

# Open Call for Tender

## For 1 Project Team Leader and for 3 Project Team Experts for the ACCBUILT project (revision of EN 17210:2021, “Accessibility and usability of the built environment - Functional requirements”).

Starting date: 2024-05-03

Deadline for tenders: 2024-06-07  
(= publication date + 35 calendar days)

### I Introduction

#### I.1 General

The objective of the ACCBUILT project is primary the revision of [EN 17210:2021](#), “Accessibility and usability of the built environment - Functional requirements”, to support the European Accessibility Act (Directive 2019/882) regarding the built environment, as indicated in the Standardisation Request (SR) [M/587](#).

The intention of this work is to perform Phase 1 of the revision of the above mentioned EN, that is expected to result in a harmonised standard that would cover the accessibility requirements of Annex III of the [European Accessibility Act](#) (Directive (EU) 2019/882 of the European Parliament and of the Council of 17 April 2019 on the accessibility requirements for products and services).

The draft standard shall contain objectively verifiable and reproducible criteria to ensure the fulfilment of the accessibility requirements of the directive.

The New Work Item for the revision of EN 17210:2021 has already been created, [prEN 17210](#), “Accessibility and usability of the built environment - Functional requirements”.

Phase 1 of the development of prEN 17210 will cover the production of a prEN 17210 draft that will be submitted to Enquiry, the submission of the prEN 17210 draft to Enquiry Vote and the production of an amended draft of prEN 17210 according to the main comments received at the Enquiry stage as the final deliverable of Phase 1.

The objective of this Open Call for Tender is selecting a Project Team comprised of:

- 1 Project Team Leader.
- 3 Project Team Experts.

This Project Team will perform the initial standardisation works and develop the firsts draft deliverables of prEN 17210, as well as the final deliverable of ACCBUILT Phase 1 (amended draft of prEN 17210 according to the main comments received at the Enquiry Vote stage), under the guidance of CEN-CLC JTC 11 and of CEN-CLC JTC 11/WG 1.

#### I.2 Context

The project is completely focused on the revision of EN 17210:2021, “Accessibility and usability of the built environment - Functional requirements”, to support the European Accessibility Act (Directive 2019/882) regarding the built environment, as indicated in the Standardisation Request M/587.

The project is fully in line with the political frame set by the UN Convention on the Rights of Persons with Disabilities and the Strategy for the rights of persons with disabilities 2021-2030. In fact, the Strategy for the rights of persons with disabilities 2021-2030 highlights, accessibility as an enabler of rights, autonomy and equality, and that, in the framework of previous Mandates and Standardisation Requests, “European accessibility standards have been put in place to support implementation in the built environment and ICT”. It also declares that “EU-level action will also include further work on standardisation and technical specifications”. This shows the great contribution of standards to the implementation of accessibility.

The priority is to produce quality standards for the support of the related EU legislation on accessibility. This quality is ensured by the contrasted and validated standardisation processes of the European Standardisation Organisations. Three key values of the standardisation system are the participation of all the relevant stakeholders in the standardisation process, very demanding consensus rules and the obligation of the National Standardisation Bodies to adopt the European standards and withdraw any conflicting ones. These values will be complemented with the hiring of a Project Team of Experts that will help to speed up the drafting of the documents.

The revision of EN 17210 is included and described in the standardisation request M/587: The revision of EN 17210 shall describe where needed in more detail the functional solutions linking where feasible to technical solution for accessibility to ensure conformity with Annex III of Directive 2019/882, related to the accessibility requirements concerning the built environment where the services under the scope of Directive (EU) 2019/882 are provided.

The revision of EN 17210 will be developed by CEN/CLC/JTC 11, “Accessibility in the built environment”, under CEN lead. Mr. Jesús Hernández Galán Chairs it, and UNE holds the secretariat of this Joint Technical Body.

A new Working Group, CEN/CLC/JTC 11/WG 1, “Revision of EN 17210” has been created to address the revision of EN 17210, being Ms. Nieves Peinado its Convenor. UNE holds its secretariat.

So far CEN/CLC/JTC 11 and CEN/CLC/WG 1 have worked with no support from subcontracted experts (the Project Team of experts). Due to this, the final approved version of the revision of EN 17210 is likely to not be published within the deadlines of SR M/587 (approximate estimated delay: 1 year).

In this context, given the constraints to submitting a published EN within the duration envisaged in the standardisation request M/587, ACCBUILT project is considered Phase 1 of the revision of EN 17210. This will cover the production of the prEN 17210 draft that will be submitted to Enquiry, the submission of prEN 17210 draft to Enquiry Vote and the production of an amended draft of prEN 17210 according to the main comments received at the Enquiry stage as the final deliverable of Phase 1.

Phase 1 of the ACCBUILT project is within M/587 deadlines.

Standardisation request M/587 also asks for the alignment between the requirements relevant to the built environment given in the revision of EN 17210 (prEN 17210) and in the revision of EN 301549, “Accessibility requirements for ICT products and services” (prEN 301549 rev) should be aligned avoiding contradictions.

The project will follow the procedures for the management and the drafting rules of European Standards (ENs), and in particular those of CEN, as the lead ESO for each of the deliverables. Each deliverable will be developed within Working Group (WG) 1 of JTC 11. For the development of each deliverable, the WG 1 will follow the CEN-CENELEC Internal Regulations – Part 3, which represents the CEN drafting rules. More generally, the common rules for standardization work will apply. These are outlined in the CEN-CENELEC Internal Regulations – Part 2, including the specific voting procedures and requirements for each type of deliverable.

## **II Objectives**

The objective of this work is to perform Phase 1 of the revision of EN 17210 (prEN 17210, “Accessibility and usability of the built environment - Functional requirements”), that is expected to result in a harmonised standard that would cover the accessibility requirements of Annex III of the [European Accessibility Act](#) (Directive (EU) 2019/882 of the European Parliament and of the Council of 17 April 2019 on the accessibility requirements for products and services).

The draft standard shall contain objectively verifiable and reproducible criteria to ensure the fulfilment of the accessibility requirements of the directive.

The objectives of Phase 1 of this project are:

- Production of the 1<sup>st</sup> draft of prEN 17210 (1<sup>st</sup> draft).
- Production of the prEN 17210 draft that will be submitted to Enquiry (2<sup>nd</sup> draft).
- Submission of prEN 17210 draft to Enquiry Vote.
- Production of an amended draft of prEN 17210 according to the main comments received at the Enquiry stage (3<sup>rd</sup> draft).
- Alignment between the requirements relevant to the built environment given in the revision of EN 17210 (prEN 17210) and in the revision of EN 301549, “Accessibility requirements for ICT products and services” (prEN 301549 rev).

### III Execution

#### III.1 General tasks of the Project Team Leader

The Project Team Leader will be responsible for the execution of the project which involves the following tasks:

- **Leadership and coordination of the project team.**
- Drafting of the project standardisation documents (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> drafts of prEN 17210) at the different stages for comments of the technical bodies (CEN-CLC JTC 11 and, when relevant, CEN-CLC JTC 11/WG 1).
- Active contribution to comment solving, including the production of proposals of answers to the comments of the technical bodies (CEN-CLC JTC 11 and, when relevant, CEN-CLC JTC 11/WG 1).
- Amendment of the subsequent drafts according to the answers agreed by the technical bodies (CEN-CLC JTC 11 and, when relevant, CEN-CLC JTC 11/WG 1).
- Attendance to the meetings of the technical bodies<sup>1</sup> (CEN-CLC JTC 11 and, when relevant, CEN-CLC JTC 11/WG 1 and CEN-CLC-ETSI JTB eAcc) **and to relevant coordination meetings.**
- Active contribution to the alignment between the requirements relevant to the built environment given in the revision of EN 17210 (prEN 17210) and in the revision of EN 301549, “Accessibility requirements for ICT products and services” (prEN 301549 rev).

#### III.2 General tasks of the Project Team Experts

The Project Team Experts will be responsible for the execution of the project which involves the following tasks:

- Drafting of the project standardisation documents (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> drafts of prEN 17210) at the different stages for comments of the technical bodies (CEN-CLC JTC 11 and, when relevant, CEN-CLC JTC 11/WG 1).
- Active contribution to comment solving, including the production of proposals of answers to the comments of the technical bodies (CEN-CLC JTC 11 and, when relevant, CEN-CLC JTC 11/WG 1).
- Amendment of the subsequent drafts according to the answers agreed by the technical bodies (CEN-CLC JTC 11 and, when relevant, CEN-CLC JTC 11/WG 1).
- Attendance to the meetings of the technical bodies<sup>2</sup> (CEN-CLC JTC 11 and, when relevant, CEN-CLC JTC 11/WG 1 and CEN-CLC-ETSI JTB eAcc).

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<sup>1</sup> Only 1 face-to-face CEN-CLC JTC 11 meeting is envisaged in Phase 1, although a minimum of 2 CEN-CLC JTC 11 virtual meetings are planned, and CEN-CLC JTC 11/WG 1 will hold an undermined number of virtual meetings.

<sup>2</sup> Only 1 face-to-face CEN-CLC JTC 11 meeting is envisaged in Phase 1, although a minimum of 2 CEN-CLC JTC 11 virtual meetings are planned, and CEN-CLC JTC 11/WG 1 will hold an undermined number of virtual meetings.

- Active contribution to the alignment between the requirements relevant to the built environment given in the revision of EN 17210 (prEN 17210) and in the revision of EN 301549, “Accessibility requirements for ICT products and services” (prEN 301549 rev).

### III.3 Timeframe

The Grant Agreement with the EC and EISMEA is in the process of being concluded. However, it is estimated that the project will have an effective start date of 01/05/2024 and all calendar dates are relevant to this date.

For your information, the initial objective for the availability of the 3rd draft of prEN 17210 was 15 September 2025.

Table 1 shows the planning of Phase 1.

**Table 1. Planning of Phase 1**

Month	Estimated calendar date	Task
0	May 2024	Grant Agreement signature
0 to 1	May 2024	Public Call for Tender
1 to 2,5	June 2024 to Mid-July 2024	Selection process of the Project Team
0 to 2,5	May 2024 to Mid-July 2024	CEN/CLC/JTC 11 initial works on 1st draft
3	End July 2024	CEN/CLC/JTC 11 Virtual meeting: present Project Team members and first advances
3 to 5	End July 2024 to end Sept 2024	Project Team works on the 1st draft (2 months)
5	End Sept 2024	CEN/CLC/JTC 11 virtual meeting: present First Working Draft (FWD)
5	End Sept 2024	First Working Draft (FWD)
5 to 7	October 2024 to end November 2024	European Commission comments on FWD (2 months)
5 to 7	October 2024 to end November 2024	CEN/CLC/JTC 11 comments on FWD (2 months)
7 to 9,5	December 2024 to mid-February 2025	Project Team: Amend FWD according to comments (2,5 months)
8,5	January 2025	CEN/CLC/JTC 11 face-to-face meeting: solve comments on FWD
9,5	Mid-February 2025	Draft of public enquiry (ENQ draft) (2nd draft)
9,5	Mid-February 2025	Dispatch draft for public to CEN-CENELEC Management Centre (CCMC) (3,5 months)
9,5 to 11,5	Mid-February 2025 to mid-April 2025	European Commission comments on ENQ draft (2 months)
13 to 16	June 2025 to end August 2025	Enquiry vote (3 months)
16 to 18	Sept 2025 to end October 2025	Project Team works on 3rd draft (2 months)
18,5	2025-11-15	3rd draft of prEN 17210.
21	End January 2026	Phase 1 Final Report

Figure 1 shows the Gantt planning of Phase 1.

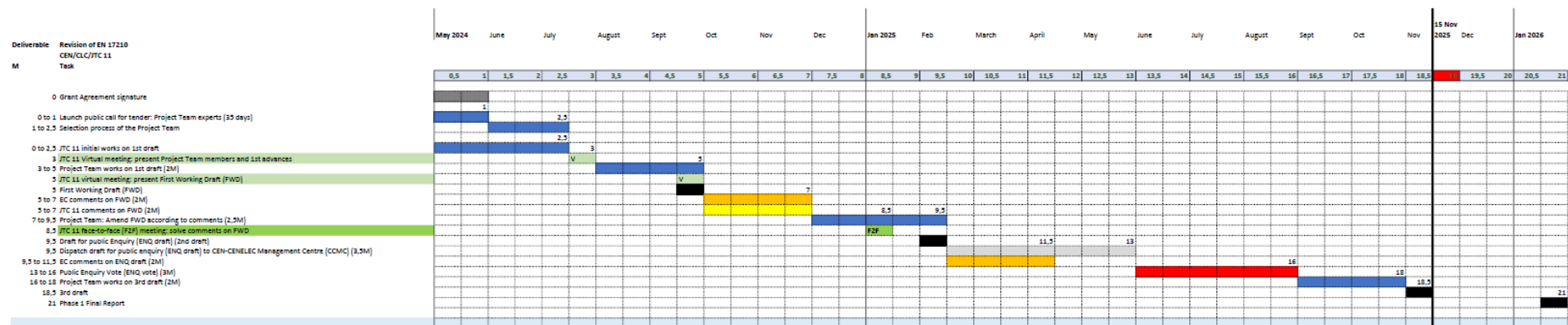


Figure 1 - Gantt planning of Phase 1

## IV Financial support

The European Commission and EFTA have decided to provide financial support to the standardization work. The financial support from the European Commission and EFTA is based on the SMP 'Single Market Programme Regulation' (including its Financing Decision) and the MGA (Multi or mono beneficiary(ies) Grant Agreement). Unless specified otherwise, costs of external subcontractors 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 GA N° 101165501 and also in compliance with [EC Financial Regulation](#), and be justified. The payment is usually divided into several instalments after completion of defined milestones and approval of the interim/final reports and the justification of costs. The subcontractors shall fulfil the conditions of the GA N° 101165501 including those relating to liability, ownership of results, confidentiality, conflict of interests, publicity, evaluation, assignment, checks and audits.

The subcontractors' 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 & 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 Grant Agreement is signed (unless, exceptionally differently agreed with the EC) and before the selection procedure is finalized, will not be considered as eligible for EU financial support.**

**IMPORTANT: The travel costs of the Project Team Leader and of the Project Team Experts to the face-to-face meetings of CEN-CLC JTC 11 are not eligible costs, they are considered as covered by their daily rate.**

## V Selection criteria

### V.1 Selection criteria for the Project Team Leader

The applicants shall comply with the following requirements:

- **Ability to co-ordinate and lead a team of experts.**
- **Ability to ensure the integration and consolidation of all contents provided by the Project Team (PT) experts.**
- **Management skills such as coordinating a group of experts and subcontractors (e.g. technical project leaders), promoting consensus, convening meetings, ensuring the circulation of relevant documents, early recognition and solution of problems (e.g. concerning time and content of the deliverables).**
- **Reporting in correspondence or at meetings by addressing the relevant points.**
- **Ability to timely produce reports when requested and relevant.**
- Ability to supply deliverables at specified target dates.
- Ability to contribute as content provider for the requested deliverable (revision of EN 17210).
- Deep knowledge of EN 17210:2021, CEN/TR 17621:2021, CEN/TR 17622:2021 and ISO 21542:2011.
- Deep knowledge of the European Standardisation system, with a focus on CEN.
- Wide experience in standardization processes, creation of standardisation documents and consensus building activities in European and other standardization environments (national and international).
- Knowledge of accessibility.
- Knowledge of European policies and legislation on accessibility.
- Knowledge of EU legislation.
- Knowledge of European and international accessibility requirements applicable, under a design for all approach, to built environment elements.
- Knowledge of Human Factors and ergonomics particularly of persons with disability applicable to built environment elements.

- Knowledge of the impact of disabilities on the use of built environment elements and of the use of assistive elements to overcome them.
- Understanding of the processes of conformity assessment.
- Knowledge of evaluation methodology.
- Support of an organisation of representatives of persons with disabilities.
- Communication skills and proficiency in English.

## V.2 Selection criteria for the Project Team Experts

The applicants shall comply with the following requirements:

- **Ability to work in a team.**
- **Ability to timely contribute to reports when requested and relevant.**
- Ability to supply deliverables at specified target dates.
- Ability to contribute as content provider for the requested deliverable (revision of EN 17210).
- Deep knowledge of EN 17210:2021, CEN/TR 17621:2021, CEN/TR 17622:2021 and ISO 21542:2011.
- Deep knowledge of the European Standardisation system, with a focus on CEN.
- Wide experience in standardization processes, creation of standardisation documents and consensus building activities in European and other standardization environments (national and international).
- Knowledge of accessibility.
- Knowledge of European policies and legislation on accessibility.
- Knowledge of EU legislation.
- Knowledge of European and international accessibility requirements applicable, under a design for all approach, to built environment elements.
- Knowledge of Human Factors and ergonomics particularly of persons with disability applicable to built environment elements.
- Knowledge of the impact of disabilities on the use of built environment elements and of the use of assistive elements to overcome them.
- Understanding of the processes of conformity assessment.
- Knowledge of evaluation methodology.
- Support of an organisation of representatives of persons with disabilities.
- Communication skills and proficiency in English.

## VI Award criteria

### VI.1 Award criteria for the Project Team Leader

The selection of the most suitable candidate will be made on the basis of the following criteria:

- a) Documented experience (maximum 70 points):
  - **Experience in the management of project teams/ task groups/ working groups.**
  - **Experience leading groups of professionals.**
  - Experience in the participation in projects on the accessibility of the built environment at National, European and/or International level (number of years and number of projects).
  - Experience in the drafting of standards on the accessibility of the built environment at National, European and/or International level (number of years and number of standardisation projects).
  - Experience in the participation in standardisation technical bodies related to the accessibility of the built environment at National, European and/or International level (number of years and number of technical committees).
  - Experience with comparable projects (number of years and number of projects).
  - Professional and academic background.
  - General project management, **leadership** and communication skills;

- Support of an organisation of representatives of persons with disabilities.
- English proficiency.

b) Price (maximum 30 points)

The candidate who will reach the highest score will be considered as the best value for money offer and hence should be the candidate selected to perform the expected activities (unless force majeure).

## VI.2 Award criteria for the Project Team Experts

The selection of the most suitable candidate will be made on the basis of the following criteria:

c) Documented experience (maximum 70 points):

- **Experience cooperating with other professionals in project teams/ task groups/ working groups.**
- Experience in the participation in projects on the accessibility of the built environment at National, European and/or International level (number of years and number of projects).
- Experience in the drafting of standards on the accessibility of the built environment at National, European and/or International level (number of years and number of standardisation projects).
- Experience in the participation in standardisation technical bodies related to the accessibility of the built environment at National, European and/or International level (number of years and number of technical committees).
- Experience with comparable projects (number of years and number of projects).
- Professional and academic background.
- General project management and communication skills;
- Support of an organisation of representatives of persons with disabilities.
- English proficiency.

d) Price (maximum 30 points)

The candidate who will reach the highest score will be considered as the best value for money offer and hence should be the candidate selected to perform the expected activities (unless force majeure).

## VII 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.
- Candidates who submit their application after the submission deadline.
- Candidates with any conflict of interest.

## VIII Tenders

Tenders shall be sent to Fernando Machicado [fmachicado@une.org](mailto:fmachicado@une.org) , Secretary of CEN-CLC JTC 11, as soon as possible, **to be received at the latest by 2024-06-07**.

The tender shall be in English and contain:

- Application form in the format given in Annex B.



- Curriculum Vitae of each relevant person participating in the project, demonstrating the necessary expertise for the 'Advertised position'. Applicants shall specify if they apply for the position of Project Team Leader and/or Project Team Expert;
- A schedule and a description of the execution of the tasks which will be carried out in the project as such;
- A table in the format given in Annex A with detailed information on the costs;
- Any further documents to prove the qualification required in the above Clauses on Selection and Award criteria;
- A signed declaration (see Annex B), 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.

IMPORTANT: The Grant Agreement with the EC and EISMEA is in the process of being concluded. The selection proceeding is conditioned by the signature of the Grant Agreements with the EC/EISMEA. Not signing the contract would imply the cancelation of the selection procedure.

Please note that, to ensure equal treatment of all tenders, it is not possible to modify offers after their submission in relation to the technical and financial proposals. Therefore, incompleteness in this section can only result in negative impact for the evaluation of award criteria. Please note also that proposals deviating from the technical specifications may be rejected for non-conformity.

Candidates may apply for more than one role. In case of multiple applications candidates shall state their priorities.

Tenders should be sent by legal representative, i.e. to be considered, any possible association has to be formalized according to the local legislation before submitting the tender. Working teams, partnerships and other groups of people, particularly under the aegis of an institute qualify as contractors for the service contracts awarded in the course of this CfT (Call for Tender). Partnerships or joint ventures and other legally binding co-operations regardless of their organizational form qualify as well, provided they are recognized entities under the applicable national laws. Potential candidates may come from the public sector as well as from the private industry. It is essential however that the qualifications and experience of the individual fulfilling the tasks are properly described.

It is possible to apply for a work package as a consortium. If a consortium is formed, one institute needs to be identified as the leader of the consortium and the division of labour between the consortium members should be clearly described and justified. In this case, only the leader of the consortium would sign the contract with the contractor and ensure that all tasks are fulfilled and is responsible for the justifications and expenses of the consortium members. It is essential however that all members of the consortium are properly identified within the offer.

Regarding question concerning the information provided in this call for tender or in case of need for clarification or additional information please contact:

Fernando Machicado  
Secretary of CEN-CLC JTC 11  
[fmachicado@une.org](mailto:fmachicado@une.org)  
Postal address: C/ Génova 6. 28004 Madrid. Spain

If due to queries or other reasons supplementary information to this call for tender is required, this will be published on the website of the Asociación Española de Normalización, [UNE](http://www.une.org).

Please send your application to:

Asociación Española de Normalización  
Fernando Machicado, Secretary of CEN-CLC JTC 11  
[fmachicado@une.org](mailto:fmachicado@une.org)  
Postal address: C/ Génova 6. 28004 Madrid. Spain

**Annex A**  
**Table with detailed information on the costs**

The following table shall be used in the tender to give detailed information on the costs regarding the work of 'Advertised position'.

Applicants are asked to propose an all-inclusive daily rate which would include travel costs.

Organisation / Staff level	Daily rate (€)	Number of man-days	<b>Total (€)</b>	Travel budget	Others (Supplies, Consumables)	<b>Total cost (€)</b>
Project Team Leader position	0,00	0	<b>0,00</b>	included	included	<b>0,00</b>
Project Team Expert position	0,00	0	<b>0,00</b>	included	included	<b>0,00</b>

**IMPORTANT:** The travel costs of the Project Team Leader and of the Project Team Experts to the face-to-face meetings of CEN-CLC JTC 11 are not eligible costs, they are considered as covered by their daily rate.

## **Annex B**

### **Application to a Call for Tender in compliance with SMP Single Market Programme Regulation (and its financing decision) & MGA (Mono or Multi beneficiary(ies) Grant Agreement)**

#### **A- Contact details of the Expert**

**Name:**  
**Position:**  
**Phone:**  
**Email address:**  
**Personal website (if any)**

#### **B- Information about the organisation/s the expert is working (name, website, contact person, phone, email)**

#### **C- Curriculum Vitae (maximum 4 A4 pages)**

#### **D- Please specify for which position you are applying:**

- ☐ Project Team Leader
- ☐ Project Team Expert

In case of multiple applications, shall your priorities.

.....

**E- Please describe and show evidence of the required skills and expertise for the role you are applying for** (half a page maximum including your proposed approach)

E.1 – Project Team Leader position

Yes	No	Skills and expertise	Short description of the evidence of the required skills and expertise for the role you are applying for
		Ability to co-ordinate and lead a team of experts.	
		Ability to ensure the integration and consolidation of all contents provided by the Project Team (PT) experts.	
		Management skills such as coordinating a group of experts and subcontractors (e.g. technical project leaders), promoting consensus, convening meetings, ensuring the circulation of relevant documents, early recognition and solution of problems (e.g. concerning time and content of the deliverables).	
		Reporting in correspondence or at meetings by addressing the relevant points.	
		Ability to timely produce reports when requested and relevant.	
		Ability to supply deliverables at specified target dates.	
		Ability to contribute as content provider for the requested deliverable (revision of EN 17210).	
		Deep knowledge of EN 17210:2021, CEN/TR 17621:2021, CEN/TR	

		17622:2021 and ISO 21542:2011.	
		Deep knowledge of the European Standardisation system, with a focus on CEN.	
		Wide experience in standardization processes, creation of standardisation documents and consensus building activities in European and other standardization environments (national and international).	
		Knowledge of accessibility.	
		Knowledge of European policies and legislation on accessibility.	
		Knowledge of EU legislation.	
		Knowledge of European and international accessibility requirements applicable, under a design for all approach, to built environment elements.	
		Knowledge of Human Factors and ergonomics particularly of persons with disability applicable to built environment elements.	
		Knowledge of the impact of disabilities on the use of built environment elements and of the use of assistive elements to overcome them.	
		Understanding of the processes of conformity assessment.	
		Knowledge of evaluation methodology.	

		Support of an organisation of representatives of persons with disabilities.	
		Communication skills and proficiency in English.	
		Experience in the management of project teams/ task groups/ working groups.	
		Experience leading groups of professionals.	
		Experience in the participation in projects on the accessibility of the built environment at National, European and/or International level (number of years and number of projects).	
		Experience in the drafting of standards on the accessibility of the built environment at National, European and/or International level (number of years and number of standardisation projects).	
		Experience in the participation in standardisation technical bodies related to the accessibility of the built environment at National, European and/or International level (number of years and number of technical committees).	
		Experience with comparable projects (number of years and number of projects).	
		Professional and academic background.	
		General project management, leadership and communication skills;	

		Support of an organisation of representatives of persons with disabilities.	
		English proficiency.	

## E.2 – Project Team Expert position

Yes	No	Skills and expertise	Short description of the evidence of the required skills and expertise for the role you are applying for
		Ability to work in a team.	
		Ability to timely contribute to reports when requested and relevant.	
		Ability to supply deliverables at specified target dates.	
		Ability to contribute as content provider for the requested deliverable (revision of EN 17210).	
		Deep knowledge of EN 17210:2021, CEN/TR 17621:2021, CEN/TR 17622:2021 and ISO 21542:2011.	
		Deep knowledge of the European Standardisation system, with a focus on CEN.	
		Wide experience in standardization processes, creation of standardisation documents and consensus building activities in European and other standardization environments (national and international).	
		Knowledge of accessibility.	
		Knowledge of European policies and legislation on accessibility.	
		Knowledge of EU legislation.	
		Knowledge of European and international accessibility requirements applicable, under a design for all approach, to	



		built environment elements.	
		Knowledge of Human Factors and ergonomics particularly of persons with disability applicable to built environment elements.	
		Knowledge of the impact of disabilities on the use of built environment elements and of the use of assistive elements to overcome them.	
		Understanding of the processes of conformity assessment.	
		Knowledge of evaluation methodology.	
		Support of an organisation of representatives of persons with disabilities.	
		Communication skills and proficiency in English.	
		Experience cooperating with other professionals in project teams/ task groups/ working groups.	
		Experience in the participation in projects on the accessibility of the built environment at National, European and/or International level (number of years and number of projects).	
		Experience in the drafting of standards on the accessibility of the built environment at National, European and/or International level (number of years and number of standardisation projects).	
		Experience in the participation in standardisation technical bodies related to the accessibility of the built	

		environment at National, European and/or International level (number of years and number of technical committees).	
		Experience with comparable projects (number of years and number of projects).	
		Professional and academic background.	
		General project management and communication skills;	
		Support of an organisation of representatives of persons with disabilities.	
		English proficiency	

## **F- Information on the costs of the experts**

### **F.1 - Project Team Leader position**

- Daily rates:
  - Number of man-days:
- 

#### **Total costs:**

IMPORTANT: The travel costs of the Project Team Leader and of the Project Team Experts to the face-to-face meetings of CEN-CLC JTC 11 are not eligible costs, they are considered as covered by their daily rate.

### **F.1 - Project Team Expert position**

- Daily rates:
  - Number of man-days:
- 

#### **Total costs:**

IMPORTANT: The travel costs of the Project Team Leader and of the Project Team Experts to the face-to-face meetings of CEN-CLC JTC 11 are not eligible costs, they are considered as covered by their daily rate

**G- Description of the offer (answer to the call for tender)**

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I certify that all documents provided are veracious and in conformity with reality and certify not to be in any situation described below:

- a) subject of a non-likely judgment of recourse for a professional infringement
- b) to be in an irregular tax situation or in an irregular special taxation situation
- c) to provide with incomplete or erroneous information

I also certify that I had no conflict of interest by submitting the present offer.

Signed:

On behalf of :(print name here)

Date: