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**JOINT MARKET SURVEILLANCE ACTION on Harmonized Products JAHARP18**  
**Recreational Craft and Low Voltage Directive**  
**EU Grant Agreement N° SI.809078**

**Call for tender for subcontractors/facilitators to provide consultancy services to**  
**Stichting PROSAFE**

Date of publication:	18.11.2019, 14:00 CET
Question deadline:	03.12.2019, 12:00 CET
Answer deadline:	09.12.2019, 12:00 CET
Time limit for receipt of tenders:	27.12.2019, 12:00 CET
Evaluation of offers and selection of tenders:	27.12.2019 - 03.01.2020
Signature of the contract:	04.01.2020 - 08.01.2020

## 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. Each Joint Action comprises a number of work packages 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 tender

This Call concerns a **new** Joint Action **JAHARP2018**, for which PROSAFE is the lead coordinator. The project consists of a mixture of product-oriented activities and capacity building and development activities related to the enforcement of Recreational Crafts Directive (RCD) and Low Voltage Directive (LVD). The project runs from **November 2019** to **February 2022**.

PROSAFE is seeking consultant services to provide expertise and support for **JAHARP2018** for various roles and responsibilities as described in Section 4. The tender covers **3 categories of activities, or 'Lots'**. Tenderers may bid for one Lot, or for more Lots.

Applications shall provide a net daily cost rate in Euros applicable for the 28-month duration of the project.

Any contracts will be drawn up under Dutch legislation. PROSAFE is currently established legally in the Netherlands.

The selected facilitators will work from their office and will be required to travel to Brussels or other locations for project meetings.

### 3. General selection criteria

The successful candidates will be outstanding and dynamic professionals, who should fulfil the following general selection criteria as evidenced through their professional experience laid out in the CV and in the cover letter. The requirements must be fulfilled by the deadline for applications:

- Masters' degree of minimum 1 year OR post graduate professional experience of at least 5 years in a related field;
- An excellent active and passive knowledge of English as this will be the working language of the project, verified through either being a native or having worked for 5 years in an international environment where English was the main working language;
- Project management experience: strong ability to manage complex projects in an international context;
- 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).
- No conflict of interest and will not have any such, e.g. contemporary working with or on behalf of manufacturers or economic operators in Recreational Crafts and Low Voltage regulatory sectors;

PROSAFE is requiring from the facilitators continuous 28-months operational management roles, therefore, preference will be given to applications that demonstrate in-place measures to ensure continuity of service over that period.

### 4. Qualifying criteria for each lot

**Lot 1: WP1 Horizontal expertise to support the Work Package on Management, communication and common methodologies** as subject to RCD 2013/53/EU and LVD 2014/35/EU.

One facilitator/entity is required to support this task. Candidates/entities for must have:

1. Established high competence (Minimum of 5 years' experience) in project management of complex, multi-faceted EU funded market surveillance programmes involving multi-partner consortia from several EU/EFTA Member States;
2. Significant experience in working in an international environment with market surveillance authorities - a minimum of three previous EU-funded projects;
3. Demonstrable ability to work as a leading member of a team within an established framework of policies and procedures but without direct supervision and with limited administrative support.

**Lot 2: WP2 Market surveillance of Recreational Crafts** as subject to Directive 2013/53/EU of the European Parliament and of the Council of 20 November 2013 on recreational craft and personal watercraft. In the scope of this directive are watercraft (mainly boats) for sports and leisure purposes with a hull length from 2.5m to 24m and personal watercraft (mainly jet skis) of less than 4m in hull length.

One facilitator/entity is required to support this task. Candidates must have:

1. Established competence (Minimum of 3 years' experience) in facilitation roles in EU funded programmes involving multi-partner consortia from several EU/EFTA Member states;
2. Active experience in working in an international environment with market surveillance authorities - a minimum of two previous EU-funded project;
3. Experience in working in a technically challenging role with market surveillance authorities;
4. Excellent knowledge of RCD Directive 2013/53/EU and applicable standards to recreation crafts as developed by CEN/SS T01 - Shipbuilding and maritime structures - in cooperation with ISO TC 188 - Small craft.
5. Working familiarity with conformity assessment procedures that may involve the intervention of a Notified Body.
6. Readiness to work 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;
7. Very good knowledge of procurement and financial management;

**Lot 3: WP3 Portable Room Heaters** as subject to of Directive 2014/35/EU of the European Parliament and of the Council of 26 February 2014 on the harmonisation of the laws of the Member States relating to the making available on the market of electrical equipment designed for use within certain voltage limits.

One facilitator/entity is required to support this task. Candidates must should have:

1. Established competence (Minimum of 5 years' experience) in facilitation roles in EU funded programmes involving multi-partner consortia from several EU/EFTA Member states;
2. Active experience in working in an international environment with market surveillance authorities - a minimum of one previous EU-funded project;
3. Experience in working in a technically challenging role with market surveillance authorities;
4. Excellent Knowledge of the LVD Directive 2014/35/EU and applicable standards such as:
  - EN 60335-1 - Household and similar electrical appliances - Safety - Part 1: General requirements
  - EN 60335-2-30 - Household and similar electrical appliances - Safety - Part 2-30: Particular requirements for room heaters.
5. Working familiarity with the conformity assessment procedures, which includes the drawing up of technical documentation and a written EU declaration of conformity.
6. Readiness to work 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;
7. Very good knowledge of procurement and financial management;

## 5. Language of the Tender

Tenders shall be drafted in English.

## 6. Verification on non-exclusion

All tenderers must provide a declaration on honour (see Annex 1), signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in that declaration on honour.

## 7. Submission modalities and rules on access

Participation in this call for tenders for subcontractors is open on equal terms to all natural and legal persons coming within the scope of the [Treaties](#). Entities can submit a tender as a sole tenderer only.

! For British tenderers

*Applications from the UK will be required to provide assurance that any financial (contractual) agreement with PROSAFE will be maintained without detriment to the project following any “Brexit” agreement.*

Tenders must be submitted with all documentation complete no later than the deadline for submission of tenders indicated in Section 9 - tender documentation and timeline, by email to [loana Sandu, Executive Director, at ioana@prosafa.org](mailto:loana.sandu@prosafa.org), and [info@prosafa.org](mailto:info@prosafa.org).

*Should you not receive a confirmation by email of the proper receipt of the documentation in 3 working days following your sending, please contact us immediately at the following phone number: +32 2 8080 996.*

## 8. Tender documentation and timeline

Individuals or entities interested in submitting their application are invited to send the following documents:

1. CV in Europass format or any other format that provides a detailed overview of the professional experience and competence and academic background;
2. A bespoke cover letter highlighting their interest to work in the project and how they meet the specified requirements above-listed with a clear indication of expected net rate for the services to be provided;
3. A portfolio of EU-funded projects on market surveillance that they have coordinated or participated as an expert/facilitator in;

**not later than 27<sup>th</sup> December 2019, 12:00 (CET)** to by email as described in Chapter 8 - Submission modalities and rules on access.

## 9. Questions about this specification

Any questions of clarification or other queries about the tender requirements or specification must be submitted in writing to [info@prosafa.org](mailto:info@prosafa.org) with the subject header ‘*URGENT: Question for JAHARP2018 Tender*’. Only questions submitted in this way can be answered, in fairness to all bidders, if they have been submitted no later than 03.12.2019, 12:00 CET.

## 10. Assessment of tenders and selection of successful candidates

The evaluation is based solely on the information provided in the submitted tender. It involves the following steps:

1. Verification of non-exclusion of tenderers on the basis of the exclusion criteria;
2. Screening of tenders for compliance with the selection criteria listed in Section 3. Any non-compliant tenders will be rejected;
3. Assessment of qualifying bids based on the qualifying criteria listed in Section 4 leading to selection of preferred bidders. If the assessment results in a draw for a single position, candidates will be invited to an interview.
4. Both successful and unsuccessful candidates will be informed immediately via email;

The successful tenderers must pass all criteria to be awarded the contract.

Candidates can appeal 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.

## 11. Protection of Personal data

PROSAFE will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council<sup>1</sup>. This applies in particular to the confidentiality and security of such data.

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<sup>1</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).