

EU4ENERGY LABELLING AND ECODESIGN

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

Contract No.: 2019/408-124

ToR N°	Act.	Title of activity	Name of candidate	Budget Category	No. of WDs	Starting	Ending
09	Task 4	Preparation of plans for sampling (SNKE-I)	Senior STE with international experience	Up to 15 WDs	February 2021	December 2021
	Task 5	Testing of selected products (JNKE-N)	Junior STE NKE with national experience	Up to 30 WDs		

Special COVID-19 related notice:

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

1 ASSIGNMENT OBJECTIVES & EXPECTED RESULTS

1.1 Background to the Assignment

The EU funded Project "Establishing and strengthening of capacities of the conformity assessment bodies for the implementation of Energy Labelling and Eco-design Directives" (the Project) is aimed at – among others – designing and implementing a product testing and inspection programme to check compliance profile of the selected product groups (Task 1 List)^(*) on the market. For this purpose, the project already conducted a market survey and analysis (Task 1 Market Survey of Products) for the selected product groups in order to find out distribution of market shares, production and sales volume and other critical parameters that are likely to pose risk from the market surveillance perspective.

The next step in designing the product testing and inspection programme in question under Task 5 will be to develop a list of products under Task 4 which will reflect a selection of different product categories with quantities to be sampled from the market for testing as well as for inspection of their technical documentation. This selection will take into account different facts and risk factors to be identified in cooperation with the TA Team, Beneficiary (the Ministry of Mining and Energy – MoME) and market surveillance authority of Serbia (Ministry of Trade, Tourism and Telecommunications – MTTT).

^(*) Task 1 List: TV, simple set top box, air conditioners, electrical ovens, washing machines, dishwashers, refrigerators, tumble driers, space heaters, water heaters and for standby and off mode of electrical and electronic household equipment as well as Lamps and Luminaires, circulators and space heaters burning solid fuels.

In parallel to market survey, the Project also conducted another survey to identify the conformity assessment bodies operating in Serbia and in the region (established in both EU and non-EU countries) to identify their testing capacities as well as their potential to upgrade their capacities to test products according to ecodesign and energy labelling requirements (Task 2 CAB Survey). The project is currently designing and implementing a capacity building package for the selected Serbian CABs to upgrade their testing capacities for the selected product groups (Task 3 Training and TA for CABs). Therefore, all or some of the products to be sampled from the Serbian market will be tested primarily by Serbian CABs locally if they upgrade their capacities and become ready to provide these testing services or, if any product groups that cannot be tested locally in Serbia, then these samples will be inspected for completeness and correctness of their technical documentation.

Moreover, the project is currently also providing a capacity building package for headquarters staff and field inspectors of MTTT on enforcement of ecodesign and energy labelling legislation as well as market surveillance system (Monitoring, Verification and Enforcement (MV&E) regime) (Task 6 TA for Market Inspection). Therefore, the experts are also expected to closely work with market surveillance staff of MTTT in developing the Sampling List under Task 4 and designing and implementing the product testing programme under Task 5.

As a result, the proposed assignment is expected to develop a Sampling List (List of Products) for testing purposes and to design and implement a product testing and inspection programme considering different facts and parameters under Task 1, Task 2 and Task 3 as well as Task 6 as described above and cover up to 100 products in total out of which 60-70 products are to be selected for testing and document inspection. The details of this assignment are provided in the following sections of this ToR.

1.2 Purpose of the assignment

The purpose of this assignment is to develop a List of Products to be used for selection of ErP samples for testing at CABs in Serbia and inspection of technical documentation and to design and implement a product testing and inspection programme, considering certain risk factors and availability of testing services including a rough cost breakdown for testing services.

2 SCOPE OF THE WORK

2.1 General

The selected NKEs will closely work with the KE1/Team Leader, KE3 for Market Surveillance (the Task Leader) and KE 2 for Conformity Assessment as well as the Ministry of Mining and Energy (MoME) as the main Beneficiary and the Market Inspection Department of MTTT as the co-Beneficiary in implementing the tasks and responsibilities and delivering the outputs expected under this assignment.

The details of the assignment are described in the following section.

2.2 Specific Activities

Detailed activities:

Subtasks	Activities	WDs SNKE-I	WDs JNKE-N
A4.1 List of Products	<p><u>Joint Activities for SNKE-I and JNKE-N</u></p> <ul style="list-style-type: none"> - Review the market survey and analysis results and find out the critical risk factors (such as market share of certain products, share in energy consumption, locally manufactured vs. imported products, country origin for imported products, etc.) for sampling of products on the market in collaboration with TA Team, MoME and MTTT and then deliver a presentation to MoME and MTTT on the findings and critical risk factors identified as a result of this review; - Review the report on CAB Survey (Task 1) and in consultation with KE 2 on capacity building activities (Task 3) for Serbian CABs and level of upgrade in the CABs, correlate the product groups which are likely to be sampled from the market, with the CABs in and outside Serbia. <p><u>Specific Activities for SNKE-I:</u></p> <ul style="list-style-type: none"> - Draft a List of Products to be selected for testing and inspection programme. - Finalize the List of Products considering the comments and inputs from the TA Team, MoME and MTTT; <p><u>Specific Activities for JNKE-N:</u></p> <ul style="list-style-type: none"> - Visit selected CABs to confirm the testing capacities and testing deadlines; - Meet (together with MTTT inspectors) local manufacturers and other product suppliers to inform them about submission of technical documentation and product samples for inspection and testing as appropriate; 	7	10

Subtasks	Activities	WDs SNKE-I	WDs JNKE-N
A5.1 Testing of selected products	<p><u>Joint Activities for SNKE-I and JNKE-N</u></p> <ul style="list-style-type: none"> - Considering the finalized list of products developed under Task 4, design a draft product testing and inspection programme in cooperation with the TA Team, MoME and MTTT; - Finalize the product testing and inspection programme with comments from MoME and MTTT; - Produce a product testing and inspection programme implementation report to describe the activities implemented during the programme, results of product tests (compliance vs. non-compliance) as well as results of inspections on technical documentation of the selected products. - Design and deliver a stakeholder workshop on results and outcomes of product testing and inspection programme <p><u>Specific Activities for SNKE-I:</u></p> <ul style="list-style-type: none"> - Develop sampling forms for each product group to be sampled from the market/suppliers - Provide MTTT field inspectors with training on implementation of sampling plan <p><u>Specific Activities for JNKE-N:</u></p> <ul style="list-style-type: none"> - Coordinate implementation of sampling, shipment of samples to test houses (CABs) and test reports from the CABs; - Compile the results of inspection of technical documentation from MTTT. 	8	20

2.3 Outputs to be delivered

Output	Due date
List of Products	by the end of March 2021
Product testing and inspection programme	By the end of April 2021
Product testing and inspection programme implementation report	By the end of October 2021
Report on stakeholder workshop on results and outcomes of product testing and inspection programme	By the end of November 2021

2.4 Target groups

The target groups of this assignment will be:

- Ministry of Mining and Energy (MoME-main Beneficiary)
- Ministry of Trade, Tourism and Telecommunication (MTTT-Co-Beneficiary and market surveillance authority for ecodesign and energy labelling legislation)
- Serbian Chamber of Commerce (SCC) (as needed)
- Others as may be relevant (tbd during assignment)

3 LOGISTICS AND TIMING

Special COVID-19 related notice:

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

3.1 Location

The operational base for assignment will be Belgrade.

3.2 Commencement date & period of execution

The assignment is expected to take place during February 2021 and December 2021.

4 INPUTS AND REQUIREMENTS

4.1 Input

	TOTAL WORK DAYS (WD)	OF WHICH HOME BASED WORK DAYS*	SPECIAL REQUEST
Senior NKE with international experience	15	n/a	n/a
Junior NKE with national experience	30	n/a	n/a

4.2 Expert requirements and evaluation grid

The assignment will be carried out by one Senior NKE with international experience and one Junior NKE with national experience.

The **Senior NKE with international experience** is expected to meet the following requirements (incl. evaluation grid):

Requirements for Senior NKE with international experience	Maximum Scoring	Explanation for scoring
Qualifications and skills	20	
<ul style="list-style-type: none"> A level of education which corresponds to completed university studies of at least three years in the field for which the expert is mobilized. 	15	BSc. 9 pts MSc. 12 pts PhD 15 pts
<ul style="list-style-type: none"> Working knowledge of English language 	5	
General professional experience	30	
<ul style="list-style-type: none"> Minimum 7 years of experience in the field of market surveillance and inspection of products 	15	7-10 years 9 pts. 10-15 years 12 pts. > 15 years 15 pts.
<ul style="list-style-type: none"> At least three years of experience in design and implementation of market surveillance/ product testing programme; 	5	3 yrs 3 pts 3-5 yrs. 4 pts ≥ 53 yrs. 5 pts
<ul style="list-style-type: none"> Experience in market surveillance and inspection of products covered by ecodesign and energy labelling legislation will be an asset. 	10	3-5 years 6 pts 5-7 years 8 pts >7 years 10 pts
Specific professional experience	50	
<ul style="list-style-type: none"> At least 1 year of experience in, designing and implementing product testing and inspection programme for ErPs covered by ecodesign and energy labelling legislation considering certain risk factors; 	30	2 project 18 pts 3 projects 24 pts ≥4 projects 30 pts
<ul style="list-style-type: none"> Experience in designing product testing and inspection programmes involving both consumer products and industrial products will be an asset. 	20	

The **Junior NKE with national experience** will be expected to meet the following requirements (incl. evaluation grid):

Requirements for Junior NKE with national experience	Maximum Scoring	Explanation for scoring
Qualifications and skills	20	
<ul style="list-style-type: none"> A level of education which corresponds to completed university studies of at least three years in the field for which the expert is mobilized. 	10	BSc. 6 pts MSc. 8 pts PhD 10 pts
<ul style="list-style-type: none"> Working knowledge of English language 	5	
<ul style="list-style-type: none"> Working knowledge of Serbian language 	5	
General professional experience	30	
<ul style="list-style-type: none"> Minimum 3 years of experience in the field of Energy 	20	3-5 years 12 pts 5-6 years 16 pts > 6 years 20 pts
<ul style="list-style-type: none"> Experience in at least two projects working with statistical data and tables involving ErPs will be an asset. 	10	2 project 6 pts 3 projects 8 pts ≥ 4 projects yrs. 10 pts
Specific professional experience	50	
<ul style="list-style-type: none"> Experience in at least two projects, conducting market survey and analysis of products ; 	30	1-2 years 18 pts 2-5 years 24 pts >5 years 30 pts
<ul style="list-style-type: none"> Experience in conducting market survey and analysis of products subject to ecodesign and energy labelling legislation in at least one project will be an asset. 	20	1 project 12 pts 2 projects 16 pts ≥3 projects 20 pts

4.3 Evaluation of Experts - scoring

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

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

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

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

5 Deliverables

5.1 Reporting requirements

Within 5 WD after the end of each mission, the Team of Experts will provide a mission report to the Team Leader.

Within 10 WD after the end of the last missions, the NKE will provide the Technical Assistance Team Leader with a final report, comprising:

- List of Products
- Product testing and inspection programme
- Product testing and inspection programme implementation report
- Report on stakeholder workshop on results and outcomes of product testing and inspection programme