



## PROCUREMENT

### International SENIOR consultant on integration of chemicals management into ISO14000 and EMAS for contributions Input to the project “LIFE FitforREACH-2”

#### 1. TERMS OF REFERENCE

##### Background

“LIFE FitforREACH-2” (FFR-2) is a large scale multi-national project that connects to activities of the predecessor project FFR-1 (2015-2020). The goal of the FFR-2 is to implement (elements of) chemicals risk management systems in companies, to incentivize and support a reduction of the use, emissions, and exposures to hazardous substances. The work will be based on a comprehensive understanding of chemicals risk management, provided in form of handbooks, tools as well as specific and practical consultation. The main targeted group and direct beneficiaries of chemicals risk management work will be formulators of mixtures and end-users of substances and mixtures.

Society “Ecodesign Competence Center” (Biedrība “*Ekodizaina Kompetences Centrs*”), Registration No. 40008203350 located in Latvia tenders for an international senior consultant on integration of chemicals management into ISO 14000 and Eco-Management and Audit Scheme (EMAS) to develop the guidance together with the FFR-2 team based on guidance draft initiated during “LIFE FitforREACH-1” (FFR-1).

##### **Foreseen Tasks of the senior consultant on integration of chemicals management into ISO 14000 and EMAS**

“LIFE FitforREACH-2” seeks for a international senior consultant for high level contributions to consult on integration of chemicals management into ISO 14000 and EMAS. The consultant will collaborate with the FFR-2 team to develop comprehensive guidance, building upon the draft initiated during FR-1. This critical role involves leveraging expertise in environmental management and regulatory compliance to enhance the implementation of Regulation on the registration, evaluation, authorization and restriction of chemicals (REACH) and Classification, labelling and packaging regulation (CLP), and other relevant legislation within the framework of ISO 14000 series and EMAS. The consultant will contribute high-level insights and strategic direction to ensure the guidance aligns with international standards and promotes sustainable chemicals management practices.

##### Tasks:

- Reviewing the draft guidance initiated during FFR-1 to understand the status and identify areas for improvement or expansion.
- Conducting a comprehensive review of current ISO 14000 and EMAS standards and guidelines in the context of chemicals management.
- Elaboration of the guidance document, potentially as ISO 14000 series standard for integration of chemicals management into environmental management systems

- Lobbying of the guidance at ISO 14000 working group members.
- Facilitate collaborative efforts with the FFR-2 team to enhance and broaden the scope of the guidance.
- Preparation of EMAS conference.
- Support for the project reports by evaluation and assessment of the project actions regarding their (policy based) short-term and long-term impacts.
- Participation in the projects international events with content presentations, and (upon needs) development of background papers.
- Participation in the project partners meetings and/or expert meetings, project Final Conference.

The work will be carried out as desk work, in close contact and communication with the FFR2 Activity Leader at Ecodesign Competence Center and core project partners. The work will also be presented and discussed at project partners meetings and international seminars in which the consultant should be present.

We foresee that the described tasks could be implemented in up to 40 – 50 man-days. However, the applicant may indicate a different number of days with appropriate justification.

The man day rate of the consultant shall include travel costs to the project events in which the consultant is present (expected 4-6 trips to the Baltic States).

The consultant will need to submit activity report, including recording of the spent time (timesheets) every six-month reflecting work carried out. The payment will be made accordingly.

## **2. PROCUREMENT PROCEDURE**

### **Submission of tender**

Deadline for submission of a tender shall be until 30th of April 2024, at 15:00 (CET) in electronic format as one single document (including Annexes) signed with digital signature.

The tender shall be delivered to [nameda.belmane@ekodizains.org](mailto:nameda.belmane@ekodizains.org) by the deadline specified above. The tender shall be submitted for the entire amount of the foreseen tasks.

A tender which has been received after the specified deadline for submission, will not be evaluated.

### **Implementation of the assignment**

The assignment should begin as soon as the contract is signed (activities shall start in May 2024). The contract should be implemented throughout the project duration (September 2027) and be valid until the fulfilment of the project reporting obligations towards the LIFE program.

### **Financial offer**

The consultant must indicate its man-day rate (excluding VAT) in Euro.

All the costs related to provision of the services, taxes (excluding VAT), fees and other costs necessary for full and qualitative execution of the contract shall be borne by the tenderer and shall be included in the service costs indicated in the tender. The estimated amount of the contract is 25,000.00 € (excluding VAT)

Financial offer is submitted in accordance with the template of the financial offer (Annex II).

### **General administrative requirements towards the consultant**

The consultant must, wherever it is registered, fulfil its respective national legal requirements of registration, tax compliances and similar national corporate fees.

The consultant is required to supply the following documentation:

- A copy of valid certificate (or any other equivalent document) of registration as taxpayer.
- Proof that all tax and fees are paid and up to date.
- References to proof the key qualifications.

### **Expected qualification and experience of the consultant:**

The consultant should provide *Europass* CV of the consultant for this assignment. Qualification and experience of the senior consultant for integration of chemicals management into ISO 14000 and EMAS is submitted in accordance with the template (Annex III).

1. Knowledge on EU chemicals and environmental legislation - the Regulation on the registration, evaluation, authorization and restriction of chemicals (REACH), Classification, labelling and packaging regulation (CLP) and other relevant legislations and interlinks between these legal acts (please, give references of publications and work experience).
2. Experience with environmental impact assessments, REACH impact assessments (different countries (public authorities and SMEs), and REACH exposure assessments and their methods (project/work references or publications).
3. Experience in developing guidance material for integration of chemicals risk management into environmental management systems (handbooks, guidelines, electronic tools) for industry, preferably downstream users (publications/project references).
4. Experience in work with industry on chemicals and environment management in EU countries (state-of-the-art and adaptation to local conditions – project/work references).
5. At minimum ten (10) years working experience in the field of environmental management systems (ISO 14001 and EMAS), (project references and CV of the consultant(s) to be named).
6. Knowledge on chemicals and environmental management system in Baltic States and Poland and cooperation experience with those countries (project references).
7. Ability and flexibility to work in an international team with competent authorities as well as industrial partners (project references).

### **Evaluation of the tenders**

The principle of evaluation of the offers is “best value for money”; the project management will evaluate the incoming proposals in two categories, experience/qualification and price. The experience category will weigh 70% in comparison to the price, 30%.

The Procurement Commission shall assess compliance of the tender with the general administrative requirements towards the consultant. If the tender does not meet any requirement for the documentation of tenders, the Procurement Commission may decide to reject the tender and shall not further evaluate the tender.

<b>Fulfilment of administrative qualification criteria</b>	<b>Yes</b>	<b>No</b>
A copy of valid certificate (or any other equivalent document) of registration as tax payer		
Proof that all tax and fees are paid and up to date		
<i>Europass</i> CV of the consultant for this assignment		
References to proof the key qualifications		

The experience will be evaluated based on a scoring system used at the tendering organisation Ecodesign Competence Center (*Ekodizaina Kompetences Centrs*) and the references related to the above-mentioned key qualifications. The evaluation will be based on a comparative assessment in accordance with the best proposal. An evaluation committee will take a decision unanimously based on consensus.

Expected qualification and experience of the consultant:

<b>Evaluation Criterion</b>	<b>Maximal Value</b>	<b>The relative weight in the overall assessment</b>
<b>1. Quality Criterion:</b>		<b>70</b>
1.1 Knowledge on EU chemicals and environment legislation (REACH, CLP and other relevant) and interlinks between these legal acts	10	
1.2 Experience with environmental impact assessments, REACH impact assessments (different countries (public authorities and SMEs), and REACH exposure assessments and their methods	10	
1.3 Experience in developing guidance material for integration of chemicals risk management into environmental management systems	10	
1.4 Experience in work with industry on environmental and chemicals management in EU countries	10	

1.5 At minimum ten (10) years working experience in the field of environmental management systems (ISO 14001 and EMAS)	10	
1.6 Knowledge on chemicals and environmental management systems in Baltic States and cooperation experience with those countries	10	
1.7 Ability and flexibility to work in an international team with competent authorities as well as industrial partners	10	
<b>2. Price Criterion</b>		<b>30</b>
The evaluation of bid prices, shall be calculated using the following formula: price assessment= 30 y/x where, y = the lowest bid price of all bids; x = the bid price offered by the Tenderer.		

**Annex I: ADMINISTRATIVE INFORMATION FORM**

Offer to the Ecodesign Competence Center (*Ekodizaina Kompetences Centrs*), Registration No. 40008203350

International SENIOR consultant on integration of chemicals management into ISO 14000 and EMAS for contributions

Input to the project "LIFE Fit for REACH-2"

NAME: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

e-mail: \_\_\_\_\_

Tax payer number: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

## Annex II: Financial offer template

### Price and estimated budget breakdown

All the costs related to provision of the services, taxes (excluding VAT), fees and other costs necessary for full and qualitative execution of the contract shall be borne by the tenderer and shall be included in the service costs indicated in the tender.

Cost position	Nr. of units	Unit cost, €	Costs, excl. VAT, €
Man-days			
<b>TOTAL, excluding VAT, €</b>			

### Annex III: Overview table of references in relation to the Quality Criterion

References and matches with the qualification and experience of the senior consultant on integration of chemicals management into ISO14000 and EMAS are compiled in the Table. Corresponding list of quality criteria:

1. Knowledge on EU chemicals and environmental legislation - the Regulation on the registration, evaluation, authorization and restriction of chemicals (REACH), Classification, labelling and packaging regulation (CLP) and other relevant legislations and interlinks between these legal acts (please, give references of publications and work experience).
2. Experience with environmental impact assessments, REACH impact assessments (different countries (public authorities and SMEs), and REACH exposure assessments and their methods (project/work references or publications).
3. Experience in developing guidance material for integration of chemicals risk management into environmental management systems (handbooks, guidelines, electronic tools) for industry, preferably downstream users (publications/project references).
4. Experience in work with industry on chemicals and environment management in EU countries (state-of-the-art and adaptation to local conditions – project/work references).
5. At minimum ten (10) years working experience in the field of environmental management systems (ISO 14001 and EMAS), (project references and CV of the consultant(s) to be named).
6. Knowledge on chemicals and environmental management system in Baltic States and Poland and cooperation experience with those countries (project references).
7. Ability and flexibility to work in an international team with competent authorities as well as industrial partners (project references).

Short title	Client	Time	Activities in relation to expected qualification/ experience of the tenderer	Reference to the quality criterion								
				1	2	3	4	5	6	7	8	