Terms of reference (ToR) for the procurement of services below the EU threshold

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

CONFIDENTIAL

Development of Training Curriculum and Delivery of Learning Activities for Standardisation Bodies under the Single Market Academy (SMA)	**Project number: G-012571-002 / 12571010000** **Tender number 10064651**

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference
LMS	Learning Management System
BMZ	Federal Ministry for Economic Cooperation and Development
EU	European Union
WB6	Western Balkans 6
GP	EU Growth Plan for the Western Balkans
SMA	Single Market Academy
QI	Quality Infrastructure
ACAA	Agreement on Conformity Assessment and Acceptance of Industrial Products
CEN	European Committee for Standardization
CENELEC	European Committee for Electrotechnical Standardization
EA	European co-operation for Accreditation
EURAMET	Association of the National Metrology Institutes in Europe
WELMEC	European Cooperation in Legal Metrology
LMS	Learning Management System
NAB	National Accreditation Body
MSA	Market Surveillance Authority
ADCO	Administrative Cooperation Group(s) for market surveillance
DPP	Digital Product Passport
EUPCN	European Union Product Compliance Network
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
GPSR	General Product Safety Regulation (EU) 2023/988

ICSMS	Information and Communication System on Market Surveillance
NQI	National Quality Infrastructure
PPE	Personal Protective Equipment
EO	Economic Operator
WP	Work Package
NSB	National Standardisation Body
CEN	European Committee for Standardization
CENELEC	European Committee for Electrotechnical Standardization
ISO	International Organization for Standardization
AI	Artificial Intelligence

1. Context

The Multi-Donor Action “EU4Trade: Accelerating Regional Economic Integration and EU Single Market Access for the Western Balkans” is jointly co-financed by the European Union and the Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ as part of the BMZ project “RegioTrade – Enhancing Regional Economic Integration in the Western Balkans through Trade”.

Strengthening regional economic integration harbours significant economic potential for the Western Balkan region and is a critical prerequisite for the region's accession to the European Union. The EU Growth Plan for the Western Balkans (GP) envisions closer integration with the Single Market, which necessitates aligning National Quality Infrastructure (NQI) with EU requirements. This alignment requires addressing existing gaps between national systems and EU regulatory frameworks, ensuring that Western Balkan countries’ QI can fully support compliance with Single Market rules.

To support this integration, the Single Market Academy (SMA) has been conceived as a flagship initiative under the umbrella of the project EU4Trade: Accelerating Regional Economic Integration and EU Single Market Access for the Western Balkans. The Single Market Academy (SMA) will provide tailored capacity-building support to the Western Balkans, focusing on strengthening the Quality Infrastructure (QI) in alignment with EU requirements. The project responds to the “Gap Assessment Study” findings conducted by GIZ, which identified critical training gaps across key QI pillars: metrology, standardization, accreditation, conformity assessment, and market surveillance.

The primary aim is to build the capacity of these institutions to fully implement and enforce EU regulatory requirements. This alignment will contribute to the region’s integration into the EU Single Market, enhancing regional trade opportunities and facilitating the conclusion of Agreements on Conformity Assessment and Acceptance of Industrial Products (ACAAs).

An important component of the SMA will be to explore and engage in strategic partnerships with leading European institutions such as the European Committee for Standardization (CEN), the European Committee for Electrotechnical Standardization (CENELEC), the European co-operation for Accreditation (EA), the Association of the National Metrology Institutes in Europe (EURAMET), and the European Cooperation in Legal Metrology (WELMEC). These partnerships will enable SMA to leverage European expertise, access essential resources, and apply proven best practices. By working closely with these established bodies, the SMA will be able to deliver high-quality training and competence recognition across the Western Balkans.

Single Market Academy is designed in a way to provide flexible and scalable training approach to address the diverse needs across the WB6 region. In that regard, the SMA comprises a blended training model, combining in person, hybrid and online learning formats, delivered through a Learning Management System. This approach will provide the necessary flexibility to accommodate varying regional needs and available resources.

The regional needs assessment and consultations conducted with Standardization Bodies from the Western Balkans including aligning, implementation and application of the EU legislative framework, participation in European standardization activities, stakeholder engagement, promotion of standardization among SMEs, and emerging challenges related to digitalization and sustainability. In response to these needs, a comprehensive training curriculum for Standardisation Bodies is to be developed and delivered through the Single

Market Academy, with the objective of strengthening institutional capacities, promoting harmonized practices, facilitating peer learning, and supporting further alignment with requirements of respective European legislation, including the requirements of Regulation (EU) No 1025/2012 and the adoption and application of European standards.

The training curriculum for officers working in the standardisation bodies aims to provide participants with theoretical knowledge, practical skills, and competencies necessary for the effective implementation of respective procedures for standardization, strengthening institutional capacities and performance, supporting digital transformation initiatives, and enhancing the role of standardization in the implementation of EU legislation and ensuring safety, reliability, and compliance of products circulating within the markets.

2. Tasks to be performed by the contractor

The overall objective of this assignment is to develop a comprehensive training curriculum for Standardisation Bodies from WB6 under the framework of the Single Market Academy, and accordingly to design and deliver the corresponding learning activities in accordance with the approved curriculum.

The training curriculum should be based on implementation of EU Single Market legislative framework and best practices and practical experiences from EU Member States Standardisation Bodies, while ensuring relevance to the specific needs and challenges of systems for standardisation in WB6 economies.

The training curriculum should contribute to:

- Enhancing institutional and operational capacities of National Standardisation Bodies (NSBs) by strengthening their knowledge, practical skills and competencies in development, adoption, and implementation of European standards and aligning standardization practices with the requirements of the EU acquis.
- Improving governance, strategic planning, and operational management within NSBs to support effective planning, prioritization, and implementation of standardization activities in line with EU policies, market needs, and regional and European developments.
- Strengthening cooperation and collaboration among NSBs, with the aim to harmonize standardization practices and procedures, promote common approaches to the adoption of European standards and participation in European standardization activities, and support alignment with the requirements for full membership in CEN and CENELEC.
- Strengthening capacities of NSBs with aim to support competitiveness of businesses and access to the EU Single Market, raise awareness of the role of standardization in demonstrating conformity with applicable EU legislation, and respond to the needs of economic operators and emerging technologies.
- Strengthening capacities of NSBs to address emerging priorities in standardization, promote digitalization, innovation, and continuous improvement in standardization accessibility, efficiency, and responsiveness of standardization services.

The contractor is responsible for providing the services described below. The services are organized into three Work Packages encompassing the full process of the development, planning, implementation, and evaluation of the training curriculum for NSBs.

WORK PACKAGE 1 – DEVELOPMENT OF A MODULAR TRAINING CURRICULUM FOR NATIONAL STANDARDISATION BODIES

WP 1 – Task 1 – Revision of existing materials and inputs

The contractor shall revise all relevant existing materials, background documents provided by the project team and partner institutions. The aim of this revision is to ensure consistency, relevance, and alignment with the objectives of the Single Market Academy, as well as with requirements from respective European legislation and best practices in standardisation.

Based on this revision, the contractor shall develop a modular training curriculum and accordingly the training materials for capacity building of officers working in standardisation bodies.

WP 1 – Task 2 - Develop a training curriculum for standardisation bodies

Based on the outcome from the revision of the existing materials, the contractor shall develop a modular training curriculum for standardisation covering the priority topics identified through the conducted regional needs assessment.

Training curriculum for standardization bodies shall include:

- **Detailed description of the** topics and subtopics covered by the respective module
- **Learning objectives and learning outcomes** – for each of the modules, the contractor should define the aim and competencies which will be developed, as well as skills and knowledge that participants will be capable to demonstrate after completing the respective learning activity(ies)
- **Recommended format of delivery and duration -** For each of the modules the contractor should propose:
    - the most suitable learning activity e.g. training, study visit, workshop, webinar, coaching or mentoring sessions, information session, learning forum, Train the trainer programme etc.
    - the most appropriate modality for delivering of the respective learning activity, e.g physical event, remote learning, blended etc.
    - the expected length of the respective learning activity (days, hours….), ensuring appropriate workload planning

  Where applicable, the learning activities should combine theoretical knowledge with practical insight, including real case examples from different activities related to the work in standardisation.

- **Target audience and level** - specific group(s) of participants for whom the learning activity is intended (such as managers, technical staff, non-technical staff, or policymakers), as well as the needed competence and experience (basic, intermediate, or advanced) to ensure that the content, methodology, and learning outcomes are tailored to the respective group of participants.
- **Materials and reference documents –** the contractor shall develop all resources which will be used prior, during and after the development activities, such as presentations, guidelines, recommended reading materials etc. Where applicable, the activities within respective training modules shall contain interactive elements, such as case studies, group work, simulations, exercises etc, which will be used to apply theoretical knowledge in practice. The contractors shell also develop materials and

tools which will be used for evaluation of the gained knowledge of participants, e.g. tests, quizzes, assignments or other, as well as to collect feedback on the relevance, quality, effectiveness, and practical applicability of the training content. The results from these evaluations will be used for revision and continuous improvement of the training curriculum and planning of the future activities.

The indicative training modules are presented in Annex I of this ToR. The training modules and listed topics presented in the Annex I serve as a guiding framework for the development of the training curriculum and should not be considered exhaustive. The training modules reflect the priority areas identified through consultations with NSBs and previously conducted needs assessments. The contractor is encouraged to propose additional topics, or subtopics that are considered relevant for strengthening capacities and supporting alignment of NSBs with the requirements of respective EU legislation. All additionally proposed topics, or subtopics should demonstrate added value to the overall training curriculum, and complement the objectives of the Single Market Academy. The final structure and content of the training curriculum shall be approved by with the project team and NSBs during its development phase.

WORK PACKAGE 2 – DEVELOPING MATERIALS AND SUPPORTING LEARNING RESOURCES

The contractor is responsible for developing all materials and supporting learning resources required for the effective delivery of the respective learning activities.

The materials shall be prepared based on the approved modules and topics of the training curriculum and tailored to the specific delivery modality of each learning activity (e.g. in-person training, webinar, online learning, study visit, peer-learning activity, or blended learning format).

The materials can encompass but are not limited to presentations (PowerPoint or equivalent), guidelines for participants, practical exercises, case studies, group work assignments, as well as templates, checklists, and other operational tools, self-assessment tests and reflection exercises, pre-training reading and background materials etc.

The contractor should also develop supporting learning resources that complement the learning activity and facilitate continued learning. Such resources may include guidance documents, reference to relevant standards, reading lists and recommended resources, Frequently Asked Questions (FAQs), good practice examples and lessons learned.

All materials shall be developed to be suitable for the two delivery formats: in-person events and online learning through the e-learning platform.

Materials intended for online delivery shall be developed in a format suitable for integration into a Learning Management System and structured in a way that facilitates their conversion into self-paced or other online learning formats.

The materials for both formats shall be coherent, shall complement the learning content and be designed in a way to facilitate active participation, knowledge retention, as well as future reuse and updating within the Single Market Academy framework.

The materials should be developed in English language.

WORK PACKAGE 3 – DELIVERY AND EVALUATION OF LEARNING ACTIVITIES

Delivery

The contractor is responsible for delivering the learning activities developed under the previous work package. The delivery of each learning activity shall be based on the approved training curriculum and in line with the plan and calendar of activities within the Single Market Academy.

The implementation of this work package shall follow different learning modalities, including physical training, virtual sessions, webinars, peer learning activities, study visits, or other, depending on the specific module(s) and the most effective format for transfer of knowledge and application.

The contractor should ensure that all activities are delivered in a way to promote high-quality, interactive, peer-to-peer and practice-oriented learning process aimed at achieving respective learning objectives.

Where relevant, the contractor shall also facilitate organization of study visits and/or practical learning exchanges with institutions or organizations possessing advanced experience in relevant topics, with the aim of demonstrating real-life implementation of processes and procedures in standardization.

The contractor is also responsible for the preparation of agendas, coordination with project team and experts who will be responsible for delivering the learning activities. The contractor shall ensure close coordination with the project team throughout the process, including planning, preparation, and confirmation of experts for delivering the learning activities.

GIZ is responsible for the logistical organization of learning activities (venue, travel of participants) and ensuring appropriate delivery platforms for virtual components.

Feedback and Evaluation

The modules and respective learning activities within the training curriculum will remain dynamic and open to revisions and improvements.

After each activity, feedback from participants will be collected and accordingly evaluated, to assess its effectiveness. In addition, the participants will be assessed to determine the gained knowledge and the extent to which the training objectives have been achieved.

Based on the results from evaluations, findings, and feedback collected from participants during the activities, the contractor shall summarize the key findings and provide recommendations for further improvement of the training curriculum, as well as revise the existing materials and their content.

WP 3 – Task 1 – Planning of the learning activities

This task includes:

- **Preparation of plan and calendar for delivery of the activities.** In coordination with the project team, the contractor shall develop comprehensive plan for the delivering all the activities, covering the overall approach, sequencing of activities, formats (e.g. physical, online, blended, etc.), roles and responsibilities, as well as a detailed training

calendar specifying timing and duration of training activities. This will ensure the effective delivery and availability of participants for respective learning activities.

Throughout the implementation period, the plan and calendar of activities will be periodically revised, to reflect changes in project priorities, availability of participants, and other relevant circumstances that can influence the delivery of the activities.

- **Selection of experts who will be responsible for delivering learning activities.** The contractor is responsible for proposing a minimum of three qualified experts from the pool of proposed experts. The experts should be capable of delivering respective activities, ensuring they possess relevant technical expertise and practical experience in the subject areas. The final selection and approval of the experts shall remain subject to confirmation by the project team.

WP 3 – Task 2 – Delivery of the learning activities

This task includes, but is not limited to:

- **Delivery of training activities** – in person trainings, remote or trainings in hybrid format, workshops, webinars and other capacity-building or knowledge-sharing events. The contractor is responsible for delivering, facilitation and/ or moderation of up to 25 (twenty) training activities, of which up to 10 (ten) may be delivered online, depending on the agreed training plan, target audience, and operational needs.

- **Delivery of study visits and other peer learning activities** -The contractor is responsible for proposing, identification and coordination with host institutions about the organization of relevant study visits or other peer learning activities as well as supporting their delivery. This may include peer exchange of experience among NSBs and other hands-on activities designed to facilitate the practical application of knowledge and the sharing of good practices.

WP 3 - Task 3 – Evaluation of learning activities

This task includes:

- Assessment of the acquired knowledge of participants (through tests, quizzes, assignments etc.)
- Evaluation feedback from participants after each training activity (relevance, quality, effectiveness, and practical applicability of the training content).

The contractor is responsible

- Preparing questionaries or other tools for collecting feedback from participants
- Preparing tests, quizzes, or other suitable tools for assessment of learning outcomes and acquired knowledge
- Collection and analysis of participant feedback after each training activity
- Assessment of effectiveness of the training activities and learning outcomes
- Preparation of report with recommendations for improvement of the training curriculum and respective training modules, as well as future planning of the training activities.

WP 3 - Task 4 – Revision of the training curriculum for MSAs

Based on the results from evaluations, findings, and feedback collected from participants during the activities, and recommendations for further improvement of the training curriculum, the contractor in coordination with the project team will revise the training curriculum in order to ensure continuous improvement of the training modules, content, and delivery formats.

Revision of the training curriculum should be based on the Plan–Do–Check–Act model throughout the implementation of the assignment.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	**Deadline/place/person responsible**
Kick off meeting and periodical coordination meetings with project team	From commencement date to the end of the contract: Up to **10** days, homebased, expert(s)
WP 1 - Development of a modular training curriculum for MSAs	
Task 1- Review of available document and providing recommendations	From commencement date to the end of the contract: Up to **15** days, homebased, expert(s)
Task 2- Training Curriculum with Modules submitted and approved	From commencement date to the end of the contract: Up to **25** days, homebased, expert(s)
WP2 - Developing materials and supporting learning resources	
Developed learning materials and other resources	From commencement date to the end of the contract: Up to **80** days, homebased, expert(s)
WP3 - Delivery and evaluation of learning activities	
Task 1- Planning of learning activities	From commencement date to the end of the contract: Up to **5** days, homebased, expert(s)
Task 2 – Delivery of learning activities	From commencement date to the end of the contract: Up to **75** days, homebased and in WB6 countries, expert(s)
Task 3 – Evaluation of learning activities	From commencement date to the end of the contract: Up to **15** days, homebased and in WB6 countries, expert(s)
Task 4 – Revision of training curriculum and learning materials	From commencement date to the end of the contract: Up to **35** days, homebased and in WB6 countries, expert

Period of assignment: from February 2027 until 31 December 2028.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

Expert pool 1 with minimum 2, maximum 3 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool 1

- Lead support, and ensure coherence for the realization of the tasks specified under the work packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Overall coordination and technical management of the assignment
- Development, structuring, and refinement of training curriculum and modules
- Analysis and integration of inputs from consultations, workshops, and training evaluations
- Continuous improvement of training content, methodologies, and delivery formats
- Quality assurance of all learning materials and deliverables
- Ensuring consistency with European legislation and practices related to standardization and the objectives of the Single Market Academy
- Regular reporting in accordance with deadlines

Qualifications of the Expert pool 1

- Education/training (2.6.1): all experts with university qualification (German ‘Diplom’/Master) in International Development, Education Studies, Management, Business Administration, Engineering or other *relevant to the assignment*
- Language (2.6.2): all experts with C1-level language proficiency in English
- General professional experience (2.6.3): all experts with 10 years of professional experience in standardisation, quality infrastructure, or related regulatory and institutional frameworks, as well as demonstrated knowledge of the European Standardization System, including the roles and responsibilities of national standardization bodies and European standardization organisations.
- Specific professional experience (2.6.4): 2 experts with 10 years of professional experience in processes and procedures related to European standardisation

requirements, including the adoption of European standards, participation in European standardisation activities, implementation of relevant EU legislation, and institutional development of national standardization bodies**,** of which 5 years of experience in design and delivery of training programmes, capacity-building activities for national standardization bodies, or curriculum development,
- Regional experience (2.6.5): 2 experts with 3 years of experience within projects related to Quality Infrastructure for Western Balkan, Eastern Partnership countries or countries in a process of EU accession
- Development cooperation (DC) experience (2.6.6): 2 experts with 5 years of experience in DC in Quality Infrastructure institutional development

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

Expert pool 2 with minimum 6, maximum 12 members

The short-terms experts will be recruited during the contract period on the basis of the qualification listed below.

For the technical assessment, **only three CVs shall be submitted for evaluation**. **The assessment will be based on the qualifications of the experts presented in these three CVs.** The CVs of all other experts assigned to the project shall be submitted for approval prior to the commencement of their respective assignments and must be approved before they start working on the project.

Tasks of the short-term expert pool 2

- Support Expert pool 1 in realization of the tasks specified under the work packages
- Development, structuring, and refinement of the learning materials from the training curriculum
- Quality assurance of all training materials and deliverables
- Delivery of training activities
- Ensuring consistency with requirements of relevant European legislation for standardization and the objectives of the Single Market Academy
- Regular reporting in accordance with deadlines

Qualifications of the Expert pool 2

- Education/training (2.7.1): all experts with university qualification (German ‘Diplom’/Master) in International Development, Education Studies, Management, Engineering or other relevant to the assignment
- Language (2.7.2): all experts with C1-level language proficiency in English
- General professional experience (2.7.3): all experts with 6 years of professional experience in systems for standardization, European regulatory requirements for standardisation**,** including the roles and responsibilities of national standardization bodies and European standardization organisations.

- Specific professional experience (2.7.4): all experts with 4 years of professional experience in delivery of training programmes and capacity-building activities in the field of standardisation for national standardisation bodies
- Regional experience (2.7.5): 1 year of experience in projects aimed in strengthening Quality Infrastructure for Western Balkan, Eastern Partnership countries or countries in a process of EU accession

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 (GERMAN ONLY)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO_2 emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO_2 emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The Development and Climate Alliance (German only) has published a . GIZ recommends using the standards specified there.

The contract value is limited to a maximum of EUR 215.999,00. GIZ reserves the right to exclude offers exceeding this threshold.

Specification of inputs

Fee days	**Number of experts**	**Number of days per expert pool**	**Total**	**Comments**
Designation of expert pool 1	2 to 3		70	WP1, WP2, WP3
Designation of expert pool 2	6 to 12		190	WP2, WP3
Travel expenses	**Quantity**	**Number per expert pools**	**Total**	**Comments**
Fixed travel budget	1	23.000 Euro	23.000 Euro	A budget is earmarked for travel to the following countries: WB6 (Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia or Serbia). This budget includes: International flights, per-diem allowance, overnights and transportation. A fixed budget of EUR **23.000** is earmarked for settling travel expenses against evidence. You can find further information on the travel expense budget in the 'Price schedule' document. Settlement is possible only until the budget is depleted.
CO_2 compensation for air travel	20	100 Euro	2.000 Euro	A fixed budget of EUR **2.000** is earmarked for settling carbon offsets against evidence. Calculated on basis of 20 (twenty) round trip flights
Other costs	**Number**	**Price**	**Total**	**Comments**
Flexible remuneration	1	15.000 Euro	15.000 Euro	A budget of EUR 15.000 is foreseen for flexible remuneration. Use of the flexible remuneration item requires prior written approval from GIZ.

6. Inputs of GIZ or other actors

GIZ is expected to make the following available:

- All the necessary materials and information needed for quality and timely realization of tasks
- Support and instructions to contractor for development of the learning content for digital formats referring to Learning Management System in use
- Logistics for workshops, trainings, study visit and other in person events.

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

8. Annex I

Draft STRUCTURE OF THE
TRAINING CURRICULA FOR STANDARDISATION

Overall objective of the training curricula for standardisation: To strengthen the institutional, strategic and operational capacities of National Standardisation Bodies (NSBs) across the Western Balkans to effectively implement the principles and requirements of Regulation (EU) No 1025/2012 on European standardisation, develop and adopt European and international standards, promote their effective use, and enhance stakeholder engagement and private-sector participation in standardisation activities, thereby supporting alignment with the EU standardisation framework, regional economic integration, business competitiveness and access to the EU Single Market.

MODULE 1 - FUNDAMENTALS OF STANDARDISATION AND ITS ROLE IN THE EU SINGLE MARKET

Learning objective: to acquire / strengthen understanding of the principles, framework and functioning of standardisation at national, European and international levels, including the relationship between standards and legislation, the role of harmonised standards in supporting compliance with EU requirements, and the contribution of standardisation to the functioning of the EU Single Market.

Proposed topics:

- Foundations of Standardisation - Roles and responsibilities of NSBs
- Role of standardisation in the EU Single Market and international trade
- Economic benefits of standardisation
- International, European, and national standardisation systems (ISO, IEC, CEN, CENELEC, ETSI)
- Legal framework and linkage with EU legislation (New Legislative Framework, harmonised standards)
- Copyright protection and intellectual property rights of standards
- Principles of good standardisation practice – Transparency, Openness, Impartiality and Consensus, Effectiveness and relevance, Coherence, Consideration of the development dimension, Stakeholder engagement, Due process, National adoption or implementation of international and regional standards
- International and Regional Cooperation in Standardisation
- Standards as policy tools (soft law vs hard law)
- Role of standards in regulatory impact assessments
- Referencing standards in legislation and technical regulations
- Risks of over-regulation and misusing standards
- Good practices in cooperation between NSBs and line ministries
- Case studies from EU Member States and candidate countries

MODULE 2 – UNDERSTANDING, APPLICATION AND IMPLEMENTATION OF STANDARDS

Learning objective: to gain/ improve ability to interpret standards, understand their structure and technical requirements, and promote their effective application by industry and other stakeholders.

Proposed topics:

- Types of standards (public, private – international, regional, national standards, private standards in different sectors)
- Use and implementation of standards by manufacturers, regulators, and conformity assessment bodies
- Link between standardisation and use of standards in conformity assessment procedures, accreditation and market surveillance
- Monitoring, enforcement and evaluation of implementation of standards
- Common implementation challenges
- Purpose of standards in product safety, quality and market access
- Role of standards in supporting compliance with legal requirements
- Interaction between voluntary standards and mandatory legal requirements
- Harmonised standards and presumption of conformity
- Stakeholder roles and responsibilities

Topics from the perspective of consumer safety:

- Relationship between standard and consumer safety legislation and compliance checks

- Horizontal safety standards and product-specific standards (e.g. toys, electrical products, machinery, construction products, PPE)
- Use of standards in inspections and sampling

Topics from the perspective of manufacturers and CABs:

- Identification and selection of applicable standards
- Integrating standards into design, production and conformity assessment procedures
- Use of standards for testing, and certification of products
- Managing updates and revisions of standards
- product recalls and other corrective actions

The topics in this module can be realized based on practical examples of products from the key priority sectors - implementation of standards with regards to essential, specific and safety requirements for electrical products (in acc. with LVD, EMC), consumer machinery products (in acc. with MR), construction products (CPR) etc.

MODULE 3 - PROCESS OF DEVELOPMENT, ADOPTION AND TRANSLATION OF STANDARDS

Learning objective: To enhance knowledge, practical skills, and competencies in the processes of development and adoption of standards at national level, participation in European and international standardisation activities, the adoption of European and international standards, and application of appropriate translation processes, tools and quality assurance procedures.

Proposed topics:

- Lifecycle of a standard (proposal, drafting, enquiry, approval, revision, withdrawal)
- Roles and responsibilities in technical committees and working groups
- Consensus-building and stakeholder engagement
- Guiding principles for standards development - ISO/IEC Directives, Part 1 - Procedures for the technical work, ISO/IEC Directives, Part 2 – Principles and rules for the structure and drafting of ISO and IEC documents
- Technical Writing and Structuring of Standards - principles of drafting standards, normative and informative elements, terminology, definitions, and consistency
- Regulatory and procedural framework for the adoption of standards - National adoption routes (identical adoption, modified adoption, adoption by endorsement) and their implication to the implementation and market use
- Responsibilities of NSBs and technical committees
- Principles and rules for translation of standards
- Translation Tools in Standardisation - Practical use of translation tools, opportunities and Risks of using these tools, Quality control and validation of translated standards

MODULE 4 - STAKEHOLDER ENGAGEMENT & PRIVATE SECTOR PARTICIPATION IN STANDARDISATION WORK

Learning Objective: To strengthen capacities to identify, engage and actively involve relevant stakeholders, particularly industry, SMEs, public authorities and consumer representatives, in national standardisation activities, ensuring balanced representation, effective participation in technical committees and greater responsiveness to market and societal needs.
Proposed topics:

- Mapping and prioritizing stakeholders
- Incentives for SME participation in standardization
- Public–private dialogue and consultation in standards development
- Consensus-building and managing conflicts of interest.
- Communication, awareness-raising and digital tools for stakeholder engagement.
- Monitoring stakeholder participation and strengthening long-term engagement

MODULE 5 - STRATEGIC DEVELOPMENT, INNOVATION AND EMERGING TECHNOLOGIES IN STANDARDISATION

Learning objective: To enhance capacities to develop and implement strategic approaches to standardisation, identify and prioritise emerging standardisation needs, and respond to technological, economic and regulatory developments, including digitalisation and innovation, in line with European and international standardisation priorities and evolving market needs.

Proposals for training topics:

- Identification of national priorities in key economic sectors
- Developing standardisation strategies and work plans in line with national priorities
- Mechanisms to address national priorities - participation in international standardisation, adoption of international standards, development of national standards
- Allocating resources to meet national priorities in a sustainable way
- Understanding the interaction between innovation, standardisation and regulatory frameworks
- Standardisation Strategies for Emerging Technologies
- Standardisation challenges and opportunities in digital transformation- smart standards, standards for AI, cybersecurity and green transition