

Open call for tenders for one convenor to manage the European Working Group CEN/TC 455/WG 3 “Pathogenic and non-pathogenic microorganisms”

and one convenor to manage the European Working Group CEN/TC 455/WG 5 “Labelling and denominations”

in the frame of the European Commission Standardisation Request M/564 to the European Committee for Standardisation as regards the EU fertilising products in support of Regulation (EU) 2019/1009 of the European Parliament and of the Council

1. Background

The European Committee for Standardisation (CEN) has been requested to draft harmonised standards and European standardisation deliverables in support of Regulation (EU) 2019/1009 for EU fertilising products which lays down rules on the making available on the market of EU fertilising products and amending Regulations (EC) No 1069/2009 and (EC) No 1107/2009 and repealing Regulation (EC) No 2003/2003 (FPR).

The FPR aims at promoting an increased use of recycled nutrients to further aid the development of a circular economy and allow a more resource-efficient general use of nutrients, while reducing EU's dependency on nutrients from third countries.

Certain products are being used in combination with fertilisers for the purpose of improving nutritional efficiency, with the beneficial effect of reducing the amount of fertilising products used and hence their environmental impact. In order to facilitate their free movement in the internal market, not only fertilising products, i.e. products intended to provide plants with nutrients, but also products intended to improve plants' nutrition efficiency are covered by the harmonisation.

Different product functions warrant different product safety and quality requirements adapted to their different intended uses. EU fertilising products are therefore divided into product function categories (PFCs) and component material categories (CMCs).

In order to provide the market with the means to claim proof of compliance, Technical Specifications (TSs) followed by harmonised European standards (hENs) have to be developed under this Specific Agreement SA/CEN/564 (SA), related to the SReq. Three CEN/Technical Committees (TCs) will perform the work mandated under this SReq:

- CEN/TC 223 *Soil Improvers and growing media*,
- CEN/TC 260 *Fertilizers and liming materials*, and
- CEN/TC 455 *Plant biostimulants*.

This call concerns the PFC relevant to CEN/TC 455 *Plant biostimulants*:

PFC 6. Plant biostimulant

A. Microbial plant biostimulant

B. Non-microbial plant biostimulant

and the CMC 7: Micro-organisms.

The work programme listed out in the SReq (Annex 1) for CEN/TC 455 Plant biostimulants includes 33 CEN TSs and 33 hENs.

CEN/TC 455 *Plant biostimulants* was created in 2017 to set up European Standards for all kinds of plant biostimulants. AFNOR, the French member of the National Standardisation Bodies represented at the European and international level, detains the Secretariat of CEN/T C455 *Plant biostimulants* and will deal with the administrative management of the standardisation work.

CEN/TC 455 is active in five main areas and has therefore established five working groups as it follows:

- WG 1 *Sampling*
- WG 2 *Claims*
- WG 3 *Pathogenic and non-pathogenic microorganisms*
- WG 4 *Other safety parameters*
- WG 5 *Labelling and denominations*

UNI is the Italian member of standards networking at European (CEN) and international (ISO) levels. UNI holds the secretariat of CEN/TC 455/WG 3 *Pathogenic and non-pathogenic microorganisms* since April 2020 and the secretariat of CEN/TCWG 5 since July 2019.

UNI will deal with the secretariat and administrative management of the standardisation work at WG (3 and 5) level.

2. Objective

Trough M/564, the European Commission is requesting the development of 33 CEN Technical Specifications and 33 European Harmonised Standards.

WG 3 “Pathogenic and non-pathogenic microorganisms” will be in charge of developing the following documents:

- 1) Plant Biostimulants - Determination of *Shigella* spp (TS and hEN)
This TS/hEN will provide a horizontal method to determine and quantify the presence of *Shigella* spp., one of the pathogenic microorganisms, which are on the negative list of the FPR.
- 2) Plant Biostimulants - Determination of *Staphylococcus aureus* (TS and hEN)
This TS/hEN will provide a horizontal method to determine and quantify the presence of *Staphylococcus aureus*, one of the pathogenic microorganisms, which are on the negative list of the FPR.
- 3) Plant Biostimulants - Determination of *Azospirillum* spp. (TS and hEN)
This TS/hEN will provide a horizontal method for enumeration of *Azospirillum* spp. in plant biostimulants.
- 4) Plant Biostimulants - Determination of *Listeria monocytogenes* (TS and hEN)
This TS/hEN will provide a horizontal method to determine and quantify the presence of *Listeria monocytogenes*, one of the pathogenic microorganisms, which are on the negative list of the FPR.
- 5) Plant Biostimulants - Determination of *Salmonella* spp (TS and hEN)
This TS/hEN will provide a horizontal method to determine and quantify the presence of *Salmonella* spp., one of the pathogenic microorganisms, which are on the negative list of the FPR.
- 6) Plant Biostimulants - Determination of *Rhizobium* spp. (TS and hEN)
This TS/hEN will provide a horizontal method for enumeration of *Rhizobium* spp. in plant biostimulants.

- 7) Plant Biostimulants - Anaerobic plate count (TS and hEN)
This TS/hEN will provide a horizontal method for enumeration of microorganisms that are able to grow and form colonies in a solid medium after anaerobic incubation at 30°C, thereby verifying that they are not present in plant biostimulants (as long as the biostimulant itself is not an anaerobic bacteria).
- 8) Plant Biostimulants - Determination of mycorrhizal fungi (TS and hEN)
This TS/hEN will provide a horizontal method for enumeration of mycorrhizal fungi in plant biostimulants.
- 9) Plant Biostimulants - Determination of the pH for liquid microbial plant biostimulants/pH in microbial products – Determination of pH (TS and hEN)
This TS/hEN will establish the methodology for the determination of pH in microbial plant biostimulant products in accordance to the FPR.
- 10) Plant Biostimulants - Determination of Enterococcaceae (TS and hEN)
This TS/hEN will provide a horizontal method to determine and quantify the presence of Enterococcaceae a group of pathogenic microorganisms, which are on the negative list of the FPR.
- 11) Plant Biostimulants - Determination of *Vibrio* spp. (TS and hEN)
This TS/hEN will provide a horizontal method to determine and quantify the presence of *Vibrio* spp., one of the pathogenic microorganisms, which are on the negative list of the FPR.
- 12) Plant Biostimulants - Determination of *Escherichia coli* (TS and hEN)
This TS/hEN will provide a horizontal method to determine and quantify the presence of *Escherichia coli*, one of the pathogenic microorganisms, which are on the negative list of the FPR.
- 13) Plant Biostimulants - Determination of *Azotobacter* spp. fungi (TS and hEN)
This TS/hEN will provide a horizontal method for enumeration of *Azotobacter* spp. in plant biostimulants.
- 14) Plant Biostimulants - Determination of the yeast and mould content (TS and hEN)
This TS/hEN will provide a horizontal method to determine and quantify the presence of Yeast and Mould, in the plant biostimulant when the plant biostimulant is not based on yeast or fungi.
- 15) WI Plant Biostimulants - Determination of microorganisms concentration (TS and hEN)
This TS/hEN will provide an analytical method for the determination of intentionally added microorganisms expressed as the number of active units per volume or weight, or in any other manner that is relevant to the microorganism, e.g. colony forming units per gram (cfu/g).
- 16) WI Plant Biostimulants – Preparation of sample for microbial analysis
This TS/hEN will provide a method for preparing samples of different Plant Biostimulant Products in order to be then subjected to microbial analysis

WG 5 *Labelling and denominations* will be responsible for the development of the following deliverables:

- 1) Plant Biostimulants – Terminology (TS and hEN)

This TS/hEN will define the terminologies relating to plant Biostimulants and it will be constituted by 4 chapters:

- 1: Claims
- 2: Terms relating to components
- 3: Terms relating to process of production
- 4: Others terms relating to plant biostimulants

2) Plant Biostimulants - Quantity/volume (TS and hEN)

In the FPR, the quantity of a fertilising product must be expressed (mass or volume). The TS/hEN will specify the methods for the determination of a quantity of plant biostimulants in bulk and in packages. This will be a reference method, which will be designed with an appropriate precision level so that it can be used to validate any quantity declaration made.

The TS/hEN will be developed using Council Directive 76/211/EEC of 20 January 1976 on the approximation of the laws of the Member States relating to the making-up by weight or by volume of certain pre-packaged products. This directive, however, only covers certain pre-packaged liquids expressed in units of weight or volume, not less than 5 g or 5 mL and not more than 10 kg or 10 L.

3) Plant Biostimulants - Determination of the chloride in the absence of organic material (TS and hEN)

In the FPR, appropriate methods are necessary to check the conformity of CE marked plant biostimulants with the requirements of the FPR and the quantification of chloride could be necessary. The proposed TS/hEN specifies a potentiometric method for the determination of chloride content in the absence of organic material. This method is applicable to all plant biostimulants.

Soluble chlorides are extracted from the sample with water containing a small quantity of nitric acid aqueous solution. The chloride content of the solution is titrated with silver nitrate standard solution and the end point is determined potentiometrically by using either a silver ion selective electrode plus a reference electrode or a commercially combined electrode.

The European deliverables (Technical Specifications and European Harmonised Standards) will:

- Support the development of standardisation activities in new areas and make possible the implementation of the FPR
- Enable commercialisation of the PFCs within the EU Single market
- Allow the industry to fulfil the requirements stipulated in the FPR
- Help government and competent authorities to effectively monitor compliance of the products
- Consumers and environmental stakeholders will profit from the well-established uniform and reliable control of plant biostimulants applied to soil and crops
- Laboratories will have a reference document on how to properly take samples for analysis

3. Execution

In this context, CEN/TC 455 *Plant biostimulants* WG 3 and WG 5 Secretariat launches this open call for the recruitment of **two Convenors**, one for WG 3 *Pathogenic and non-pathogenic microorganisms* and another one for WG 5 *Labelling and denominations*.

The responsibilities of the convenors will be:

- the proper conduct of the work and the managing of the respective Working Group;
- the distribution of documents for convening meetings and for questions of languages (during the meetings);
- to lead meetings effectively with a view to reaching consensus on the document within the WG;

- to proactively propose solutions and actions to the project leader and WG, including WG meetings (physical or virtual) or consultation by correspondence to progress efficiently on the drafts;
- to send documents to the secretariat of the parent body and the CEN-CENELEC Management Centre;
- to update the TC Secretary on the status of projects;
- to report to the TC Secretary during committee meetings;
- to act according to the CEN-rules of [CEN BOSS¹](#), [in particular the role description of the Convenor of the WG²](#); and
- to facilitate the standardization process considering [good practice³](#).

The WG convenor will attend an estimated average of four physical WG meetings and eleven CEN/TC 455 reporting sessions over the period of 4 years of work.

The WG convenors tasks are not limited to the deliverable under the mandate and their appointments have to be confirmed by a CEN/TC 455 resolution.

The Convenors of CEN/TC 455 WG 3 *Pathogenic and non-pathogenic microorganisms* and CEN/TC 455/WG 5 *Labelling and denominations* will be a subcontractor of UNI.

4. Financial support

There will be a financial support from the European Commission and EFTA for:

- the convenor for managing the European Working Group CEN/TC 455/ WG 3 *Pathogenic and non-pathogenic microorganisms*, and
- the convenor for managing the European Working Group CEN/TC 455/WG 5 *Labelling and denominations*.

The Convenors and other subcontractors cost (e.g. assistants, scientific/technical experts, laboratories...) shall be justified with copies of the relevant invoices. All relevant evidence shall be kept in view of future payment (reports on test, work, drafts and deliverables, contracts & invoices, tickets, boarding cards, hotel invoices, attendance lists with signatures, meeting agendas & reports, invoices, purchase orders, timesheets, etc.).

The financial support from the European Commission and EFTA is based on the Framework Partnership Agreement (FPA 2014). The subcontractor shall fulfil the conditions of the FPA 2014 (liability, ownership of results, confidentiality...).

The assignment of the task and execution of the work will be dependent upon European Commission/EFTA funding.

The financial steps will be defined in the Specific grant agreement.

5. Criteria for selection

The selection of the CEN/TC 455 WG 3 *Pathogenic and non-pathogenic microorganisms* Convenor and the CEN/TC 455/WG 5 *Labelling and denominations* Convenor will be made on basis of the following criteria:

CONVENOR REQUIREMENTS

PROFILE

Required expertise and experiences:

¹ <https://boss.cen.eu/Pages/default.aspx>

² <https://boss.cen.eu/reference%20material/Profiles/Pages/WGConv.aspx>

³ <https://boss.cen.eu/reference%20material/Guidancedoc/Pages/GoodPract.aspx>

- Number of years of expertise knowledge
- Number of years of practical experience in the topic to be standardised
- Knowledge of the European policies and legislation

Management competences:

Experience or ability to:

- present complex issues in the given context as a definition in an understandable way
- coordinate a group of experts
- reach consensus

SUPPLY OF DELIVERABLES

Understanding of tasks and responsibilities:

- Number of days of work
- Comprehension of the scope
- Quality of the proposal (clarity, match with description given...)

Ability to supply deliverables at specified target dates

- Calendar of the proposal vs expected

EXPERIENCE IN ORGANISATION OF COLLABORATIVE STUDIES

- Number of projects
- Number of years

VALIDATION OF METHODS

- Experience in the development and validation of methods
- Number of projects
- Number of years

EXPERIENCE IN EUROPEAN AND/OR INTERNATIONAL STANDARDISATION

- Number of projects
- Number of years

ENGLISH LANGUAGE AND COMMUNICATION SKILLS

- English level
- Participation to events/working groups in English

PRICE

- Daily rates
- Number of work days
- Travel costs
- Other costs

Tenders must score minimum 65% in total (price excluded).

The specific requirements for each convenor are detailed in Annex 1.

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 (see the elements requested in section 6)
- 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)*⁴.

6. Replies to tender

Tenders should be sent (**only by email**) to the Secretary of CEN/TC455/WG 3 and CEN/TC 455/WG 5, Raffaella Angelini (raffaella.angelini@uni.com), as soon as possible and at the latest by 2020/08/14 (30 days after the launch of the call).

Each candidate shall submit the completed form (Annex 2) and the following information in the tender:

- Name and contact details of the expert 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 (see exclusion criteria in section 5)
- A specified breakdown of tasks addressing technical specifications and award criteria
- A table showing the detailed estimate cost (in euros) and travel expenses of the CEN/TC455/WG 3 convenor and/or the CEN/TC 455/WG 5 convenor with an explanation of the cost of the supplies, of the consumables and or subcontracting
- 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.

Late delivery will lead to the non-admissibility of the tender and its rejection from the award procedure for this contract.

The selection and appointment of the Convenors will be conducted by Raffaella Angelini (Secretary of CEN/TC 455/WG 3 and CEN/TC 455/WG 5), Samantha Gagnon (AFNOR, Secretary of CEN/TC 455), Benoît Planques (Chairperson of CEN/TC 455), Alessia Gaetani (CEN Cenelec Management Center Project Manager), an expert from UNICHIM in support of the WGs Secretary, and, if possible a person from the EC.

After the call for tender and the examination by the selection panel above, the appointment of CEN/TC 455/WG 3 and CEN/TC 455/WG 5 convenors will be confirmed by a CEN/TC 455 resolution.

The selection process will be based on CEN/CENELEC Guide 16 *Request for EC financial support - Guidance to the secretariat/convenorship of the responsible technical body* (ftp://ftp.cencenelec.eu/EN/EuropeanStandardization/Guides/16_CENCLCGuide16.pdf).

⁴ https://ec.europa.eu/oib/doc/tenders-submission-guide_en.pdf

CEN/TC 455/WG 3 and WG 5 Secretariat

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Annex 1

Selection criteria for the CEN/TC 455/WG 3 Convenor

CALL No.	1
ROLE OF THE SUBCONTRACTOR	CONVENOR
DELIVERABLE	CEN/TC 455 WG3 Pathogenic and non-pathogenic microorganisms
ELEMENTS THAT NEED TO BE ADDRESSED IN THE TENDER	
PROFILE	46%
Required expertise and experiences	36%
Expertise knowledge	26%
At least 5 years of practical experience in the topic to be standardised	5%
Knowledge of the European policies and legislation	5%
Management competences, experience or ability to:	10%
· present complex issues in the given context as a definition in an understandable way	4%
· coordinate a group of experts	3%
· reach consensus	3%
SUPPLY OF DELIVERABLES	25%
Understanding of tasks and responsibilities	10%
Number of days of work	2%
Comprehension of the scope	4%
Quality of the proposal (clarity, match with description given...)	4%
Ability to supply deliverables at specified target dates	15%
Calendar of the proposal vs expected	15%
VALIDATION OF METHODS	4%
Experience in the development and validation of methods	-
Number of projects	-
Number of years	-
All tests provided by an accredited laboratory (EN ISO 17025)	-
Experience in the organisation of interlaboratory tests (15%)	-
EN ISO 17043 accreditation (15%)	-
Ability to report the results according to EN ISO 5725-2	-
Experience in European and/or International standardisation	4%
Number of projects	2%
Number of years	2%
ENGLISH LANGUAGE AND COMMUNICATION SKILLS	10%
English level	5%
Participation to events/working groups in English...	5%
PRICE	15%
Daily rates	
Number of work days	
Travel costs	
Other costs	
TOTAL	100%

Selection criteria for the CEN/TC 455/WG 5 Convenor

CALL No.	2
ROLE OF THE SUBCONTRACTOR	CONVENOR
DELIVERABLE	CEN/TC 455 WG5 Labelling and denominations
ELEMENTS THAT NEED TO BE ADDRESSED IN THE TENDER	
PROFILE	50%
Required expertise and experiences	30%
Expertise knowledge	10%
At least 7 years of practical experience in the topic to be standardised	-
Knowledge of the European policies and legislation	20%
Management competences, experience or ability to:	20%
· present complex issues in the given context as a definition in an understandable way	5%
· coordinate a group of experts	5%
· contribute as content provider to the requested deliverables	-
· ensure the consolidation and integration of all contents provided by the participant experts	-
· reach consensus	10%
SUPPLY OF DELIVERABLES	15%
Understanding of tasks and responsibilities	10%
Number of days of work	2%
Comprehension of the scope	4%
Quality of the proposal (clarity, match with description given...)	4%
Ability to supply deliverables at specified target dates	5%
Calendar of the proposal vs expected	5%
VALIDATION OF METHODS	-
Experience in the development and validation of methods	-
Number of projects	-
Number of years	-
All tests provided by an accredited laboratory (EN ISO 17025)	-
Experience in the organisation of interlaboratory tests (15%)	-
EN ISO 17043 accreditation (15%)	-
Ability to report the results according to EN ISO 5725-2	-
EXPERIENCE IN EUROPEAN AND/OR INTERNATIONAL STANDARDISATION	10%
Number of projects	5%
Number of years	5%
ENGLISH LANGUAGE AND COMMUNICATION SKILLS	10%
English level	5%
Participation to events/working groups in English...	5%
PRICE	15%
Daily rates	
Number of work days	
Travel costs	
Other costs	
TOTAL	100%



Answer to a call for Tender in compliance with FPA rules 2014

A- Contact details of the Expert

Name: Position: Phone: Email address: Personal website (if any)
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B- Information about the organisation/s the expert is working (name, website, contact person, phone, email)

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C- Curriculum Vitae (maximum 4 A4 pages)

D- Please specify if you are applying for the position of CEN/TC 455/WG 3 Convenor or CEN/TC 455/WG 5 Convenor (please tick the box)

<input type="checkbox"/>	CEN/TC 455/WG 3 Convenor
<input type="checkbox"/>	CEN/TC 455/WG 5 Convenor

E- Please describe and prove evidence of the required skills and expertise for the role you are applying for (half a page maximum including your proposed approach)

Yes	No	Skills and expertize	Short description of the evidence of the required skills and expertise for the role you are applying for

[Insert here the selection criteria presented in annex 1]

F- Information on the costs of the experts

- Daily rates:
- Number of man-days:
- Cost for travels:
- Other costs:

Total costs:

G- Description of the offer (answer to the call for tender)

I certify that all documents provided are veracious and in conformity with reality and certify not to be in any situation described below:

- a) subject of a non-likely judgment of recourse for a professional infringement
- b) to be in an irregular tax situation or in an irregular special taxation situation
- c) to provide with incomplete or erroneous information

I also certify that I had no conflict of interest by submitting the present offer.

Signed:

On behalf of: (print name here)

Date: