groups (WGs) will each meet a minimum of twice a year to develop the analytical methods. Since WG 7 and WG 8 are new, it can be expected that in the first year(s) additional meetings are needed.

3. Work plan and milestones

Dates*	Elaboration of EN
*S = Signature date of SA	
S + 12 months	Activation of PWI (stage 10.99)
S + 18 months	First draft circulation and TC balloting (stage 20.60)



S + 36 months	Dispatch WG 7 and WG 8EN draft to CCMC for Enquiry balloting (stage 30.99)
S + 46 months	Closure of Formal Vote balloting (stage 50.60)

Earlier deliverance of milestones is possible and encouraged.

4. Working group convenor tasks

The convenors of CEN/TC 454 Working Groups 7 and 8 are foreseen to be hired and will be selected in accordance with the CEN-CENELEC Guide 16 '[Request for EC financial support – Guidance to the secretariat/convenorship of the responsible technical body](#)'. More information regarding a convenor's responsibilities can be found in [CEN/CENELEC Internal Regulations Part 2](#).

In short, the convenor:

- is responsible for the proper conduct of the work;
- ensures that experts participating are properly briefed on the work required;
- organizes the relevant virtual and face-to-face WG meetings with the group of experts in order to achieve the objectives / draft the deliverables as indicated in the Annex;
- works closely with the national standardization body (NSB) providing professional standardization support to his/her group. a.o. to have the necessary knowledge for leading the work;
- ensures with the NSB in support that the drawing up of a draft standard is made according to CEN Rules for the structure and drafting of European Standards; and, if required, provides assistance in the preparation of further proposals for development of CEN deliverables and the final report to the EC.

The convenors will be involved in an estimated average of 8 physical or online WG meetings and 4 CEN/TC reporting sessions over the period of approx. 4 years of work. A total of, per convenor, 80 man-days of input.

5. Financial support

Costs have to qualify as eligible as defined in FPA 2014, be justified, and accepted by the EC/EFTA. Travel and lodging costs are included in the daily rate. The payment is usually divided into several instalments after completion of defined milestones and approval of the interim/final reports and the justification of costs (invoices). NEN will be managing the contracts (subcontracting) with the selected experts. NEN Policy will always apply. The experts selected will sign an agreement with NEN before starting to work on the project. Costs incurred before the selection procedure is finalized are not eligible for reimbursement.

Annex 2. Specific requirements for each project

ROLE OF THE SUBCONTRACTOR	Working Group Convenor
ELEMENTS THAT NEED TO BE ADRESSED IN THE TENDER	
PROFILE	55%
Required expertise and experiences	40%
Expertise knowledge relevant for particular project	15%
At least 5-8 years of practical experience in the topic to be standardised	10%
Knowledge of the European policies and legislation	15%
Management competences, experience or ability to:	15%
· present complex issues in the given context as a definition in an understandable way	2%
· coordinate a group of experts	4%
· contribute as content provider to the requested deliverables	3%
· ensure the consolidation and integration of all contents provided by the participant experts	2%
· reach consensus	4%
SUPPLY OF DELIVERABLES	20%
Understanding of tasks and responsibilities	10%
Number of days of work	3%
Comprehension of the scope	4%
Quality of the proposal (clarity, match with description given...)	3%
Ability to supply deliverables at specified target dates	10%
Calendar of the proposal vs expected	5%
Experience in the development and validation of methods	5%
Experience in European and/or International standardisation	10%
English language and communication skills	15%
English level	5%
Participation to events/working groups in English	10%
TOTAL	100%



[Annex 3. Application form](#)

Annex 4 Contract model

INSERT Contract for the provision of technical services to NEN

[Annex 4. NEN-contract-subcontractor- version-7 April-2019.pdf](#)

[Annex 4. General-Purchase-Terms-and-Conditions-for-Services-April-2019.pdf](#)