**Annex B**

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

1. **Contact details of the Expert**

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

1. **Information about the organisation/s the expert is working (name, website, contact person, phone, email)**

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1. **Curriculum Vitae (maximum 4 A4 pages)**
2. **Please specify for which position you are applying:**

 **Project leader pre-normative research**

 **Project leader Support services**

 **Project leader Non-digital information**

**………………….**

1. **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 leader pre-normative research

| **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 supply deliverables at specified target dates. |  |
|  |  | Communication skills and proficiency in English |  |
|  |  | Deep knowledge of the European Standardization system and processes, with a focus on CEN  |  |
|  |  | Knowledge of research methodology and experience of the use of a range of research methods (qualitative, quantitative), and evaluation methodology  |  |
|  |  | Knowledge of ethical considerations in disability research  |  |
|  |  | Knowledge of accessibility, usability design for all/universal design, and human centred design. |  |
|  |  | Knowledge of European policies and legislation on products and services in the accessibility domain |  |
|  |  | Knowledge of the content of European standards and guidance documents (including EN 301 549, EN 17161, EN 17478, CEN/CENELEC Guide 6 |  |
|  |  | Knowledge of European and international accessibility requirements applicable for products and services |  |
|  |  | Knowledge of the impact of disabilities on the use of assistive elements to overcome them. |  |
|  |  | Support of an organisation of representatives of persons with disabilities  |  |
|  |  | Understanding of the importance of user involvement and active involvement of organisations representing persons with disabilties. |  |
|  |  | Understanding of the processes of conformity assessment |  |

E.2 Project leader Project leader Support services or Non-digital information

| **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 environment and on their own initative |  |
|  |  | Ability to ensure the integration and consolidation of all contents provided by the experts/members of CEN/CLC JTC 12 and its working groups |  |
|  |  | Communication skills and proficiency in English. |  |
|  |  | Skills such as coordinating, 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). |  |
|  |  | 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 |  |
|  |  | Deep knowledge of the European Standardization system and processes, with a focus on CEN  |  |
|  |  | Knowledge of accessibility, usability design for all/universal design, and human centred design. |  |
|  |  | Knowledge of cognition and language in relation to accessibility  |  |
|  |  | Knowledge of the content of European standards and guidance documents (including EN 301 549, EN 17161, EN 17478, CEN/CENELEC Guide 6 |  |
|  |  | Knowledge of European policies and legislation on products and services in the accessibility domain. |  |
|  |  | Knowledge of European and international accessibility requirements applicable for products and services |  |
|  |  | Knowledge of EU legislation including harmonized standards |  |
|  |  | Knowledge of the impact of disabilities on the use of assistive elements to overcome them. |  |
|  |  | Support of an organisation of representatives of persons with disabilities  |  |
|  |  | Understanding of the importance of user involvement and active involvement of organisations representing persons with disabilties. |  |
|  |  | Knowledge of conformity schemes establishment processes and of evaluation methods |  |
|  |  | Ability to supply deliverables at specified target dates. |  |
|  |  | Ability to contribute as content provider for the requested deliverable |  |

1. **Information on the costs of the experts**
* Daily rates:
* Number of man-days:
* Cost for travels:
* Other costs:

**Total costs:**

1. **Description of the offer (answer to the call for tender)**

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

a) subject of a non-likely judgment of recourse for a professional infringement

b) to be in an irregular tax situation or in an irregular special taxation situation

c) to provide with incomplete or erroneous information

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

Signed:

On behalf of :(print name here)

Date: