



Call for Tender
for 3 technical experts
for the development of a preliminary work programme of priority standards
in the frame of the Commission implementing decision C(2014) 3451
“Adaptation to climate change”¹

Launch: 2014-08-28 Deadline for tenders: 2014-10-19

1. Background

The EU Strategy on Adaptation to Climate Change (COM(2013) 216 final)² has identified technical standards as an effective instrument for improving the climate resilience of the infrastructures across Europe. The sectors identified as priority sectors in the Strategy are the following:

- Transport infrastructure;
- Energy infrastructure;
- Buildings/construction.

In addition, there is also a need to consider the ICT infrastructures that are closely interconnected with and support the functioning of the sectors mentioned above, to the extent that they contribute to or have an impact on the overall resilience of the priority sectors.

This has resulted in the Standardization Request (Mandate) addressed to the European Standardization Organisations (ESOs) in support of implementation of the EU Strategy on Adaptation to Climate Change (C(2014) 3451 final) issued by the European Commission (EC) and addressed to the European Standardization Organizations. The Standardization Request was accepted by the CEN and CENELEC BT.

In this Standardization request ESOs are asked to identify the standards relevant for adaptation to climate change in the three priority sectors, to prioritise them and subsequently revise the prioritized standards.

The Mandate consists of the following phases:

- Phase 1: Programming phase - establish a list of priority standards (preliminary work programme);
- Phase 2: Standardization phase - development of standardization deliverables resilient to the adverse effects of climate change.

This call for tender covers Phase 1 of the Mandate.

¹http://ec.europa.eu/enterprise/standards_policy/mandates/database/index.cfm?fuseaction=search.detail&id=546

²http://ec.europa.eu/clima/policies/adaptation/what/docs/com_2013_216_en.pdf

2. Objective

The main objective of Phase 1 is to develop a preliminary work programme of priority standards for each of the three priority sectors. Within each priority sector special attention will be given to ICT and green infrastructures in order to contribute to the resilience of the priority sector. In order to reach this objective, the following tasks have been formulated for this project:

- Project planning;
- Mapping exercise;
- Development of a set of prioritization criteria;
- Establishment of a preliminary work programme with a set of priority standards;
- Communication of the results.

The execution of this project will cover all types of standards managed by the ESOs, whether they are for products, services, testing and measurements, processes etc. including European standards transposing international standards. Special attention will be paid to the standardization supporting engineering design.

3. Execution

3.1 Organisation & relationship

CEN and CENELEC have established the Adaptation to Climate Change - Coordination group (ACC-CG) to coordinate the work for the execution of the standardization request C (2014) 3451 (see the draft structure of the ACC-CG in Figure 1).

The ACC-CG will be supported by the Chairman Advisory Group (CAG) The CAG consists of the chairman (nominated by DIN, the German standardization institute), secretariat (NEN, the Netherlands standardization institute), representatives from CCMC, EC, EFTA, and relevant TCs, and three experts, one for each priority sector. The three experts will be in charge of providing technical input to the work of the CAG. The draft documents prepared by the CAG will be presented and discussed in the ACC-CG.

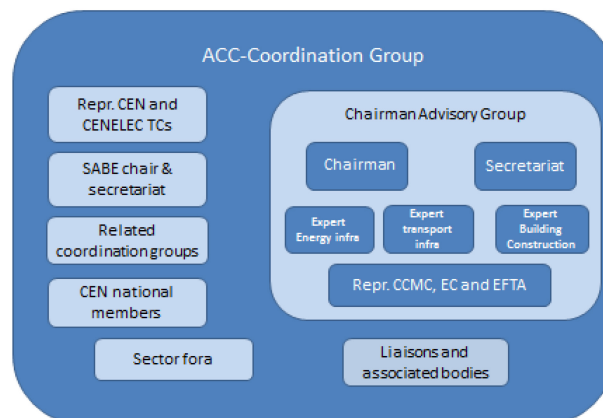


Figure 1: Structure of the ACC-CG

3.2 Experts

For the execution of this project three experts will be selected. One expert will be contracted for each work package described in 3.3-3.5. NEN will take care of the procedural work. NEN will sign contracts with the experts (subcontractors) and will administrate the technical process.

For a complete overview of the tasks of the project, see Annex A.

3.3 Work package 1: Expert for priority sector Transport infrastructure

Sector-specific Tasks:

- Project planning
 - Provide input for work plan;
 - Provide input for stakeholder analysis.

- Mapping exercise for transport infrastructure
 - Provide input for the development of a method for the mapping exercise to CAG;
 - Provide input for composition list of stakeholders;
 - Provide input for and attend workshops;
 - Develop a long list of standardization needs and initiatives working closely together with CAG.

Deliverable: long list of potential standardization initiatives

- Prioritization criteria for transport infrastructure
 - Provide input for the development of a set of prioritization criteria within CAG;
 - Develop a method for applying prioritization criteria within CAG.

Deliverables: set of prioritization criteria and method for applying prioritization criteria

- Development of preliminary work programme for transport infrastructure
 - Application of prioritization criteria;
 - Develop work programme: list of priority standards to be revised and/or adopted.

Deliverable: preliminary work programme and final report

3.4 Work package 2: Expert priority sector Energy infrastructure

Sector-specific Tasks:

- Project planning
 - Provide input for work plan;
 - Provide input for stakeholder analysis;

- Mapping exercise for energy infrastructure
 - Provide input for the development of a method for the mapping exercise to CAG;
 - Provide input for composition list of stakeholders;
 - Provide input for and attend workshops;
 - Develop a long list of standardization needs and initiatives working closely together with CAG.

Deliverable: long list of potential standardization initiatives

- Prioritization criteria for energy infrastructure
 - Provide input for the development of a set of prioritization criteria within CAG;
 - Develop a method for applying prioritization criteria within CAG .

Deliverables: set of prioritization criteria and method for applying prioritization criteria

- Development of preliminary work programme for energy infrastructure
 - Application of prioritization criteria;
 - Develop work programme: list of priority standards to be revised and/or adopted;

Deliverable: preliminary work programme and final report

3.5 Work package 3: Expert Buildings/construction

Sector-specific Tasks:

- Project planning
 - Provide input for work plan;
 - Provide input for stakeholder analysis.
- Mapping exercise for buildings/construction
 - Provide input for the development of a method for the mapping exercise to CAG;
 - Provide input for composition list of stakeholders;
 - Provide input for and attend workshops;
 - Develop a long list of standardization needs and initiatives working closely together with CAG.

Deliverable: long list of potential standardization initiatives

- Prioritization criteria for buildings/construction
 - Provide input for the development of a set of prioritization criteria within CAG;
 - Develop a method for applying prioritization criteria within CAG.

Deliverables: set of prioritization criteria and method for applying prioritization criteria

- Development of preliminary work programme for buildings/construction
 - Application of prioritization criteria;
 - Develop work programme: list of priority standards to be revised and/or adopted;

Deliverable: preliminary work programme and final report

3.6 Maximum available funding

The maximum financial funding for the work packages is as follows:

Work package	Task	Maximum funding (EUR)
1	As described in 3.2	36.800
2	As described in 3.3	36.800
3	As described in 3.4	36.800

3.7 Time frame

The project shall be finalized within 34 months after the Specific Grant Agreement was signed.

A detailed time frame is given in Annex B.

The subcontractors shall respect the deadlines of the deliverables. If deadlines are not kept, EC is entitled to withhold payment.

4. Financial support

The European Commission and EFTA have decided to provide financial support to the execution of the mandated tasks (phase 1). The financial support from the European Commission and EFTA is based on the Framework Partnership Agreement (FPA) 20. Unless specified otherwise, and on condition of approval by EC and EFTA, costs of external subcontractors such as laboratories are generally funded at 100%, with approx. 95% being borne by EC and 5% by EFTA. Costs have to qualify as eligible as defined in FPA 2009, to be justified and accepted by EC/EFTA. The payment is usually divided into four installments after completion of defined milestones and approval of the interim/final reports and the justification of costs.

The subcontractors shall fulfill the conditions of the FPA 2009, including those relating to liability, ownership of results, confidentiality, conflicts of interests, publicity, evaluation, assignment, checks and audits.

The payment of the verification work is divided into four parts:

- Signature of contract (33,3 %);
- Interim progress report (33,3 %);
- Interim report (1st annual report, not financed);
- Final report (33,3 %).

The subcontractor's 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 and 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 is 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 5 years of experience in the priority sector they apply for;
- Good network connection in the respective sector;
- Experience in European and/or International standardization would be desirable;
- Adequate academic background;
- English language and communication skills;

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 incomplete or erroneous information.

7. Replies to tender

Tenders shall be sent by postal mail to Johan van 't Bosch (johan.vantbosch@nen.nl) to be received at the latest by 2014-10-19.

Tenderers must place each bid for each work package 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, incomplete tender documentation can result in a negative impact for the evaluation of award criteria.

Candidates shall indicate for which of the work packages they intend to apply for.

Candidates may apply for more than one work package. In case of multiple applications candidates shall state their priorities. For each application all bidding/application documents required shall be submitted in a separate sealed envelope clearly marked CONFIDENTIAL.

The selection and appointment of the experts will be conducted by a selection panel composed of the chairman and secretariat of the ACC-CG, and a representative from CCMC.

The contracts with the experts will be signed following the signature of the contract between GEN and EC/EFTA and the approval of the selection by EC.

Additional information can be obtained from Johan van 't Bosch, phone: (+31) 15 2690374, e-mail: johan.vantbosch@nen.nl.

If due to requests or other reasons supplementary information to this call for tender is required, this will be published on the website of NEN, www.nen.nl.

Please send your application to:

Netherlands Standardization Institute (NEN)
Johan van 't Bosch
Consultant Environment & Society
P.O. Box 5059
2600 GB DELFT
The Netherlands

Annex A Description of tasks

A.1 Introduction

This Annex describes the tasks that have been described in order to deliver a preliminary standardization work programme covering all identified priority sectors. Phase 1 of mandated tasks includes the identification of relevant standards in the priority sectors that can enhance the resilience to climate change and shall be adapted primarily.

A.2 Scope

A.2.1 Task 0: Project planning

This task is to develop an overall project planning that supports the development of the work plan for the execution of the work for the Mandate.

The planning Phase will contain:

- Identification of stakeholders;
- Detailed description of the tasks;
- Description of the deliverables for each task;
- Description of the activities to be carried out for each task;
- Detailed planning of the activities.

Deliverable: Consolidated work plan

► Task 0.1: Project planning

A consolidated work plan shall be developed which describes in detail milestones, deadlines and timeframes of Phase 1.

► Task 0.2: Identification of stakeholders

A detailed stakeholder analysis shall be executed for the three priority sectors in order to identify stakeholders:

- Transport infrastructure;
- Energy infrastructure;
- Buildings/construction;
- Adaptation to climate change in general.

Special attention will be paid to include stakeholders with knowledge on ICT related to the priority sectors.

The result of the stakeholder analysis will contain a list of stakeholders and contacts that are involved in each of the priority sectors. They can be involved in the mapping exercise and invited to participate in the workshops. The result will also include a list of five key stakeholders per priority sector to be interviewed in task 1.3.

Key stakeholders can be stakeholders that for example play an important economic, decision-making, research role in a priority sector or that represent a group of stakeholders on a European level.

A.2.2 Task 1: Mapping exercise

This task aims to identify current standardization needs and initiatives for each of the priority sectors. Standardization needs and initiatives can refer to both revision of existing standards or to new projects.

The following aspects will be considered:

- What are the standardization needs that can be/have been identified?
- CEN and CENELEC/TCs that have a work program related to climate change adaptation;
- Standards that are related to climate change adaptation. The standards may be published, under development, planned or a standardization idea that can be developed;
- For each standard it should be described in what way it is related to climate change adaptation and/or in what way its revision or development can contribute to climate change adaptation;
- Within each of the priority sectors attention should be paid to ICT;
- For each standardization initiative the responsible CEN or CENELEC/TC should be identified.

Deliverable: Long list of potential standardization initiatives, with details on how they were selected.

► Task 1.1: Assessment method for the mapping exercise (Method 1)

An assessment method shall be developed which will be used during the mapping exercise, to identify relevant standards in relation to adaptation to climate change within the three priority sectors.

The assessment method shall at least address:

- How to screen the standards;
- How to select the standards.

► Task 1.2: Kick-off meeting

A kick-off meeting for the ACC-CG shall be organized to get first input from the participants on their views, wishes and priorities on standardization in each of the priority sectors.

► Task 1.3: Collection of information

A consultation shall be held among the relevant CEN and CENELEC TCs and NSBs in order to get an overview of the relevant standardization needs and standardization initiatives. The CEN and CENELEC TCs, National Standard Bodies (NSBs) and stakeholders will be requested to send a list.

Interviews shall be held with five stakeholders per priority sector. They will be selected from the stakeholders identified in the stakeholder analysis.

The selection will be done on the basis of information gathered in the stakeholder analysis, results from the consultation and on the basis of expert judgement of the experts team and the chairman. The purpose of the interviews is to gather additional and more in-depth information, that goes beyond the information gathered in the consultation mentioned in the previous paragraph.

► Task 1.4: Organize workshops in three different affiliated entities countries

In total, three workshops will be held, each focusing on one priority sector. The workshops will take place in different affiliated entities countries in order to stimulate commitment to the work by 'bringing it to the stakeholders'. Specific stakeholders related to each of the priority sectors will be invited to specific workshops. The related national standards body will be involved in organising the workshop. The workshops will be hosted by NEN and two other NSB's, respectively DIN and AENOR.

The results from the workshops are essential input for the development of the standardization work programme. Among the results will be:

- Additional standardization needs;
- Proposal for first selection of standardization needs and initiatives, a basis for task 1.6;
- Information related to the prioritization criteria of task 2.1.

► Task 1.5: Summarize standardization needs and initiatives (per priority sector)

On the basis of the information gathered in Task 1.2-1.4 and by applying the assessment method described in Task 1.1 a long list of standards and (potential) standardization initiatives will be established for each priority sector.

In order to complete the mapping exercise the selected long list of standards will be merged into one list.

A.2.3 Task 2: Prioritization criteria

Deliverables:

- Set of prioritization criteria;
- Method for applying the prioritization criteria.

► Task 2.1: Define prioritization criteria

This task aims to develop a set of criteria that will be used in prioritizing the standards to be adapted or developed in accordance with Task 1.

On the basis of the criteria and their application the preliminary work program will be established. Preferably the developed prioritization criteria are general and applicable within each of the priority sectors. If necessary a criterion could be added that will be applicable only within one of the priority sectors.

The possible prioritization criteria listed in the standardization request will be taken into consideration. These are the following:

- Standards applicable to the critical infrastructure, as defined in the Council Directive 2008/114/EC, should be prioritized;
- Influence of the standard on the resilience of an infrastructure system (for instance the standards that address more vulnerable parts of a building) could be prioritized;
- Influence of the infrastructure on the overall resilience of the economy (for instance the standards for increasing the resilience of parts of the energy sector) could be a priority, aiming at eliminating/reducing blackouts;
- Potential of inducing multiplying/leveraging effects that will allow a quick start of the processes that lead to adaptation (e.g. standards related to risk analysis);
- Type and timing of revision required for the standard (for instance standards that are due for revision as part of the normal cycle or standards that could need only minor revisions) could be prioritized.

► Task 2.2 Develop a method for applying prioritization criteria (Method 2)

This task is to develop a method for applying the prioritization criteria and using them to select the priority standards and standardization needs, for example a checklist or a weighing system.

► Task 2.3 Consultation with the European Commission

The EC will be consulted before the application on the method.

A.2.4 Task 3: Establish the list of priority standards

Deliverable: Preliminary work programme and final technical report.

► Task 3.1: Application of the prioritization criteria

Each standard and initiative selected during the mapping exercise will be assessed by using the prioritization method developed in Task 2.

► Task 3.2 Develop a draft preliminary standardization work programme

This task is to establish a draft preliminary standardization work programme by using the shortlist of maximum twenty priority standards for each priority sector, identified as a result of Task 3.1. The draft preliminary work programme contains a list of priority standards to be revised and/or adopted first for each of the three priority sectors. It will be accompanied by the justification of their selection and indicating also responsible technical bodies and a tentative timetable for the execution of the work.

► Task 3.3 Finalize preliminary work programme

This task is to finalize the preliminary work programme and inform stakeholders and CEN and CENELEC TCs that have been involved in the project. Part of this task includes the presentation and discussing of the draft preliminary work programme with the ACC-CG in a meeting.

The work programme will also indicate if the priority standards are linked to other standardization requests. Furthermore, the development of new standards might be proposed.

The final technical report will comprise the preliminary work programme containing the list of priority standards (outcome of task 3.2) together with the results of the mapping exercise (task 1) and prioritization criteria (task 2).

A.3 Work plan & Milestones

Table A.1 provides detailed steps for each task and indicates what is expected from which party.

Table A.1 – Detailed description of tasks

Task no.	Task title	Task details	Chairman advisory group	Chairman	ACC-CG Secretariat	ACC-CG	Expert team
Project planning							
0.1	Develop work plan	Develop a draft work plan including activities, milestones deadlines and timeframes.		X	X		
		Discuss workplan with CAG and ACC-CG	X	X	X	X	X
		Develop final consolidate work plan		X	X		
0.2	Identification of stakeholders	Develop a clear template for preparation of the stakeholder analysis			X		X
		Provide input for analysis	X	X	X	X	X
		Establish a database with national contact points of the affiliated entities countries			X		X
		Contact the national contact points for input		X	X		
		Work out the stakeholder analysis in detail			X		X
		Summarize the results		X	X		X
		Develop a list of stakeholders with contact details			X		X
Mapping exercise							
1.1	Method development for mapping exercise (Method 1)	Develop criteria for selecting standardization needs, gaps and initiatives	X	X	X	X	X
		Develop a method for applying these criteria	X	X	X	X	X
1.2	Kick-off meeting	Arrange meeting date and location			X		
		Define programme for the kick-off meeting	X	X	X		X
		Provide contact details of stakeholders	X		X	X	X
		Send invitations to relevant parties			X		
		Contact speakers		X	X		
		Participate at meeting	X	X	X	X	X
1.3	Collection of information	Summarise results of meeting		X	X		X
		Develop an enquiry to identify initiatives, gaps and needs	X	X	X	X	X
		Send the enquiry out to affiliated entities countries, CEN and CENELEC TCs and other stakeholders			X		
		Assist affiliated entities countries, CEN and CENELEC TCs and other stakeholders with filling in the enquiry			X		X
		Summarize the results of the enquiry		X	X		X
		Compose a list of the top 20 stakeholders	X	X	X		X
	Identify 5 stakeholders to be interviewed	X	X	X		X	

		Develop a list of questions for the interviews	X	X	X		X
		Plan the interviews (preferably by phone or web conference)			X		
		Hold the interviews			X		X
		Summarize the results of the interviews		X	X		X
1.4	Organize workshops in three different affiliated entities countries	Identify the 3 countries to hold the workshops		X	X		X
		Arrange meeting dates and locations with the national standards bodies			X		
		Define workshop programme	X	X	X		X
		Send invitations to relevant parties			X		
		Contact speakers		X	X		X
		Summarize the results of the workshops		X	X		X
		Evaluate the workshops	X	X	X		X
1.5		Summarize standardization needs and initiatives (per priority sector)	Put together the results from task 1.1 to 1.5		X	X	
	Identify standardization needs		X	X	X		X
	Make comparison of identified standardization needs and standardization initiatives			X	X		X
	Consolidate results in report		X	X	X	X	X
Set of prioritization criteria							
2.1	Develop a set of prioritization criteria	Develop a draft set of criteria		X	X		X
		Discuss draft with CAG and ACC-CG	X	X	X	X	X
		Finalize set of prioritization criteria		X	X		X
2.2	Develop method for applying prioritization criteria (Method 2)	Develop the method		X	X		X
		Discuss draft with CAG and ACC-CG	X	X	X	X	X
		Finalize method		X	X		X
2.3	Consultation with EC before applying the prioritisation criteria					X	
Development of preliminary work programme							
3.1	Application of the prioritization criteria	Carry out general analysis		X	X		X
		Develop a draft document		X	X		X
		Discuss with CAG, ACC-CG and other stakeholders	X	X	X	X	X
		Draft final analysis		X	X		X
3.2	Develop draft preliminary standardization work programmes	Put together the results of 3.1		X	X		X
		Develop final draft of work programmes		X	X		X
		Put all results together in one draft report		X	X		X
3.3	Finalize preliminary work programmes	Arrange ACC-CG meeting date and location			X		
		Send invitations to relevant parties			X		
		Participate in meeting	X	X	X	X	X
		Summarise results of meeting		X	X		X
		Evaluate meeting	X	X	X		X
		Circulate draft report to ACC-CG/stakeholders for 6 weeks' commenting period		X	X		
		Draft final work programmes including the received comments		X	X		X
		Finalize report	X	X	X	X	X
	Submit final report to CCMC			X			

Annex B: Time frame of the project

	S	S+1	S+2	S+3	S+4	S+5	S+6	S+7	S+8	S+9	S+10	S+11	S+12	S+13	S+14	S+15	S+16	S+17	S+18	S+19	S+20	S+21	S+22	S+23	S+24	S+25	S+26	S+27	S+28	S+29	S+30	S+31	S+32	S+33			
Standardization request	X																																				
Task 0: Project planning																																					
0.1 Work plan																																					
0.2 Detailed stakeholder analysis																																					
Interim Progress Report (incl Consolidated interim report on programming phase)														X																							
Task 1: Mapping exercise																																					
1.1 Method for mapping exercise																																					
1.2 Kick-off meeting for mapping exercise																																					
1.3 Collection of information																																					
1.4 Three workshops																																					
1.5 Longlist of standardization needs and initiatives																																					
Task 2: Prioritization criteria																																					
2.1 Set or prioritization criteria																																					
2.2 Method for application of prioritization criteria																																					
2.3 Consultation with EC before applying the prioritization criteria																																					
Task 3: Development of preliminary work programme																																					
3.1 Application of prioritization criteria																																					
3.2 Draft preliminary work programme																																					
Consolidated first annual report to EC																												X									
3.3 Finalize preliminary work programme																																					
Consolidated preliminary work programme to EC																																				X	
Final Report																																				X	