



# Tender Specification

## Representation of consumer interest in standardisation work related to Ecodesign and Energy Labelling

**Application deadline: 23:59 CET 31/12/2021**

### About ECOS

ECOS is an international NGO with a network of members and experts advocating for environmentally friendly technical standards, policies, and laws. We ensure the environmental voice is heard when they are developed and drive change by providing expertise to policymakers and industry players, leading to the implementation of strong environmental principles.

### Objective and scope of tender

ECOS seeks to subcontract an organisation to participate in a set of tasks under the Action Grant "Technical support to stakeholders on standardisation work for energy related products". The subject of this action is the support to environmental and consumer representation in Technical Committees and Working Groups on standardisation, aiming at promoting and improving the inclusiveness of environmental interests in European standardisation activities.

The overarching objective of ECOS work under this action grant is ensuring that the necessary standardisation needs are anticipated and clearly mandated by the European Commission in the form of Standardisation Requests and that the standards developed in response enable the energy and resource savings forecasted in the legislation through test procedures that are robust, representative of real-life operation of products and appropriate to support European Ecodesign and Energy Labelling regulations.

With this call, ECOS aims to identify and **subcontract an organisation that is suitable to represent and promote consumer interests** alongside environmental interests in standardisation technical bodies, and contribute to the implementation of the action.

### Tasks and outputs

The main tasks for the selected organisation will be to represent consumer interest in standardisation processes related to Ecodesign and Energy Labelling of products of high consumer relevance, including:

- Attendance to standardisation group meetings (Technical Committees, Working Groups, etc.) and active contribution during meetings to the discussions;
- Development of comments or analyses on Standardisation Request, standards or other standardisation deliverables handled by standardisation groups;
- Contribution to the overarching tasks, such as project and financial management, and reporting, according to the ECOS work method;

**ECOS - Environmental Coalition on Standards**

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- Development of supporting activities related to communication of this work.

## Budget

The budget available for this work is maximum €30.000,00 (incl. VAT), and all other costs will be incurred by the subcontractor.

## Project implementation

Delivery of the subcontracted action will involve active and regular coordination with ECOS, including information sharing and meetings/webcalls. The details of this obligation will be defined in a written agreement between ECOS and the subcontractor.

## Timeline

This action will run for a period of maximum 12 months starting on the date of signature of the subcontractor agreement, until 31/12/2022.

## Tender Assessment

Assessment of the tenders will be made by an appointed selection committee, using a pre-agreed evaluation template. Key selection criteria include:

- Knowledge and experience in the field of Ecodesign and Energy Labelling;
- Ability to represent consumer interests in the standardisation system;
- Demonstration of a specific project plan with the identification of relevant standardisation groups for participation;
- Ability to perform the tasks in a way compliant to the ECOS work method, in order to ensure consistency of the project, and within the resource and budgetary limits set by ECOS.

## Tender preparation

Tenderers are requested to **submit a proposal by 23:59 CET 31/12/2021** outlining:

Tenderers must clearly specify how they fit the desired profile. Proposals should consist of the two following documents:

1. **A narrative**, including the following elements:
  - A description of how the applicant meets the requirements for the tasks and selection criteria listed in this tender specification
  - A detailed description of all the specific tasks foreseen and standardisation groups to be followed
  - A description of how close coordination with ECOS will be ensured throughout the project
  - An indication of all the foreseen deliverables (comments/communications)
  - A listing of the people and technical experts foreseen to be executing the tasks under the subcontract, along with their brief biographies, description of expertise, and time availability
2. **A budget**, detailing the costs associated with executing all tasks subcontracted, including travel and subsistence costs, by standardisation groups and meetings.

Note that sub-contracting is accepted in cases where a delivery team involves individuals from different institutions or organisations. In this case, the lead tenderer retains responsibility for legal and financial arrangements for any sub-contracting.

Tenderers are requested to **submit a proposal by 23:59 CET 31/12/2021 to [info@ecostandard.org](mailto:info@ecostandard.org)**.

Only short-listed tenderers will be contacted.

This call for tender will be withdrawn or rescinded if funding for the work is not secured by ECOS.

## **ECOS Procurement and Purchase Policy**

This tender complies with the ECOS Procurement and Purchase Policy adopted by the ECOS Executive Committee, and last updated October 2021. This policy covers general principles relating to transparency and fairness, value for money, and non-discrimination. It specifies thresholds relating to a competitive negotiated procedure with at least a specified number of candidates either with tender or selection, and sets out the procedure to be followed by ECOS.