



**Request for Proposal (RFP) for the Support of the Steering Committee**

**to**

**Prepare a Proposal for the JEC to Establish a Single International Accreditation Organization**

**Background**

The Executive Committees of the International Accreditation Forum Inc. (IAF) and the International Laboratory Accreditation Cooperation (ILAC) (the JEC) are seeking tenders from contractors to prepare a project proposal to establish a single international accreditation organization.

Once the project proposal has been approved, the contractor will be responsible for project management and implementation, including coordination of any additional contract staff that might be required to implement the project. The Steering Committee will have oversight of the project and the contractor will report to the Steering Committee and to the JEC as required.

**Introduction**

At the 19th IAF-ILAC Joint General Assembly (JGA) that took place on 29 October 2019 in Frankfurt, Germany the following Resolutions were taken:

*JGA Frankfurt Resolution 1 – Recommendation to Establish a Single International Accreditation Organization (1)*

*The Joint General Assembly endorses the recommendation of the Joint Executive Committee to establish a single international organization for accreditation on the basis of the results of the “Survey In Support of the IAF 2020 – 2025 and ILAC 2021 – 2025 Strategic Plans”*

*JGA Frankfurt Resolution 2 – Recommendation to Establish a Single International Accreditation Organization (2)*

*The Joint General Assembly endorses the recommendation of the Joint Executive Committee to create a Steering Committee, reporting to the Joint Executive Committee, to lead the process to establish a single international organization for accreditation. In this regard, a contractor will be engaged and the costs for the project will be shared equally by IAF and ILAC.*

To follow the mandate of the JGA, and the resolutions passed by ILAC GA and IAF GA on 30 October 2019, a Steering Committee was established.

The Steering Committee's purpose is to develop and manage the process for establishing a single international accreditation organization.

Some of the Committee outputs are to:

- I. Identify the best candidate(s) to undertake the contractor role according to the agreed criteria and present this information to the JEC for decision.
- II. Develop a road map, in conjunction with the selected contractor, to have the single international organization for accreditation fully operating by June 2024.

### **Contractor Profile**

The contractor will be engaged by the JEC to support the Steering Committee to prepare a proposal for the JEC to establish a single international accreditation organization and shall:

1. Be neutral between IAF and ILAC.
2. Have extensive experience and skills at an international accreditation level (e.g. Chairperson of International and/or regional accreditation organization, Director /CEO of and IAF MLA and ILAC MRA signatory with scope in laboratories, inspection bodies and certification bodies).
3. Have sound experience and knowledge in project management.
4. Be fluent in English and have highly developed written and verbal communication skills.
5. Have (or be able to access) expertise in the following:
  - a) Mergers & Acquisitions
  - b) Legal issues at the international level, including anti-trust/competition and trademarks
  - c) Taxation / fiscal issues at the international level

### **Contractor Deliverables**

The Contractor will report regularly to the Steering Committee as well as to the JEC, and will be responsible for the project management as well as for analyzing current IAF and ILAC governance, arrangements and procedures in order to develop a project plan for the establishment of a single international organization for accreditation.

The contractor may participate in meetings of the IAF and ILAC to present the progress of the work being undertaken, as required.

The issues to be considered include, but are not limited to the following:

A. Legal and Financial issues

- a) Governance and structure
- b) Incorporation/registration and jurisdiction where the new organization is to be registered and established (the location must guarantee the neutrality of the new body)
- c) Articles of Association/Constitution
- d) Company legal nature
- e) Cost of the operation
- f) Cost structure and legal obligations during the process
- g) Membership fees
- h) Finance and supporting services
- i) Secretariat structure

B. Accreditation issues

- a) Membership categories, criteria and rights
- b) Voting structure and rules
- c) MLA / MRA rules / arrangements
- d) Develop the necessary documents to support the management system for the new organisation, together with the process to be followed for their creation, approval, maintenance and revision, etc.
- e) Working Groups and Task Forces- issues including how they are created; chaired; decisions reached, etc.

C. Communication/Marketing issues

- a) Name of the new organization
- b) Logo and Mark /Trademark
- c) Brand
- d) MLA/MRA Mark

The Contractor should generate the project closure report which should include issues that might have to be further developed in future or issues that did not go according to plan.

**Interested Contractors**

**Interested contractors are invited to submit an application to the Secretariats of IAF and ILAC ([secretary@iaf.nu](mailto:secretary@iaf.nu) and [ilac@nata.com.au](mailto:ilac@nata.com.au)).**

**All applications must be received by 17:00 hours EST 14 August 2020 (UTC/GMT - 5 hours).**

**The application must include the following:**

- a) a description of how the contractor meets/intends to meet the requirements as outlined in the “contractual profile” description above;**
- b) the expected cost in USD (inclusive of any applicable taxes that may apply) for the provision of the full service;**
- c) Delivery times and availability ;**
- d) Identification of support specialist(s) and their credentials, with expertise in M&A, finance etc. who will provide support to the contractor, if any.**