

Open Call for Tender

For 1 Project Team Leader and for 2 Project Team Experts for the ACCICT project (revision of CEN/CLC/ETSI TR 101551:2014 “Guidelines on the use of accessibility award criteria suitable for public procurement of ICT products and services in Europe”, and of CEN/CLC/ETSI/TR 101 552:2014 “Guidance for the application of conformity assessment to accessibility requirements for public procurement of ICT products and services in Europe”).

Starting date: 2024-05-07

Deadline for tenders: 2024-06-11
(= *publication date* + 35 calendar days)

I Introduction

I.1 General

The objective of the ACCICT project is primary the revision [CEN/CLC/ETSI TR 101551:2014](#) “Guidelines on the use of accessibility award criteria suitable for public procurement of ICT products and services in Europe”, and of [CEN/CLC/ETSI/TR 101 552:2014](#) “Guidance for the application of conformity assessment to accessibility requirements for public procurement of ICT products and services in Europe”, to support the European Accessibility Act (Directive 2019/882) regarding the built environment, as indicated in the Standardisation Request (SR) [M/587](#). Both documents support EN [301549:2021](#), “Accessibility requirements for ICT products and services”.

The intention of this work is to review CEN/CLC/ETSI TR 101551:2014 and CEN/CLC/ETSI/TR 101552:2014 to be aligned with the current Public Procurement Directives and with the ongoing revisions of [EN 301549](#) and EN 17210 and as well EN17161. These two Technical Reports could be combined in their revision to be one only deliverable, but they could also be two separate Technical Reports: one focused on award criteria and another focused on conformity assessment. In any case, the resulting document(s) will be major revision(s) of the two existing documents.

The final objective of ACCICT is supporting the implementation 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 objective of this Open Call for Tender is selecting a Project Team comprised of:

- 1 Project Team Leader.
- 2 Project Team Experts.

This Project Team will perform the standardisation works and develop the draft deliverables of the revision of TR 101551 and TR 101552 , as well as the final deliverable of ACCICT (published version of the revision of TR 101551 and TR 101552), under the guidance of CEN/CLC/ETSI/JTB eAcc, “eAccessibility” and of CEN/CLC/ETSI/JTB eAcc/WG 1, “Revision of TR 101551 and TR 101552”.

I.2 Context

The project is completely focused on the revision of CEN/CLC/ETSI TR 101551:2014 “Guidelines on the use of accessibility award criteria suitable for public procurement of ICT products and services in Europe”, and of CEN/CLC/ETSI/TR 101 552:2014 “Guidance for the application of conformity assessment to accessibility requirements for public procurement of ICT products and services in Europe”, to support the European Accessibility Act (Directive 2019/882) regarding ICT products and services, 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 CEN/CLC/ETSI TR 101551 and of CEN/CLC/ETSI/TR 101552 are included and described in the standardisation request M/587: Both documents should be updated to be aligned with the current Public Procurement Directives and with the ongoing revision of EN 301549 and EN 17210 and as well EN17161. These two Technical Reports could be combined in their revision to be one only deliverable, but they could also be two separate Technical Reports: one focused on award criteria and another focused on conformity assessment. In any case, the resulting document(s) will be major revision(s) of the two existing documents.

The revision of CEN/CLC/ETSI TR 101551 and of CEN/CLC/ETSI/TR 101 552 will be developed by CEN/CLC/ETSI/JTB eAcc, “eAccessibility”, under CEN lead. Ms. Susanna Laurin Chairs it, and UNE holds the secretariat of this Joint Technical Body. The Vice-Chairs of CEN/CLC/ETSI/JTB eAcc are Mr. Miguel Ángel Valero and Mr. Richard Moreton.

A new Working Group, CEN/CLC/ETSI/JTB eAcc/WG 1, “Revision of TR 101551 and TR 101552” has been created to address the revision of CEN/CLC/ETSI TR 101551 and of CEN/CLC/ETSI/TR 101 552, being Ms. Susanna Laurin its Convenor. UNE holds its secretariat.

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 CEN/CLC/ETSI/JTB eAccessibility. 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 the revision of CEN/CLC/ETSI TR 101551:2014 “Guidelines on the use of accessibility award criteria suitable for public procurement of ICT products and services in Europe”, and of CEN/CLC/ETSI/TR 101 552:2014 “Guidance for the application of conformity assessment to accessibility requirements for public procurement of ICT products and services in Europe”..

The objectives of of this project are:

- Production of the 1st draft(s) of the Technical Report(s) (1st draft(s)).
- Production of the 2nd draft(s) of the Technical Report(s) (2nd draft(s)).
- Production of the 3rd draft(s) of the Technical Reports(s) that will be submitted to Approval vote (3rd draft(s)).

The Project Team will be comprised of the selected Project Team Leader and the 2 selected Project Team Experts. However, if deemed necessary by the Chair of CEN/CLC/ETSI/JTB eAcc and by the Convenor of CEN/CLC/ETSI/JTB eAcc/WG 1, and subject to the approval of the Chair of CEN/CLC/ETSI/JTB eAcc and of the Convenor of CEN/CLC/ETSI/JTB eAcc/WG 1, voluntary (non-paid) experts could also join the Project Team.

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 (1st, 2nd and 3rd drafts of the Technical Report(s)) at the different stages for comments of the technical bodies (CEN/CLC/ETSI/JTB eAccessibility and, when relevant, CEN/CLC/ETSI/JTB eAcc/WG 1).
- Active contribution to comment solving, including the production of proposals of answers to the comments of the technical bodies (CEN/CLC/ETSI/JTB eAccessibility and, when relevant, CEN/CLC/ETSI/JTB eAcc/WG 1).
- Amendment of the subsequent drafts according to the answers agreed by the technical bodies (CEN/CLC/ETSI/JTB eAccessibility and, when relevant, CEN/CLC/ETSI/JTB eAcc/WG 1).
- Attendance to the meetings of the technical bodies¹ (CEN/CLC/ETSI/JTB eAccessibility and, when relevant, CEN/CLC/ETSI/JTB eAcc/WG 1) **and to relevant coordination meetings.**

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 (1st, 2nd and 3rd drafts of the Technical Report(s)) at the different stages for comments of the technical bodies (CEN/CLC/ETSI/JTB eAccessibility and, when relevant, CEN/CLC/ETSI/JTB eAcc/WG 1).
- Active contribution to comment solving, including the production of proposals of answers to the comments of the technical bodies (CEN/CLC/ETSI/JTB eAccessibility and, when relevant, CEN/CLC/ETSI/JTB eAcc/WG 1).
- Amendment of the subsequent drafts according to the answers agreed by the technical bodies (CEN/CLC/ETSI/JTB eAccessibility and, when relevant, CEN/CLC/ETSI/JTB eAcc/WG 1).
- Attendance to the meetings of the technical bodies² (CEN/CLC/ETSI/JTB eAccessibility and, when relevant, CEN/CLC/ETSI/JTB eAcc/WG 1).

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.

¹ 3 face-to-face CEN/CLC/ETSI/JTB eAccessibility meetings are envisaged, although a minimum of 3 CEN/CLC/ETSI/JTB eAccessibility virtual meetings are planned, and CEN/CLC/ETSI/JTB eAcc/WG 1 will hold an undermined number of virtual meetings.

² 3 face-to-face CEN/CLC/ETSI/JTB eAccessibility meetings are envisaged, although a minimum of 3 CEN/CLC/ETSI/JTB eAccessibility virtual meetings are planned, and CEN/CLC/ETSI/JTB eAcc/WG 1 will hold an undermined number of virtual meetings.

For your information, the initial objective for the availability of the Date of Availability (DAV) of the revision of TR 101551+TR 101552 was 15 January 2026.

Table 1 shows the planning ACCICT.

Table 1. Planning of ACCICT

Month	Estimated calendar date	Task
0	May 2024	Grant Agreement signature
0 to 1	May 2024	Launch public call for tender: Project Team experts (35 days)
1 to 2,5	June 2024 to Mid-July 2024	Selection process of the Project Team
3	End July 2024	JTB eAcc Virtual meeting: present Project Team experts
3 to 7	August 2024 to end November 2024	Project Team works on 1st draft(s) (4M)
7	End November 2024	JTB eAcc Virtual meeting: present 1st draft and coordinate with the works for the revision of EN 301549
7	End November 2024	1st draft of the TR(s)
7 to 9	December 2024 to end January 2025	JTB eAcc comments on 1st draft(s)(2M)
9 to 12	February 2025 to end April 2025	Project Team works on 2nd draft(s) (3M)
9,5	February 2025	JTB eAcc face-to-face meeting: solve comments on 1st draft(s)
12	End April 2025	2nd draft(s)
12	End April 2025	JTB eAcc face-to-face meeting: present 2nd draft(s).
12 to 14	May 2025 to end June 2025	JTB eAcc comments on 2nd draft(s) (2M)
14 to 16	July 2025 to end August 2025	Project Team works on 3rd draft(s) (2M)
15	Mid-July 2025	JTB eAcc face-to-face meeting: solve comments on 3rd draft(s)
16	End August 2025	3rd draft(s)
16,5	September 2025	Dispatch 3rd draft(s) to CEN-CENELEC-Management-Centre (CCMC) (1,5M)
17,5 to 20,5	Mid-October 2025 to Mid-January 2026	Approval vote (3M)
21,5	February 2026	JTB eAcc Virtual meeting: last stages of the project
20,5 to 22,5	Mid-January 2026 to Mid-March 2026	Date of Availability (DAV) of the revision of TR 101551+TR 101552 (2M)
23	46096	Publication of the revision of TR 101551+TR 101552
27	End July 2026	Final Report

Figure 1 shows the Gantt planning of ACCICT.

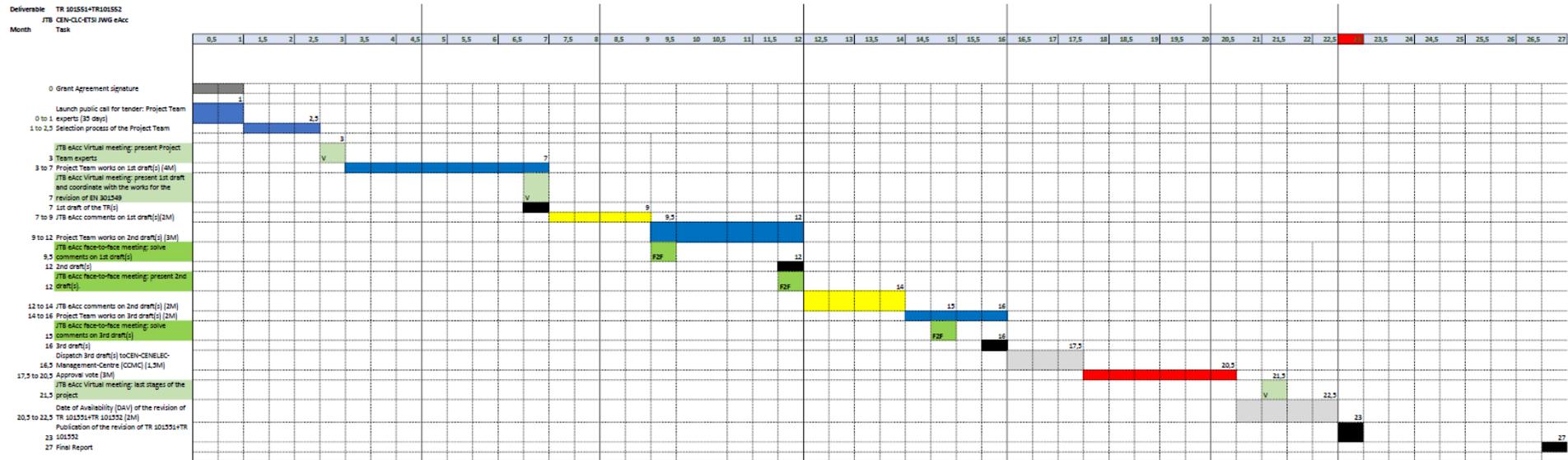


Figure 1 - Gantt planning of ACCICT

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° 101164679 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° 101164679 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/ETSI/JTB eAccessibility 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 CEN/CLC/ETSI TR 101551 and of CEN/CLC/ETSI/TR 101 552).
- Deep knowledge of EN 301549:2021, CEN/CLC/ETSI TR 101551:2014, CEN/CLC/ETSI/TR 101 552:2014 and CEN/CLC/ETSI TR 101550:2022, as well as of WCAG.
- Deep knowledge of the European Standardisation system, with a focus on CEN and ETSI.
- 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 ICT products and services.

- Knowledge of Human Factors and ergonomics particularly of persons with disability applicable to ICT products and services.
- Knowledge of the impact of disabilities on the use of ICT products and services and of the use of assistive elements to overcome them.
- Understanding of the processes of conformity assessment.
- Knowledge of evaluation methodology.
- Knowledge of public procurement procedures and the use and setting of award criteria.
- Knowledge of the Conformity Assessment toolbox (ISO/CASCO) and of CEN/CENELEC TC 1 Criteria for conformity assessment bodies.
- Knowledge of the European Directives of Public Procurement.
- 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 CEN/CLC/ETSI TR 101551 and of CEN/CLC/ETSI/TR 101 552).
- Deep knowledge of EN 301549:2021, CEN/CLC/ETSI TR 101551:2014, CEN/CLC/ETSI/TR 101 552:2014 and CEN/CLC/ETSI TR 101550:2022, as well as of WCAG.
- Deep knowledge of the European Standardisation system, with a focus on CEN and ETSI.
- 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 ICT products and services.
- Knowledge of Human Factors and ergonomics particularly of persons with disability applicable to ICT products and services.
- Knowledge of the impact of disabilities on the use of ICT products and services and of the use of assistive elements to overcome them.
- Understanding of the processes of conformity assessment.
- Knowledge of evaluation methodology.
- Knowledge of public procurement procedures and the use and setting of award criteria.
- Knowledge of the Conformity Assessment toolbox (ISO/CASCO) and of CEN/CENELEC TC 1 Criteria for conformity assessment bodies.
- Knowledge of the European Directives of Public Procurement. 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 ICT products and services at National, European and/or International level (number of years and number of projects).
- Experience in the drafting of standards on the accessibility of ICT products and services 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 ICT products and services at National, European and/or International level (number of years and number of technical committees).
- Experience related to public procurement procedures and to the use and setting of award criteria.
- 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 ICT products and services at National, European and/or International level (number of years and number of projects).
- Experience in the drafting of standards on the accessibility of ICT products and services 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 ICT products and services at National, European and/or International level (number of years and number of technical committees).
- Experience related to public procurement procedures and to the use and setting of award criteria.
- 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 , Secretary of CEN/CLC/ETSI/JTB eAccessibility, as soon as possible, **to be received at the latest by 2024-06-11**.

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/ETSI/JTB eAccessibility
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/ETSI/JTB eAccessibility
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	Total (€)	Travel budget	Others (Supplies, Consumables)	Total cost (€)
Project Team Leader position	0,00	0	0,00	included	included	0,00
Project Team Expert position	0,00	0	0,00	included	included	0,00

IMPORTANT: The travel costs of the Project Team Leader and of the Project Team Experts to the face-to-face meetings of CEN/CLC/ETSI/JTB eAccessibility 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)
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B- Information about the organisation/s the expert is working (name, website, contact person, phone, email)

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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.

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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 CEN/CLC/ETSI TR 101551 and of CEN/CLC/ETSI/TR 101 552).	

		Deep knowledge of EN 301549:2021, CEN/CLC/ETSI TR 101551:2014, CEN/CLC/ETSI/TR 101552:2014 and CEN/CLC/ETSI TR 101550:2022, as well as of WCAG.	
		Deep knowledge of the European Standardisation system, with a focus on CEN and ETSI.	
		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 ICT products and services.	
		Knowledge of Human Factors and ergonomics particularly of persons with disability applicable to ICT products and services.	
		Knowledge of the impact of disabilities on the use of ICT products and services and of the use of assistive elements to overcome them.	
		Understanding of the processes of conformity assessment.	

		Knowledge of evaluation methodology.	
		Knowledge of public procurement procedures and the use and setting of award criteria.	
		Knowledge of the Conformity Assessment toolbox (ISO/CASCO) and of CEN/CENELEC TC 1 Criteria for conformity assessment bodies.	
		Knowledge of the European Directives of Public Procurement.	
		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 ICT products and services at National, European and/or International level (number of years and number of projects).	
		Experience in the drafting of standards on the accessibility of ICT products and services 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 ICT products and services at National,	

		European and/or International level (number of years and number of technical committees).	
		Experience related to public procurement procedures and to the use and setting of award criteria.	
		Experience with comparable projects (number of years and number of projects).	
		Professional and academic background.	
		General project management, leadership and communication skills;	

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 CEN/CLC/ETSI TR 101551 and of CEN/CLC/ETSI/TR 101 552).	
		Deep knowledge of EN 301549:2021, CEN/CLC/ETSI TR 101551:2014, CEN/CLC/ETSI/TR 101 552:2014 and CEN/CLC/ETSI TR 101550:2022, as well as of WCAG.	
		Deep knowledge of the European Standardisation system, with a focus on CEN and ETSI.	
		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 ICT products and services.	
		Knowledge of Human Factors and ergonomics particularly of persons with disability applicable to ICT products and services.	
		Knowledge of the impact of disabilities on the use of ICT products and services and of the use of assistive elements to overcome them.	
		Understanding of the processes of conformity assessment.	
		Knowledge of evaluation methodology.	
		Knowledge of public procurement procedures and the use and setting of award criteria.	
		Knowledge of the Conformity Assessment toolbox (ISO/CASCO) and of CEN/CENELEC TC 1 Criteria for conformity assessment bodies.	
		Knowledge of the European Directives of Public Procurement.	
		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 ICT products and services at National, European and/or	

		International level (number of years and number of projects).	
		Experience in the drafting of standards on the accessibility of ICT products and services 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 ICT products and services at National, European and/or International level (number of years and number of technical committees).	
		Experience related to public procurement procedures and to the use and setting of award criteria.	
		Experience with comparable projects (number of years and number of projects).	
		Professional and academic background.	
		General project management and communication skills;	

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/ETSI/JTB eAccessibility 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/ETSI/JTB eAccessibility are not eligible costs, they are considered as covered by their daily rate

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

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: