

## ***Request for Proposals for Secretary of the IEA Implementing Agreement on Hybrid and Electric Vehicles***

The Executive Committee (ExCo) of the International Energy Agency's Implementing Agreement for co-operation on Hybrid and Electric Vehicle Technologies and Programmes invites qualified organizations and individuals to submit proposals to be selected as the secretariat of the ExCo and provide, in that capacity, administrative and information dissemination support services to its members.

### ***Background***

The IEA Implementing Agreement for co-operation on Hybrid and Electric Vehicle Technologies and Programmes (IA-HEV) is a network of 18 member countries that supplies objective information to governmental policy makers and decision takers at all levels, as well as to industry decision makers from utilities, automotive, and component suppliers. IA-HEV facilitates international collaboration in pre-competitive research and demonstration projects, and it functions as a promoter for research, development, demonstration, and deployment, involving shared resources from multiple countries. More information on IA-HEV can be obtained from its website at [www.ieahev.org](http://www.ieahev.org), and from the IA legal text that is attached.

The current IA-HEV Secretary-General is leaving IA-HEV and therefore the ExCo seeks a new Secretary.

### ***Executive Committee Secretary services***

The Secretary will work under the supervision of the IA-HEV ExCo and its Chair. The main responsibilities of the Secretary are to assist the ExCo and its Chair in carrying out their responsibilities, to organize two ExCo meetings per year, and to support Task leaders. The Secretary is expected to identify and act on emerging needs as they arise and to display initiative in anticipating issues for the ExCo or Chair. The activities of the Secretary and an indication of the required time are given below.

| <b>Activities</b>   | <b>Days per year</b> |
|---|----------------------|
| <b>Two ExCo meetings</b> - Organize together with local host, prepare documents and draft agenda, assist Chair during the meeting, write and distribute minutes.  | 64                   |
| <b>Support Tasks</b> - Support project leaders, promote and administer participation.   | 15                   |
| <b>Information dissemination</b> - Prepare, update and disseminate promotional material, answer questions, communicate with other IEA Implementing Agreements, present the Agreement at conferences and meetings. | 18                   |
| <b>Increase participation</b> - Build contacts with potential member countries, respond to inquiries from potential IA-HEV participants.  | 3                    |
| <b>General support</b> - Contacts with and bi-annual reporting to IEA headquarters, manage finances, unforeseen.  | 20                   |
| Indication of total days per year   | 120                  |

This time schedule is based on an analysis of the average time spent in the last two years by the current Secretary-General, and may be adapted to the organizational structure of the proponent.

### **Profile**

Proponents must meet the following requirements:

- possess good organizational and communication skills;
- be accurate and meet deadlines;
- master spoken and written English;
- be able to work independently;
- be able to travel internationally, including to ExCo meetings on different continents;
- be based in one of the IA-HEV member countries.

Experience with IEA working methods and/or an interest in sustainable transport would be an advantage.

### **Time aspects**

The selected organization or individual would commence its activities directly after the ExCo meeting on 1-2 May 2015. The assignment is for a period of two years, possibly renewable, if so decided by the ExCo. The activities would be stopped immediately in case IA-HEV is discontinued or if it merges with another Implementing Agreement.

### **Financial aspects**

The maximum level of reimbursement that is available for this function is 90,000 Euros per year, including VAT and local taxes. Applicants should present their budget in Euros. VAT and any local taxes should be shown separately.

### **Proposal's essential requirements**

The following information, at a minimum, must be provided in the proposal:

- a full description of the organization or individual and its qualifications to provide the services required;
- experience with international services for IEA or other similar organizations;
- experience in synthesis and dissemination of technical information;
- a detailed plan of how the organization would provide the services described in the Secretary services above, including: details of services, facilities, name(s) and CV(s) of the persons who will be assigned responsibilities of the Secretary;
- an itemized annual budget, for each of the activities specified in the Secretariat services section above;
- hourly rates, working hours, and daily rates per job category of persons involved;
- references for the last two years.

There is no specific format for the proposal. IA-HEV will not be providing proposal preparation costs to submitting entities.

### **Application procedure**

The call for proposals is launched on 10 March 2015. Organizations or individuals are invited to submit their proposals to the IA-HEV Secretary-General Mr Martijn van Walwijk ([secretariat.ieahev@wanadoo.fr](mailto:secretariat.ieahev@wanadoo.fr)) in electronic format (PDF file) by 3 April 2015. The IA-HEV ExCo intends to choose its new Secretary during the ExCo meeting on 1-2 May 2015.

No additional information, either in writing or verbally, to the present Request for Proposals, will be provided by the ExCo to any potential candidates.

***Disclaimer***

This request for proposals does not in any way commit or otherwise obliges the IA-HEV Executive Committee to proceed with all or any part of this tendering procedure.

***Attachment***

IA legal text: International Energy Agency - Implementing Agreement for co-operation on Hybrid and Electric Vehicle Technologies and Programmes - As amended to 1 June 2007.