

OPEN CALL FOR TENDER for Experts
for the execution of the work called for in the Specific Agreement
CEN/GROW/EFTA/548/2017-06
'Postal Services'

Introduction

This is an open Call for Tender for Experts willing to contribute to the activities of a Specific Grant Agreement for Action implementing M/548 to CEN as regards postal services and the improvement of quality of service in support Directive 97/67/EC¹.

Following the acceptance by the European Commission of a proposal from CEN, as prepared by the CEN/TC 331 Secretariat, funding is available for establishing two teams of paid experts.

Recruiting these experts has been delegated by CEN to the secretariat of CEN/TC 331, held by NEN.

Task of the project teams

Two project teams will be created each with their own task. The project teams are tasked with the preparation of the following CEN deliverable(s):

- **TASK 10:** Requirements to connect, access, participate and further develop open global networks and systems, for postal operators and the wider postal sector players
- **TASK 13:** Requirements for electronic advanced data (EDA) in postal operations, in particular compliant to security and customs requirements

Contractual details

The proposed Project plan is attached in [Annex 1](#) (pdf format). The project plan describes in detail what is expected from the project team, the work plan and milestones and the expertise required for the execution of the task(s).

The experts selected will sign an agreement with NEN. 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 five months. This will be partly overcome by the fact that CEN and the European Commission have agreed on the following payment steps:

- Step 0: Pre-financing (25 % of the total budget) - following signature of the Agreement with NEN
- Step 1: Interim payment² - subject to the approval of the interim report by the European Commission and EFTA
- Step 2: Final payment³ - subject to the approval of the final report by the European Commission and EFTA

¹ Directive 97/67/EC of the European Parliament and of the Council of 15 December 1997 on common rules for the development of the internal market of Community postal services and the improvement of quality of service

² Up to 75% of the total budget, reflecting the actual number of man-days spent.

³ Up to 100% of the total budget, reflecting the actual number of man-days spent.

Selection procedure

Applicants will be selected by a selection committee, which is composed of:

- the Chair of CEN/TC 331 Postal services
- the Secretary of CEN/TC 331
- *the Convenor of CEN/TC 331/WG 2*
- a representative from the CEN Central Management Centre

Experts will be selected ensuring an equal representation of sectors, countries and skills, as well as the expected 'chemistry' within the project team. 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 financial support from the EC 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 report of the selection committee on the selection of the experts will be submitted for approval to the European Commission and EFTA prior to the contracting of the experts.

Application procedure

Applications should be submitted using the attached **application form in [Annex 2](#)** (word format) by **18-08-2017 to Mrs. Tosca Bouma (email: tosca.bouma@nen.nl)**. Applications received after the deadline will not be taken into consideration.

I'm looking forward to receiving your application.

Yours sincerely,

Maarten Peelen
Secretary of CEN/TC 331

Annex 1: [Project Plan](#) (PDF format)

Annex 2: [Application form](#) (word format)