



PROCUREMENT

International SENIOR CHEMICALS CONSULTANT for high level 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 incentivise 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.

Baltic Environmental Forum Latvia (BEF Latvia) tenders for an international senior chemicals consultant for high level contributions to the REACH thematic aspects of the leadership by creating synergies among the work packages, linking the outputs and messages and guiding the output indicators of the project.

Foreseen Tasks of the senior chemicals consultant

“LIFE FitforREACH-2” seeks for a consultant for high level contributions to a chemicals risk management framework systematically structuring all activities on chemicals in companies, supporting the methodology of case work, analysis of project findings, concept of capacity building program, tools development, impact assessment and synthesis, support in evaluation of the company work (pilot cases), support in evaluation of the achieved results and lessons learned from the project activities, including the help with assessment of policy impacts and long-term benefits in addressing the targeted environmental problem related to hazardous substances.

Tasks:

- Advice on chemicals policy, chemicals risk management, strategic CRM framework, and policy recommendations, incl., training for own capacity building.
- Support in evaluation of achieved results, incl., on baseline indicators.
- Developing an online Tool that supports a step-by-step implementation of the Chemicals Risk Management System.
- Support in evaluation of the company work, incl., pilot cases and light cases.
- Support in developing concept for capacity building of companies in the waste treatment sector about chemicals in wastes and the related challenges for a circular economy and safe disposal.

- Contribution to embed the findings from the companies' case-based work in a larger policy and socio-economic context, elaboration of the policy recommendations.
- Writing the final project publication.
- 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 (incl., chemicals policy, risk management and substitution issues).
- 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 Project Manager at BEF Estonia, Project Coordinator at BEF Latvia 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 110 – 120 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 6-8 trips to the Baltic States).

The consultant will need to submit 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 20 October 2023, at 15:00 (CET)** in electronic format as 1 single document (including Annexes) signed with digital signature.

The tender shall be delivered to liga.karkle@bef.lv 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 (potentially end of October 2023). 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 69,999.00 € (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 tax payer
- 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 chemicals consultant is submitted in accordance with the template (Annex III).

1. Deep knowledge on EU chemicals and environment legislation (REACH, WFD, MSFD, IED) and interlinks between these legal acts (please, give references of publications and lecturing experience, preferably international seminars, or trainings for stakeholders on REACH and holistic hazardous substance management approach).
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 with assessment of SVHC in mixtures, articles, and products (project references).
4. Experience in developing guidance material on SVHC management, substitution, basic chemicals management (handbooks, guidelines, electronic tools) for industry, preferably downstream users (publications/project references).
5. Overview on European substitution cases (best practice), available data sources, access to information, experience in communication with ECHA and experience with best practice case selection (source references).
6. Experience in work with industry on chemicals management in EU countries (state-of the art and adaptation to local conditions – project/work references).
7. At minimum ten (10) years working experience in the field of REACH implementation, implementation of EU chemicals and hazardous substance management policy (project references and CV of the consultant(s) to be involved).
8. Knowledge on chemicals management system in Baltic States and cooperation experience with those countries (project references).
9. 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 65% in comparison to the price, 35%.

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.

Fulfilment of administrative qualification criteria	Yes	No
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 (BEF Latvia) 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.

Evaluation Criterion	Maximal Value	The relative weight in the overall assessment
1. Quality Criterion:		65
1.1 Knowledge on EU chemicals and environment legislation (REACH, WFD, MSFD, IED) and interlinks between these legal acts	8	
1.2 Experience with environmental impact assessments, REACH impact assessments (different countries (public authorities and SMEs), and REACH exposure assessments and their methods	8	
1.3 Overview on European substitution cases (best practice), available data sources, access to information, experience in communication with ECHA and experience with best practice case selection	7	
1.4 Experience with assessment of SVHC in mixtures, articles and products	7	
1.5 Experience in developing guidance material on SVHC management, substitution, basic chemicals management	7	
1.6 Experience in work with industry on chemicals management in EU countries	7	

1.7 At minimum ten (10) years working experience in the field of REACH implementation, implementation of EU chemicals and hazardous substance management policy	7	
1.8 Knowledge on chemicals management system in Baltic States and cooperation experience with those countries	7	
1.9 Ability and flexibility to work in an international team with competent authorities as well as industrial partners	7	
2. Price Criterion		35
The evaluation of bid prices, shall be calculated using the following formula: price assessment= 35 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 Baltic Environmental Forum Latvia

Senior chemicals consultant
Input to the project "LIFE Fit for REACH"

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			
TOTAL, excluding VAT, €			

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

References and matches with the qualification and experience of the senior chemicals consultant are compiled in the Table. Corresponding list of quality criteria:

1. Knowledge on EU chemicals and environment legislation (REACH, WFD, MSFD, IED), including interlinks between these legal acts
2. Experience with environmental impact assessments, REACH impact assessments (different countries (public authorities and SMEs), and REACH exposure assessments and their methods
3. Overview on European substitution cases (best practice), available data sources, access to information, experience in communication with ECHA and experience with best practice case selection
4. Experience with assessment of SVHC in mixtures, articles and products
5. Experience in developing guidance material on SVHC management, substitution, basic chemicals management
6. Experience in work with industry on chemicals management in EU countries
7. At minimum ten (10) years working experience in the field of REACH implementation, implementation of EU chemicals and hazardous substance management policy
8. Knowledge on chemicals management system in Baltic States and cooperation experience with those countries
9. Ability and flexibility to work in an international team with competent authorities as well as industrial partners

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	9