

PUBLIC CALL FOR PROJECT TEAM EXPERTS

for the execution of the work called for in the proposed Specific Agreement

SMP-STAND-2025-ESOS-01-IBA

European specifications for Cycling infrastructure data

Starting date: 2025-10-09

Deadline for tenders: 2025-11-17

Introduction

Following the acceptance by the European Commission of a proposal from CEN, as prepared by the CEN/TC 278 Secretariat, funding is available for establishing a team of paid experts.

Recruiting these experts has been delegated by the CEN Secretary General to the secretariat of CEN/TC 278/WG 3, held by AFNOR.

Task of the project team

The project team's requirements and main tasks are:

- The objective of the Cyclinfra project is to facilitate the data exchange and re-use of digital machine-readable cycling network data. It will also help achieve a broader main objective to enhance the appeal of cycling by providing accurate geographic data on cycling infrastructure.
- Specifically, it will support better cyclists' information by making sure that cycling network and infrastructure will be included in any trip planning solutions, either dedicated to cycling or multimodal. And, it will be a concrete step forward to bridge the European Cycling Declaration with existing European regulations such as the Commission Delegated Regulation (EU) 2017/1926 (amended by the Delegated Regulation (EU) 2024/490) with regard to the provision of EU-wide multimodal travel information services and the Commission Delegated Regulation (EU) 2022/670 of 2 February 2022 supplementing Directive 2010/40/EU of the European Parliament and of the Council with regard to the provision of EU-wide real-time traffic information services.
- It proposes the development of a CEN Technical Report (CEN/TR). This report will provide a comprehensive gap analysis of the relevant CEN deliverables, assess how they currently address—or fail to address — cycling infrastructure, and make concrete recommendations for future standardisation. It will also examine what is required to align these deliverables with EU policy and legal requirements. The CEN/TR will form the basis for well-targeted, effective updates to the standards, ensuring that future work is evidence-based, efficient, and aligned with both technical needs and regulatory obligations.

Regular status reports will be provided to WG 7 for information and seeking assistance on issues where required. The PT will consider and take due account inputs from the WG 7 and its members. Regular status reports will be provided to WG 3 for information and seeking assistance on issues where required. The PT will consider and take due account inputs from the WG 3 and its members.

Contractual details

The European Commission and EFTA have decided to provide financial support to the *standardization work*. The financial support from the European Commission and EFTA is based on the SMP 'Single Market Programme Regulation' (including its Financing Decision) and the MGA (Multi or mono beneficiary(ies) Grant Agreement). Unless specified otherwise, costs of external subcontractors such as experts are generally funded at 100%, with approx. 95% being borne by EC and 5% by EFTA. Costs have to qualify as eligible as defined in MGA N° 101260889.

CyclInfra and also in compliance with [EC Financial Regulation](#), and be justified. The payment is subject to AFNOR receiving funds from the European Commission. The payment is usually divided into several instalments after completion of defined milestones and approval of the interim/final reports and the justification of costs. The subcontractors shall fulfil the conditions of the *MGA N°101260889 CyclInfra*, including those relating to liability, ownership of results, confidentiality, conflict of interests, publicity, evaluation, assignment, checks and audits.

The subcontractors' costs shall be justified with copies of the relevant invoices. All relevant evidence shall be kept in view of future payments (reports, work, drafts and deliverables, contracts & invoices, time sheets, tickets, boarding cards, hotel invoices, attendance lists with signatures, meeting agendas & reports, invoices for any consumables, purchase orders, etc...).

Costs incurred before the Grant Agreement is signed (unless, exceptionally differently agreed with the EC) and before the selection procedure is finalized, will not be considered as eligible for EU financial support.

The experts selected will sign an Agreement with AFNOR. AFNOR attaches great importance to contractual terms and conditions and, as such, the candidate's acceptance of the clauses of AFNOR's standard contracts is analysed and rated. The template of the agreement is attached to this call. Any contractual reservations that the candidate may wish to propose must be clearly identified in the table in the 'Contract Form' document. The candidate is invited to specify expressly: the number of the article concerned by any amendment, the initial text of the standard contract, the amendments proposed by the candidate and the reasons for requesting an amendment. The absence of any comment on the Contract Form filled in the contract form attached, implies acceptance of all the conditions of the proposed contract.

The candidate is clearly informed that no contractual negotiations may take place after notification of the selection.

Applicants should be forewarned that the elapsed time between completion of the deliverables and AFNOR being in a position to issue the payment is at least five months.: The payment will be divided into several steps:

- Step 0: Pre-financing¹ (70 % of the total budget) - following signature of the Agreement with AFNOR;
- Step 1: Final payment²(remaining 30 % of the total budget) - subject to the final approval of the final report and receipt of the final payment by the European Commission and EFTA

Selection procedure

Applicants will be selected by a selection committee, which is composed of:

- the Chair of CEN/TC 278 Intelligent transport systems;
- representative from CEN/TC 278/WG 3 Public Transport;
- a neutral CEN/TC 278 expert;
- the secretary of CEN/TC 278;
- a representative from the CEN -CENELEC Management Centre.

Applications will be reviewed against the criteria found in the project plan (weighting 70%). Experts will be selected ensuring an equal representation of sectors, countries and skills, as well as the expected 'chemistry' within the project team (weighting 10%). Additionally, the selection will be based on the principle of best value

¹ Up to 70% of the total budget, reflecting the actual number of man-days spent.

² Up to 100% of the total budget, reflecting the actual number of man-days spent.

for money, considering the day rate of the expert and the number of days the expert requires to execute the work (weighting 20%).

The report of the selection committee on the selection of the experts will be submitted to the European Commission and EFTA prior to the contracting of the experts.

The validation and signature of the contracts with the successful applicants is subjected to the signature of the grant agreement between CEN and European Commission and EFTA.

Application procedure

Applications should be submitted using the attached application form by 2025-11-17.

Applications received after the deadline will not be taken into consideration.

Please note that, to ensure equal treatment of all tenders, it is not possible to modify offers after their submission in relation to the technical and financial proposals. Therefore, incompleteness in this section can only result in negative impact for the evaluation of award criteria. Please note also that proposals deviating from the technical specifications may be rejected for non-conformity.

Candidates may apply for more than one role. In case of multiple applications candidates shall state their priorities.

Tenders should be sent by legal representative, i.e. to be considered, any possible association has to be formalized according to the local legislation before submitting the tender. Working teams, partnerships and other groups of people, particularly under the aegis of an institute qualify as contractors for the service contracts awarded in the course of this CFT (Call for Tender). Partnerships or joint ventures and other legally binding co-operations regardless of their organizational form qualify as well, provided they are recognized entities under the applicable national laws. Potential candidates may come from the public sector as well as from the private industry. It is essential however that the qualifications and experience of the individual fulfilling the tasks are properly described.

It is possible to apply for a work package as a consortium. If a consortium is formed, one institute needs to be identified as the leader of the consortium and the division of labour between the consortium members should be clearly described and justified. In this case, only the leader of the consortium would sign the contract with the contractor and ensure that all tasks are fulfilled and is responsible for the justifications and expenses of the consortium members. It is essential however that all members of the consortium are properly identified within the offer.

Regarding question concerning the information provided in this call for tender or in case of need for clarification or additional information please contact **Jérémie Bossu**/jeremie.bossu@cerema.fr.

If due to queries or other reasons supplementary information to this call for tender is required, this will be published on the website of the AFNOR.

I'm looking forward to receiving your application.

Yours sincerely,

Jérémie BOSSU,

Standards project manager – ITS referent, BNTRA by delegation from AFNOR