

EU4ENERGY LABELLING AND ECODESIGN

Project name: Establishing and strengthening of capacities of the conformity assessment bodies for the implementation of Energy Labelling and Eco-design Directives (EU4ELED)

Contract No.: 2019/408-124

ToR N°	Act.	Title of activity	Name of candidate	Budget Category	No. of WDs	Starting	Ending
05	Act. A3.1.2 & A3.2	Support to CABs	Senior STE with international Experience (refrigerating appliances) (SNKE-I-1)	10	April 2021	December 2021
			Senior STE with international Experience (household ovens) (SNKE-I-2)	8	April 2021	December 2021
			Senior STE with international Experience (light sources) (SNKE-I-3)	10	April 2021	December 2021
			Senior STE with international Experience (TVs) (SNKE-I-4)	8	April 2021	December 2021
			Senior STE with international Experience (heating appliances) (SNKE-I-5)	14	April 2021	December 2021

Special COVID-19 related notice:

All the dates stipulated in the present document may be affected by the evolution of COVID-19 pandemic, and thus subject to changes and delays. In that case, all beneficiaries of this project and EUD would be contacted as soon as possible impacts would be detected, in order to agree on alternative options, including extension of NKEs' period of involvement, when their availability remains valid for extension.

1 CONTRACT OBJECTIVES & EXPECTED RESULTS

1.1 Background to the Assignment

Accessible and competent conformity assessment services for both placing of products on the market and under market surveillance purposes are an indispensable component of a smoothly operating Quality Infrastructure and achieving a compliant marketplace.

Serbia already adopted the old EU Energy Labelling legislation and is in the process of adopting the EU Ecodesign Regulations. These regulations, which permit the self-declaration of conformity by the manufacturers or their authorized representatives, include details to enable the enforcement authorities to verify the claims made. Verification of claims and consequential enforcement of action to remove non-compliant products from the market is essential if the regulations are to deliver the policy intentions and in order to maintain the confidence of consumers and compliant suppliers.

The verification details given in the regulations identify product testing procedures that, for enforcement purposes, will require the relevant authorities to have access to competent conformity assessment bodies (CABs).

As a result of a preliminary selection process, 5 Serbian CABs have been selected. These showed their interest in upgrading their testing facilities to test the following product groups with regards to Ecodesign requirements (mainly for measurements of Energy Efficiency Index – EEI) and entered into an agreement with EU4ELED Project:

- Household refrigerating appliances;
- TV sets
- Light sources
- Household electric ovens
- Heating appliances (electric and gas fired water heaters, space heaters burning solid fuels)

These CABs will – as part of their agreement with EU4ELED Project – provide testing services for the samples to be picked up from the Serbian market by the Project after they complete training and other capacity building and consulting support to be provided by the Project.

This testing services to be provided by Serbian CABs will be primarily for their capacity building to enable them to build necessary testing skills. As a result of the completion of this training, as well as product testing (hands-on practice), capacity building and consulting support, these CABs are expected to be ready for accreditation later after completion of the EU4ELED Project.

For this purpose, the EU4ELED Project will provide the selected Serbian CABs with the following training and capacity building support:

- (A3.1.2) Training of CABs on Ecodesign Directive 2009/125/EC and selected Implementing Measures (household refrigerating appliances, TV sets, light sources, household electric ovens, heating appliances)
 - o The legal requirements of Ecodesign Directive and Implementing Measures will be covered by the TA Team and the selected SNKEs. The training is expected to cover the laboratory infrastructure and testing methodologies for each product group in the form of Case Studies (online introductory theoretical training for 2 days in total);
- (A3.2) Consulting support for developing new laboratories and/or upgrading existing laboratories for selected product groups to prepare them for future accreditation to ISO 17025. This consulting support will include:
 - o review and finalize the list of laboratory equipment developed by the EUELED Project;
 - o provide practical training during testing of samples picked up from the market in Serbian CABs' premises;
 - o provide consulting support, on non-consecutive basis, to prepare Serbian CABs for future accreditation.

1.2 Purpose

The purpose of this assignment is to:

- Provide selected Serbian CABs with theoretical introductory training on testing of selected product groups (A3.1.2);
- Provide selected Serbian CABs with consulting support for future accreditation including review and finalization of the lists of laboratory equipment, practical training on testing of selected products groups in Serbian CABs' premises and advise on accreditation on non-consecutive basis (A3.2).

2 SCOPE OF THE WORK

The NKEs will work in the form of an advisory team for assessment and technical improvement capabilities of selected Serbian CABs, thereby taking the different product groups into consideration. The team will be led by KE 2 (supported by KE 1 and KE 3) and supported by Senior NKE with national (ToR10.1) and Junior NKE with national experience (ToR10.2).

2.1 General

The selected NKEs will work closely with Key Expert 2 (lead) as well as Key Expert 1 and Key Expert 3.

2.2 Specific Activities

Detailed activities:

Subtasks	Activities	WDs SNKE – international experience
A3.1.2 Training on Ecodesign Implementing Measures	<ul style="list-style-type: none"> - Briefing by TA Team on details of the assignment (online meeting); - Drafting the training materials for the Case Studies on selected product groups; - Finalizing the training materials considering comments of TA Team and main Beneficiary; - Delivering the Case Studies on selected product groups using an online meeting platform. 	1 WD for each SNKE-I
Subtask 3.2 Technical assistance to conformity assessment bodies	<ul style="list-style-type: none"> - Review and finalize the lists of laboratory equipment for testing of selected product groups; - Provide practical testing training at CABs' premises while the samples picked up from the market are being tested (by accompanying the testing staff in one testing cycle of each product group); - Based on the capacity building needs identified by the EU4ELED Project, the experts will provide advice to the selected CABs (on non-consecutive basis as and whenever such advice is needed in getting prepared for accreditation) in the preparation for and – if applicable during project implementation – during the 	SNKE-I (1): 9 SNKE-I (2): 7 SNKE-I (3): 9 SNKE-I (4): 7 SNKE-I (5): 13

Subtasks	Activities	WDs SNKE – international experience
	<p>accreditation process. This includes e.g., staff requirements, equipment requirements, laboratory management, testing procedures, reporting, etc. for selected product groups and associated testing standards for which the selected CAB develop its testing facilities under their agreement with the EU4ELED Project. Therefore, the scope of this advice support will focus on meeting the accreditation requirements.</p>	

2.3 Outputs to be delivered

Output	Due date
<p>- Training materials for Case Studies for selected product groups (each SNKE-I)</p>	<p>Draft version: by the end of April 2021 Final version: by mid-May 2021</p>
<p>- Draft Report on Technical Assistance, including advisory services to selected CABs (Subtask 3.2). Providing advice to the selected CABs in the preparation for and during the accreditation process. This includes e.g. staff requirements, equipment requirements, laboratory management, testing procedures, reporting, etc. Therefore, the scope of this advice support will focus on meeting the accreditation requirements (each SNKE-I)</p>	<p>Draft Report: by the end of November 2021 Final Report: by the end of December 2021</p>

2.4 Target groups

Main target group for implementation of this task are Serbian CABs operating/ potentially operating in the field of Energy Labelling and Eco-design.

3 LOGISTICS AND TIMING

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3.1 Location

The operational base for assignment will be Belgrade, with travel outside of Belgrade.

3.2 Commencement date & period of execution

The assignment is expected to take place from April 2021 until December 2021.

4 INPUTS AND REQUIREMENTS

4.1 Input

	TOTAL WORK DAYS (WDs)	OF WHICH HOME BASED WORK DAYS*	SPECIAL REQUEST
Senior STE with international Experience (refrigerating appliances) (SNKE-I-1)	10	1 WD	Justification for home based working days: <ul style="list-style-type: none"> • Mission / training material preparation • ad-hoc support to beneficiary requests in between missions • Compiling/ drafting final report and recommendations.
Senior STE with international Experience (household ovens) (SNKE-I-2)	8	1 WD	Justification for home based working days: <ul style="list-style-type: none"> • Mission / training material preparation • ad-hoc support to beneficiary requests in between missions • Compiling/ drafting final report and recommendations.
Senior STE with international Experience (light sources) (SNKE-I-3)	10	1 WD	Justification for home based working days: <ul style="list-style-type: none"> • Mission / training material preparation • ad-hoc support to beneficiary requests in between missions • Compiling/ drafting final report and recommendations.
Senior STE with international Experience (TVs) (SNKE-I-4)	8	1 WD	Justification for home based working days: <ul style="list-style-type: none"> • Mission / training material preparation • ad-hoc support to beneficiary requests in between missions • Compiling/ drafting final report and recommendations.
Senior STE with international Experience (heating appliances) (SNKE-I-5)	14	1 WD	Justification for home based working days: <ul style="list-style-type: none"> • Mission / training material preparation • ad-hoc support to beneficiary requests in between missions

	TOTAL WORK DAYS (WDs)	OF WHICH HOME BASED WORK DAYS*	SPECIAL REQUEST
			Compiling/ drafting final report and recommendations.

4.2 Expert requirements and evaluation grid

The assignment will be carried out by five STE-I, which are all expected to meet the following requirements:

Requirements for Senior NKE with international experience	Maximum Scoring	Explanation for scoring
Qualifications and skills	20	
<ul style="list-style-type: none"> A level of education which corresponds to completed university studies of at least three years in the field for which the expert is mobilized. 	10	BSc. 6 pts MSc. 8 pts PhD 10 pts
<ul style="list-style-type: none"> Working knowledge of English language 	10	(Elimination criterion)
General professional experience	30	
<ul style="list-style-type: none"> Minimum of 7 years' experience in working in laboratories for testing of products (testing of products and/or management of these laboratories) 	30	Minimum 18 pts 8-10 years 24 pts >10 years 30 pts
Specific professional experience	50	
<ul style="list-style-type: none"> Minimum of 3 years' experience in working in laboratories for testing of products to Ecodesign requirements (testing of products and/or management of these laboratories) (*) 	30	Minimum 18 pts 4-5 years 24 pts >5 years 30 pts
<ul style="list-style-type: none"> Experience in accreditation of laboratories for testing of products to applicable harmonized European standards under Ecodesign implementing measures requirements (this experience may also be in preparation of laboratories for accreditation) (*) 	20	

(*) This experience will be evaluated separately for each product group.

4.3 Evaluation of Experts - scoring

Fulfilment of the minimum requirements will not automatically lead to reaching maximum scores as presented in the Evaluation grid.

The NKEs are scored against the requirements stated in the Terms of Reference section 4.2. The NKE must provide documentary proof. This includes copies of the diplomas referred to in the CV and employers' certificates or references proving the professional experience stated in the CV. Only diplomas and experience supported by documentary proof can be taken into account.

For the NKE evaluation of each criterion, if the expert fulfils the **minimum requirement**, 60% of the maximum score will be allocated. If the expert exceeds the minimum requirement for that criterion, a percentage between 61 and 100% of the maximum score will be allocated in accordance with the explanation for scoring in section 4.2.

The NKEs must fulfil the minimum requirements for all the criteria. If a NKE does not fulfil the minimum requirements in any criterion the Expert will be rejected from the evaluation. The latter is not the case for **asset requirements**.

5 Deliverables

5.1 Reporting requirements

Within 5 WDs after the end of each subtask missions, each STE-I will provide a mission report to the TA Team / KE2.

Within 10 WDs after the end of the assignment, each STE-I will provide the TA Team / KE 2 with a final report, incl. the annexes.

The content and lay-out of the report will be provided by the TA Team.