

## **Request for tender – Technical support for CEDR WG Connectivity, Automation and Data**

CEDR (Conference of European Directors of Roads) is the platform for cooperation between European national road authorities. Through knowledge exchange, joint research and professional

networking, CEDR builds excellence in road infrastructure management. In December 2022, thirty national road authorities are members of CEDR with an additional fifteen-to-twenty associated public entities supporting in CEDR working groups.

Amongst the topical working groups, in which interested members participate, the group for Connectivity, Automation and Data (CAD) focuses on preparing road authorities for future developments and the impact of technology. Over twenty road authorities are active in this working group. The group is co-chaired by Austria (ASFINAG) and the Netherlands (Rijkswaterstaat).

### **1. Objectives of the contract**

CEDR wishes to receive proposals from interested consultants and entities interested to provide technical assistance to CEDR for 2023. The Contractor will work under the responsibility of CEDR's CAD Working Group to provide guidance for the Executive Board.

The works will include;

Technical and secretarial support to the group for the coming year. The following tasks will be required from the WG support:

- Plan and prepare the agenda for 3 meetings per year (two day plenary meetings) and
- organize logistics (meeting location, liaison with stakeholders etc).
- Draft minutes and technical documents from the plenary meetings
- Prepare documentation and participate in the two-weekly co-chair teleconference
- Manage and archive the group document stream on the CEDR website
- Drafting briefing documents for the CEDR community on CAD issues
- Manage group communications and support the CEDR Secretariat in external relations on CAD issues.
- Liaise with other CEDR working groups and projects on CAD issues (eg CEDR EULEG on EU legislative developments, WG Decarbonisation, WG Safety etc)

- Support the organisation of workshops for CEDR members and others including at the ITS Europe Congress in Lisbon and a 'Foresight Session' on CAD at the 2023 PIARC World Road Congress in Prague,
- Support the co-chairs and other designated delegates in their task, including but not limited to preparation of presentations and correspondence.

It is envisaged that at least one day per week shall be required.

## 2. Qualifications of the contractor

The contractor will nominate one named expert (Technical Coordinator) to support and manage the contract. This person must have at least five years experience of working in a European environment on issues related to Connectivity, Automation and Data. An extensive contact network in the field of road transport with both road authorities, automotive and ITS suppliers is an advantage. The Technical Coordinator shall have excellent English and a working knowledge of German. The Technical Coordinator may have secretarial support for those activities that do not require relevant technical knowledge.

The tenders will be evaluated as follows;

- 30% of points for value for money (hourly rate)
- 40% for the qualifications of the named support person (experience and skills)
- 30% for the qualifications of the bidding company (support available to the support person)

The contractor must accept CEDR's policies on contract requirements for road safety and integrity (see annex).

## 3. Managing the Services

The overall coordination, management and quality procedures will be organised to guarantee timely delivery of results according to the highest quality standards. The purpose is to ensure a sound coordination and management for the execution of the assignment, as well as that its requirements, specifications and schedules are met.

The contract shall run from January 2023 to January 2024. A contract extension of one calendar years may be envisaged and shall be confirmed at least six (6) weeks prior to the contract end.

### 3.1. Communication with the Client

Regular communication with the Client will be essential to successfully complete and deliver this assignment.

Besides regular reporting by email, at least monthly Project Management meetings with the Client Representative(s) via video conference will be organised to present developments and progress, discuss emerging potential risks to the project and remedial actions taken, or any

other issues of potential concern to the Client. The Technical Manager team will secure the provision of timely information to support the activities undertaken by WG CAD as necessary.

### 3.2. Quality assurance and control measures

The Technical Coordinator, will oversee the quality of the management process and of the deliverables to ensure that the outputs delivered as part of the assignment performance fit for purpose, are consistent and meet all assignment's requirements and Client expectations. He will guarantee as well, before submission to the Client, the content-related and the editorial quality of the outputs delivered as part of the assignment performance. He will also control the allocation of budget and monitor the progress of the study to schedule.

The contract shall stipulate the services of the named Technical Coordinator. In the event of any change of person, CEDR reserves the right to terminate the contract with immediate effect.

### 3.3. Conflicts of interest

The contractor will declare;

- that they do not have any conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest;
- that they will inform the contracting authority, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest;
- that they have not made and will not make any offer of any type whatsoever from which an unjustified advantage can be derived under the contract;
- that they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to performance of the Contract.

Brussels 13/12/2022