
Personnel Certification Body Accreditation Services to ISO 17024 for ECOWAS Certification of Sustainable Energy Skills (ECSES) Body

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0. List of abbreviations

ECOWAS	Economic Community of West African States
ISO	International Organization for Standardization
JTA	Job-Task-Analysis
RCB	Regional Certification Body
RCS	Regional Certification Scheme
PBC	Personnel Certification Body

1. INTRODUCTION

In fulfilment of the ECOWAS Renewable Energy and Energy Efficiency Policy and the National Renewable Energy Action Plans (NREAPs) of ECOWAS member states, the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) with the support of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), International Renewable Energy Agency (IRENA) and other partners has established a Regional Certification Scheme (RCS). The goal of the RCS is to promote professional competency and address the quality assurance gaps that exist along the renewable energy (RE) and energy efficiency (EE) value-chain. The rationale behind this Action is that for successful RE and EE market and projects, there is a need for quality assurance at various levels. This includes quality assurance of equipment e.g. through the establishment and enforcement of product standards. However, high-quality products will only provide the desired services if RE and EE systems are designed, installed and maintained by highly qualified individuals. More specifically, certification is a way to promote the quality and safety of systems. Again, certification gives the reassurance that technicians/professionals have the competencies and capacities required to complete a job safely and effectively.

ECREEE has aligned all the structures and procedures of ECSES scheme to the requirements of ISO 17024:2012 "conformity assessment - General requirements for bodies performing certification of persons" and is currently seeking to be certified to ISO 17024. The ISO 17024 has the objective of achieving and promoting a globally accepted benchmark for organizations operating certification of persons. Certification for persons is one means of providing assurance that the certified person meets the requirements of the certification scheme. Confidence in the respective certification schemes for persons is achieved by means of a globally accepted process of assessment and periodic re-assessments of the competence of certified persons. ISO 17024 specifies requirements, which ensure that certification bodies for persons operating certification schemes for persons operate in a consistent, comparable and reliable manner. It can also serve as the basis for the recognition of the certification bodies for persons and the certification schemes under which persons are certified, in order to facilitate their acceptance at the national and international levels. ISO 17024 can be used as a criteria document for accreditation or peer evaluation or designation and others.

In order to meet the requirements ISO 17024, ECREEE established a Regional Certification Body (RCB) as part of its legal framework. The RCB manages the scheme and maintains responsibility for all decisions and processes related to certification granting, maintaining, recertifying, expanding the scope of certification, and suspending or withdrawing certification. The RCB also documents the organizational structure; provide adequate information and records; and manage applications and assessment of practitioners among other things. Now the development of the RCS has reached a stage where ECREEE is seeking accreditation of the RCS to ISO 17024 to achieve a valid and robust scheme that is accepted by all and contributes to public confidence and public protection. These steps will benefit the industry, certified persons and other stakeholders.

2. OBJECTIVES

ECREEE is seeking accreditation of its RCS, Personnel Certification program to ISO 17024 by an International Accreditation Forum (IAF) recognized accreditation body. Specifically, the mission is to develop review scheme documents, undertake onsite visit and get the scheme accredited to ISO 17024.

3. PROJECT REQUIREMENTS

3.1. Tasks, deliverables and schedules of the contractor

Upon contract award, the contractor shall

- provide ECREEE with its requirements for accreditation to ISO 17024;
- conduct an assessment/review of the program to be accredited. This may consist of a document review and/or meetings, teleconferences, emails, and/or on-site audit(s). This assessment is to commence upon contract award. The contractor shall notify the ECREEE in a timely manner if additional information is required to complete the assessment. Any costs associated with on-site assessment activities including travel time and costs shall be comprehensively included in the fees for service stated in the contractor's proposal.

Upon determining that the RCB has satisfied the criteria for accreditation to ISO 17024 the contractor shall provide:

- written confirmation of accreditation including any applicable certificates and/or listings on publicly accessible directories; and,
- permission to state accreditation to ISO 17024 by an accrediting organization recognized by the International Accreditation Forum (IAF).

The contractor shall state in their proposal the period of validity for the accreditation and associated schedule for renewal, along with any fees for continuing the accreditation. Renewal and/or re-assessment shall be stated as a separate item in the contractor's proposal with options for up to a total of 5 years, if applicable.

3.2. Reporting Requirements

The contractor shall notify the ECREEE in a timely manner, or upon specific request by the ECREEE, the status of their accreditation process. The contractor shall also provide assessment, renewal and/or re-assessment report to ECREEE.

3.3. Method and Source of Acceptance

All deliverables and services rendered are subject to inspection. ECREEE shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

4. TERMS AND CONDITIONS

4.1. Contractor's Obligations

In addition to the obligations outlined above, the Contractor shall:

- keep all documents and proprietary information confidential;
- return all materials belonging to ECREEE upon completion of the Contract; and,
- maintain all documentation in a secure area.

4.2. ECREEE's Obligations

- ECREEE will provide access to information, documents, and records as necessary for the assessment and maintenance of the accreditation;
- ECREEE shall provide access to their office facilities for the purposes of an on-site audit for the purpose of accreditation of its certification program; and,

- ECREEE shall advise the contractor of any changes to its organization and program that may affect the contractor's ability to fulfil requirements for accreditation.

4.3. Location of Work, Work Site and Delivery Point

Audit activities as part of the accreditation service shall be performed at the ECREEE, RCB, located at ECREEE Building, second Floor C.P. 288, Praia, Cabo Verde.

4.4. Insurance Requirements

It is the sole responsibility of the Contractor to decide whether or not any insurance coverage is necessary for its own protection or to fulfil its obligations under the Contract. Any such insurance shall be provided and maintained by the Contractor at its own expense.

4.5. Profile of Contractor

The bidder must be an accrediting organization recognized by the International Accreditation Forum (IAF) offering Personnel Certification Body accreditation based on ISO/IEC 17024. Bidder must provide proof of membership if not explicitly listed on the International Accreditation Forum (IAF) website.

4.6. Language of Work

The language of work for the services shall be English or French.

4.7. Estimated Period of the Contract

The estimated period of the contract is from the date of Contract Award to one year following accreditation, with the option to include renewal and re-assessment activities for up to a five 5-year period from initial accreditation.

4.8. Period of assignment

The assignment is scheduled from **October** until **December 2019**.

5. SUBMISSION OF PROPOSAL

The Bidders must provide their bid in separately bound sections as follows:

5.1.1. Section I: Technical Bid (1 electronic copy)

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation, provide the conditions and requirements that must be satisfied to get RCB accredited to ISO 17024 and explain how ECREEE will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, ECREEE requests that Bidders address the topics and evaluation criteria. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

5.1.2. Section II: Financial Bid (1 electronic copy), a separate file

Bidders must submit their financial bid separately as shown in table 1 below. The total amount of Applicable Taxes must be shown separately.

Table 1: Service Cost

Deliverable	Description of Deliverable	Price
1	Accreditation of RCB to ISO 17024	USD
2	Renewal and/or re-assessment (optional year 1)	USD
3	Renewal and/or re-assessment (optional year 2)	USD
4	Renewal and/or re-assessment (optional year 3)	USD
5	Renewal and/or re-assessment (optional year 3)	USD
	Total price	USD

NB: Please consider year of no assessment. Prices must appear in the financial bid only. Any Travel and Living Expenses, in accordance with Treasury Board Guidelines, and other miscellaneous expenses must be included in the firm price. If the prices submitted in the financial proposal are not in USD the exchange rate in effect on the date of bid closing will be applied for evaluation purposes. Bidders may request a debriefing on the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

5.1.3. Submission of Bids

Send the technical and financial bids to ECREEE's tender email tender@ecreee.org before 23:59, **30 September 2019**. The email subject should be the title of this TOR.

The address of ECREEE to send any request for clarification is: ECOWAS CENTRE FOR RENEWABLE ENERGY AND ENERGY EFFICIENCY, "Achada Santo Antonio, Electra Building 2nd Floor, C.P 288, Praia, Cape Verde", "ECOWAS Certification of Sustainable Energy Skills (ECSES) Programme"; certification@ecreee.org; Telephone :+238 2604633 (Office) , +2389114455 (Mobile or free WhatsApp call) , +238 2624614 (Fax)

NB: The evaluation will be based on the quality and costs based selected, following the ECOWAS Tender Code.

Annexes:

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

- Criteria

Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M1	<p>The bidding organization MUST be an IAF Member offering Personnel Certification Body accreditation based on ISO/IEC 17024</p> <p>Bidder to provide proof of membership if not explicitly listed on the International Accreditation Forum (IAF) website</p>		

Criterion ID	Point Rated Technical Criteria	Maximum Points	Proposal Page #
R1	<p>Multilateral Recognition Agreements (MLA/MRA) Membership in one IAF recognized Regional Accreditation Group</p> <p>Bidder to provide proof of membership 5 points for membership in one IAF Regional Accreditation Groups</p>	5	
R2	<p>History of operation as an accreditation body</p> <p>The bidder will be evaluated based on their history of operation as an accreditation body</p> <p>Bidder to provide history of operation outlining continuous years of service as an accreditation body</p> <p>1 point for each year of continuous operation as an accreditation body</p>	5	
R3	<p>Experience in Personnel Certification Body Accreditation (PCB) in the West Africa region</p> <p>The bidder will be evaluated based on experience offering PCB accreditation based on number of accreditations for West Africa countries organizations</p> <p>Bidder to provide evidence of each accreditation in West Africa completed in the past 10 years. Only four (4) accreditations will be reviewed in the evaluation process.</p> <p>5 points for each PCB accreditation of a Canadian organization in the past ten (10) years</p>	10	
R4	<p>Experience in Personnel Certification Body Accreditation outside West Africa region</p> <p>The bidder will be evaluated based on experience offering PCB accreditation based on number of accreditations for organizations outside West Africa countries</p> <p>Bidder to provide evidence of each accreditation outside West Africa in the past 10 years. Only five (5) accreditations will be reviewed in the evaluation process.</p> <p>1 point for each PCB accreditation of an organization outside West Africa in the past ten (10) years</p>	5	
	Total points		

- Regional Certification Scheme Guidelines (attached);
- Additional Framework documents (attached);