



NEW BODY

IAF-ILAC One Organization Project

Invitation to Tender

**Provision of the Secretariat
for the
Transition from IAF and ILAC to the NEW
BODY**

(1 January 2024 – 31 December 2026)

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1. BACKGROUND

The international accreditation community comprising Regional Groups, accreditation bodies (ABs), and their stakeholders cooperate through the [International Accreditation Forum](#), Inc. (IAF) and the [International Laboratory Accreditation Cooperation](#) (ILAC).

Accreditation reduces risk for business and its customers by assuring that accredited conformity assessment bodies (CABs) are competent to carry out the work they undertake within the scope of their accreditation.

ABs that are members of IAF and ILAC, and the CABs they accredit, are required to comply with appropriate international standards and the applicable IAF or ILAC application documents for the consistent application of those standards.

At the 19th IAF-ILAC Joint General Assembly held in 2019, the members of IAF and ILAC agreed to establish a single international organization for accreditation, and created a Steering Committee, reporting to the Joint Executive Committee, to lead the process to establish the single international organization for accreditation.

For the time being until a name for the single international organization for accreditation has been chosen, it is referred to as the NEW BODY.

The NEW BODY will continue the work of IAF and ILAC to facilitate open trade and support regulators, business and users by operating a worldwide mutual recognition arrangement (MRA) among ABs in order that the results issued by CABs accredited by ABs that are signatories to the NEW BODY's MRA, are accepted globally.

The NEW BODY will be the worldwide association for the accreditation of CABs such as testing and calibration laboratories, inspection bodies, proficiency testing providers, reference material producers, biobanks, certification bodies for management systems, persons, products, processes and services, verification and validation bodies, with a membership consisting of ABs and stakeholder organisations throughout the world.

It will be a representative organisation that is involved with:

- the recognition of competent conformity assessment around the world,
- the development and harmonization of accreditation practices and procedures,
- the promotion of accreditation as a trade facilitation tool,
- supporting the provision of local and national services, and
- the assistance of developing accreditation systems.

The NEW BODY will also actively cooperate with other relevant international organisations in pursuing these aims.

The NEW BODY will be incorporated as a society in New Zealand in line with the New Zealand Incorporated Societies Act 2022.

The final decision to wind-up both IAF and ILAC and to form the NEW BODY has not yet been taken by the members, but the decision is expected to be made to allow the incorporation of the NEW BODY during the contract period but not before mid-2024. Until the incorporation of the NEW BODY and a date set for NEW BODY to take over the roles of IAF and ILAC, both IAF and ILAC will continue to operate as separate organizations. Thus, if there is any delay in the decision to wind-up both IAF and ILAC, both IAF and ILAC will continue to operate separately.

IAF and ILAC are currently supported by separate Secretariats. The IAF Secretariat is provided by an independent contractor; the ILAC Secretariat is provided through contracted services from a member AB (NATA, Australia). Both sets of contracts expire on 31 December 2023.

For further information on the structures of the organizations, see the respective IAF and ILAC websites and:

- Annex A: Existing IAF and ILAC Structures.
- Annex B: NEW BODY – Draft Structure.

2. THE INVITATION TO TENDER

The purpose of this document is to seek proposals from suitably qualified organizations (the Contractor) to provide the Secretariat for the transition of IAF and ILAC into the NEW BODY.

2.1 Contract Duration

The term of the contract is for a period of three calendar years, commencing on the First day of January 2024 and concluding on the Thirty First day of December 2026. Termination of the contract during this period is provided for (see “Commercial Terms and Conditions of the Contract” below).

2.2 Transition

The contract envisages 2 phases:

- From 1 January 2024, the Contractor shall provide the Secretariat for both IAF and ILAC operating as separate organizations. During this phase, the Contractor shall also provide services supporting the formation of the NEW BODY and the transfer from IAF and ILAC. In advance of the start date, the Contractor shall, in Quarter 4 2023, commence preparatory work in cooperation with the existing IAF and ILAC Secretariats in order to be fully operational from 1 January 2024.
- From a date yet to be set, the Contractor shall provide the Secretariat for the NEW BODY operating as a single organization. The timetable for the transfer of the structures of IAF and ILAC (such as technical committees, MRA committees, political and administrative committees, and the administrative infrastructure including marks and symbols, websites, financial administration, legal support, etc.) will also be set and may be staged over a period of time. The Contractor shall also provide services to support any ongoing activity associated with the winding-up of both IAF and ILAC.

The Contractor should note the complexity of the existing corporate structures, especially during but not limited to the first phase described above. During the transition period through to the winding-up of IAF and ILAC, operations will entail dealing with five different jurisdictions (IAF registered in the USA, ILAC registered in the Netherlands, the IAF Secretariat based in Canada, the ILAC Secretariat based in Australia, and the Incorporation of the NEW BODY in New Zealand). Additionally, the location of the Contractor may involve a sixth jurisdiction.

3. SCOPE OF THE REQUIRED SERVICES

The following description of services applies to the provision of services to IAF and ILAC as separate organizations and to the NEW BODY as a single organization.

3.1 General

The Secretariat shall take the lead in executing the day-to-day work of the organization according to the requirements and based on the directions of the respective General Assemblies, Board and Executive Committees.

In addition to normal, ongoing responsibilities, the Secretariat shall provide the following specific Secretariat services as part of taking over responsibilities from the existing IAF and ILAC Secretariats with effect from 1 January 2024:

- Ensuring closure of 2023 accounts.
- Ensuring submission of any financial or regulatory statements/reports applicable to the 2023 financial year.
The dot points above will for ILAC be covered by the current service provider
- Ensuring the ongoing charitable status of IAF and ILAC.

Until the incorporation of the NEW BODY and the transition from IAF and ILAC to the NEW BODY, the Contractor shall provide Secretariat services to both IAF and ILAC as well as to the IAF/ILAC Steering Committee supporting the transition of IAF and ILAC towards the NEW BODY. After the transition, the Contractor shall provide Secretariat services for the NEW BODY and for any ongoing activity associated with the winding-up of both IAF and ILAC.

The Secretariat is to act as the focus for communication with the members, internal structures such as committees, and with other relevant international organizations.

3.2 Detailed Duties of the Secretariats

The detailed duties for the IAF and ILAC Secretariats that the Contractor shall carry out are set out in the attached documents. An equivalent document for the NEW BODY shall be prepared by the Contractor in cooperation and agreement with IAF and ILAC in advance of the transition to the NEW BODY; it is expected that the duties will broadly be similar to those for IAF and ILAC.

A summary of the expected duties is, but is not limited to:

- Handling enquiries.
- Routine correspondence and other communications.
- Maintaining the organization's records.
- Facilitation and management of the organization's key meetings (with on average 2 meetings per year held in places all over the world) including production of agenda/agenda papers and minutes/records of meetings.
- The process for applications for membership.
- Participation in marketing and communication activities, including production of online newsletters. Draft Communiqués on the organization's matters.
- Developing and maintaining the organization's IT system including the website. Maintaining and keeping current the content of the website. Liaising with appropriate IT Contractors on matters requiring programming and structural change

to the website that cannot be carried out directly by the Secretariat and on website security.

- Implementation, operation and on-going monitoring of the organization's social media.
- All tasks associated with the registration, licensing and processing of the organization's Mark.
- Tasks associated with the operation and maintenance of the organization's Arrangement including participation in the relevant committees.
- Conducting the comment and voting process for all key documents.
- Liaison with members and external organizations. Representation of the organization as required.
- The provision of advice to the elected committee chairs on matters of procedure and policy and on matters that may have an impact on the broader activities of the organization.
- The implementation of complaint handling.
- Maintenance of internal procedures documents.
- Contributing to the development and subsequent revision of the organization's strategic documents.
- Establishment, revision and updating of the organization's documents based on the input from the respective committees. Document commenting and voting processes.
- Questionnaires on behalf of the Executive Committee.
- All legal and financial issues to be dealt with by the organization (using contracted experts as necessary).

3.3 Secretaries of IAF and ILAC (until the transition to the NEW BODY)

The Contractor, with the agreement of the IAF Board of Directors and in accordance with IAF requirements, will appoint as Secretary an individual with experience in accreditation at a technical level, reasonable experience in administration and management, and the maturity to deal professionally with the diversity of the organization's members, stakeholders and other interested parties.

The Contractor, with the agreement of the ILAC Executive Committee and in accordance with ILAC requirements, will appoint as Secretary an individual with experience in accreditation at a technical level, reasonable experience in administration and management, and the maturity to deal professionally with the diversity of the organization's members, stakeholders and other interested parties.

3.4 Executive Secretary of the NEW BODY (from the implementation of the NEW BODY)

The Contractor, with the agreement of the Executive Committee of the NEW BODY and in accordance with the requirements of the NEW BODY, will appoint as Secretary an individual with experience in accreditation at a technical level, reasonable experience in administration and management, and the maturity to deal professionally with the diversity of the organization's members, stakeholders and other interested parties.

3.5 Finances

The Contractor shall include providing a competent individual (internal or external) to support each organization's Treasurer. Specifically that person shall:

- Have custody of the organization’s corporate funds and securities.
- Prepare the annual budget for approval by Executive Committee and the Members.
- Provide financial reports to the Members, Executive Committee and Financial Auditing Committee.
- Prepare the end of financial year accounts and manage all aspects of the annual financial audit carried out by the external auditors. (Note: for the closure of the 2023 financial year accounts that will be undertaken in early 2024, this will be done in cooperation with the existing Secretariats.)
- Support to complete and lodge annual information statements for the appropriate authorities. (Note: it should be assumed that any statements that need filing as at the end of 2023 will be done in cooperation with the existing Secretariats.)

It should be assumed that accounting software compatible with the existing IAF and ILAC accounting software will be provided by IAF/ILAC.

4. COMMERCIAL TERMS AND CONDITIONS OF THE CONTRACT

4.1 Contracting Organization

The Secretariat will be contracted by IAF on behalf of both itself and ILAC. Following the transition of IAF and ILAC to the NEW BODY, the contract shall be taken over by the NEW BODY.

4.2 Relationship between the Parties

The Contractor will provide the required services for IAF and ILAC and the NEW BODY as an “independent contractor” and is not an employee of IAF, ILAC or the NEW BODY. The Contractor will be responsible for paying its own taxes for the compensation received under the contract (see also 4.3 below), will not be covered by any unemployment or workers’ compensation insurance, will have the ability to decide staffing and the day-to-day work to be done to achieve the required services, and is free to pursue other work that is not in conflict with the scope of the contract.

4.3 Fees and Costs

The Contractor will be paid an agreed annual fee for the provision of the Secretariat services; payment terms are to be agreed with the organization.

The Contractor shall be exclusively responsible for the payment of income tax, national insurance contributions and Value Added Tax (and any equivalent or other taxes or financial contributions levied by another jurisdiction) payable in connection with the Secretariat services and shall pay all such contributions and taxes to the relevant taxing authority.

Travel, accommodation and registration costs for Secretariat staff attending meetings of the organization are funded through the organization’s budget. See also “Requirements of the Offer” below.

The Contractor will be reimbursed for all reasonable expenses incurred in the provision of the services that have not been included within the annual fee.

4.4 Insurance

The Contractor shall take out and maintain comprehensive professional indemnity insurance in respect of the provision of the Secretariat services with a reputable insurance company, together with any other compulsory insurance required in the country where the services are to be performed. The level and terms of cover are to be agreed with IAF and IAC before the contract commences. IAF and ILAC or the NEW BODY shall bear no liability for assessing the adequacy of the Contractor's insurance for its contractual and/or statutory obligations.

The Contractor shall on request supply copies of its Insurance Policies and evidence that the relevant premiums have been paid. If cover under the policies lapses, is not renewed or is changed in any material way or if the Contractor becomes aware that any of these may happen, the Contractor shall notify IAF and ILAC or the NEW BODY without delay.

The Contractor shall take out and maintain comprehensive insurance with a reputable insurance company to cover travel, health, repatriation and personal belongings when carrying out the Secretariat services.

4.5 Provision of staff/facilities/equipment/services

The Contractor shall ensure that it provides adequate staffing, facilities and equipment to enable the provision of the services specified above.

The location/locations from which the Secretariat services will be provided shall be agreed with the organization.

The Contractor is responsible for the provision of appropriate Information Communication Technology (ICT) including up-to-date hardware and software and technical support so that a full, effective and efficient service can be provided. The organization will provide its website (see also "Scope of Services" above).

4.6 Performance measures

Performance measures will be agreed with the organization before the start of the contract. The organization will review the performance of the Secretariat annually.

The Secretariat will undergo an internal audit, conducted by a person selected by the organization's Executive Committee, at least once during the period of the contract.

4.7 Sub-contracting/assignment

The Contractor shall not assign the contract to any other organization.

Sub-contracting parts of the service provision to suitably qualified individuals or other organizations shall be allowable with the permission of the organization (IAF, ILAC, NEW BODY) which shall not be unreasonably withheld.

4.8 Variations and Changes to the Contract

Requests for variations to the contract by either the Contractor or the organization should be on the basis of six months' notice in writing.

The contract may be terminated by either the Contractor or the organization on the basis of twelve months' notice in writing. Fees will be paid and expenses incurred will be reimbursed up to the termination of the contract.

The Contractor shall advise the organization as soon as practicable of any material changes in its operation following the submission of its Tender.

5. OTHER CONDITIONS

5.1 Language

The official language of the organization is English. All staff of the Contractor involved in the provision of services under the contract are required to be fluent in the English language and able to communicate effectively both orally and in writing.

Proficiency in other languages may be advantageous.

5.2 Confidentiality

The Contractor will be required to sign a Confidentiality Agreement with IAF and ILAC prior to the contract commencing.

5.3 Code of Conduct

The Secretariat shall operate with independence and deliver a fair and impartial service to the organization and all members.

The Contractor shall be responsible to ensure the Secretariat operates with:

- A respect for fundamental human rights, social justice, the dignity and worth of the human person, and the equal rights of men and women and of all nations.
- Freedom from discrimination.
- Integrity.
- Tolerance and understanding with respect for all persons without distinction.

6. QUALIFICATIONS OF TENDERER

The Contractor must have a proven track record of the know-how, expertise and ability necessary for the provision and/or management of Secretariat services described above. Ideally, this should include:

- Competence in supporting accreditation bodies, business, and/or government departments.
- Proficient knowledge of national, regional and the international accreditation infrastructures, and regional and international mutual recognition arrangements.
- Working within an international environment.
- Experience of membership organizations.

The Contractor is expected to form a Secretariat with the following characteristics:

- Analytical thinking.
- Planning, organizing and problem-solving ability.
- Ability to work under pressure and to meet tight deadlines.

- Experience in overcoming deadlocks and difficulties in the implementation of complex projects.
- Ability to coordinate multidisciplinary teams.
- Diplomatic and negotiating skills.
- Excellent interpersonal, communication, and drafting skills (written and oral).
- Sensitivity to cultural, socio-economic and political differences.

The Contractor must not be disbarred or prohibited in any way from supplying the services.

The Contractor must not be a conformity assessment body or be linked in any way to a conformity assessment body.

7. REQUIREMENTS OF THE TENDER

The Tender should include, as a minimum, the following:

7.1 Financial

A proposed budget on an annual basis for providing the Secretariat for the duration of the 3-year contract. The Tender should include costs for compensation for a full-time Secretariat, i.e. a Secretariat with persons being reachable on all working days covering all tasks and duties defined.

The proposed budget should also include the costs associated with any preparatory work to be taken in Quarter 4, 2023 in cooperation with the existing IAF and ILAC Secretariats in order to be fully operational from 1 January 2024.

The proposed budget should also include the costs associated with taking over any responsibilities from the existing IAF and ILAC Secretariats with effect from 1 January 2024, including, but not limited to:

- Ensuring closure of 2023 accounts.
- Ensuring submission of any financial or regulatory statements/reports applicable to the 2023 financial year.
The dot points above will for ILAC be covered by the current service provider
- Ensuring the charitable status of IAF and ILAC.

The Tender should also outline the general policy related to the air fare and other travel costs for attending meetings, including accommodation and meals, that will be reimbursed by the organization.

The Tender should indicate the daily rate for Secretariat staff members to undertake specific tasks not included within the contract.

All costs within the Tender should be in USD.

7.2 Technical/Functional

Sufficient information shall be submitted to demonstrate that the Contractor has the capability to provide the Secretariat for three calendar years (2024, 2025 and 2026) commencing on 1 January 2024.

The Tender should include details of how the scope of the required services detailed above will be covered, and show how the Tenderer meets the qualifications listed above, including areas related to:

- Knowledge, experience and expertise in consensus standards, accreditation and third-party conformity assessment.
- Experience in leading positions of Secretariats staff in accreditation.
- Communications.
- Finance and accounting.
- Management and administrative matters.
- Human resources
- Information technology including maintenance and updating a website.
- Legal support.

The Tender must include a statement describing the legal status of the Contractor, the proposed insurances that will be in place (see 4.4 above) and the proposed location from which the services will be provided (see 4.5 above).

7.3 Submission of Tender

Tenders are to be submitted electronically to the IAF and ILAC Chairpersons by 23:59 hours Universal Coordinated Time (UTC) on 25 June 2023.

Contact details are as follows:

ILAC Chair
Etty Feller
General Manager
ISRAC-Israel Laboratory Accreditation Authority
Kineret St. 12 Airport City, P.O.B.89
Lod airport 7015002, ISRAEL
Email: ettyf@israc.gov.il

IAF Chair
Emanuele Riva
Vice Direttore Generale / Vice General Manager
Direttore Dipartimento Certificazione e Ispezione / Director of the Dept. of Certification and Inspection
ACCREDIA - L'Ente Italiano di Accreditamento / The Italian Accreditation Body
Via Tonale, 26
20125 Milano
Email: e.riva@accredia.it

8. EVALUATION OF TENDERS

Tenders submitted by the closing date/time specified above will be reviewed and evaluated by the Chairpersons of IAF and ILAC, the Treasurers of IAF and ILAC, and the MLA/MRA Committee Chairs, supported by the Executive Committees and the IAF Board of Directors.

9. QUESTIONS REGARDING TENDER DOCUMENTS

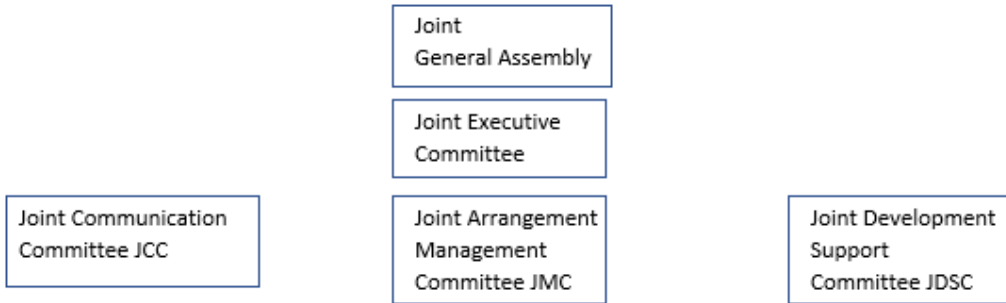
For further information or clarification, you may contact the Contractor supporting the establishment of the NEW BODY:

Thomas Facklam: unternehmensberatung@facklam.de

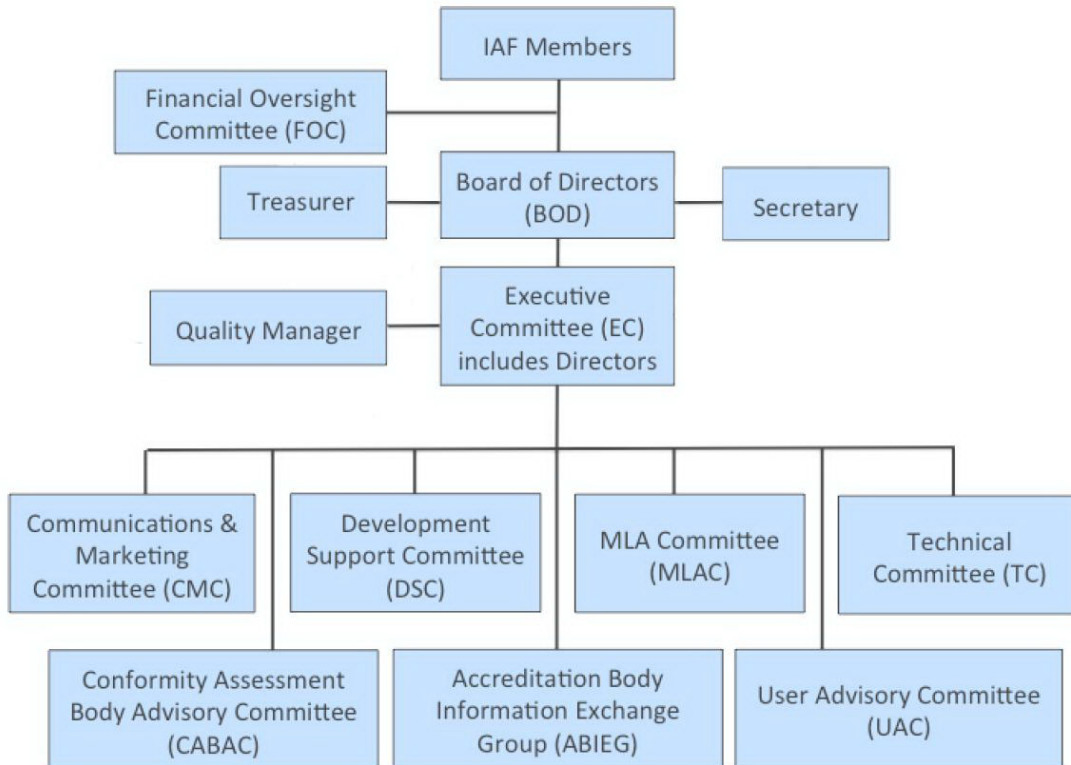
Further information on IAF and ILAC is available on the respective websites.

ANNEX A: Existing IAF and ILAC Structures

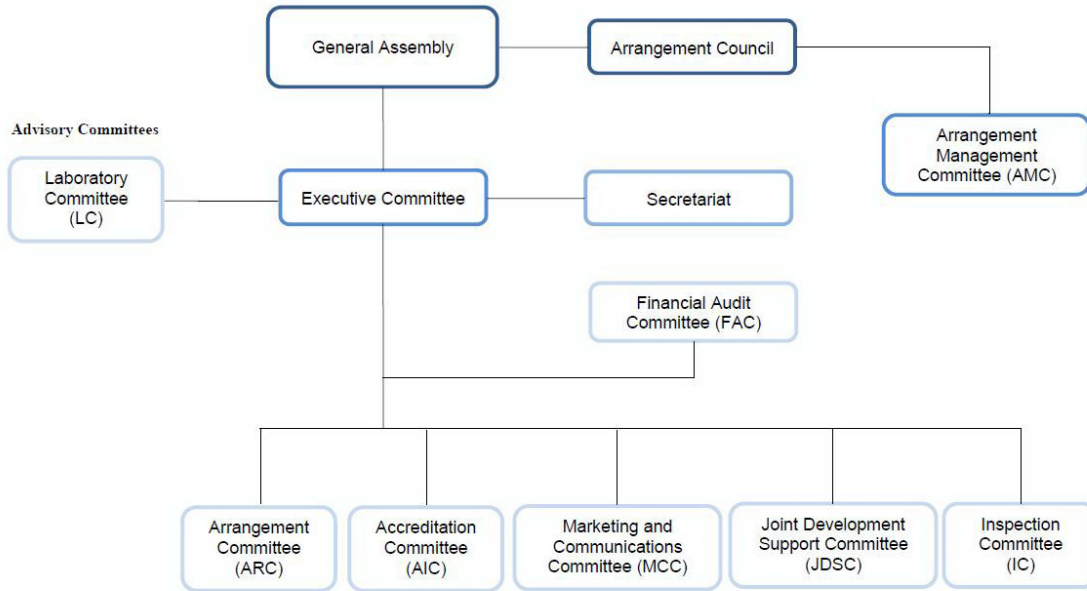
IAF/ILAC joint committees



IAF Structure



ILAC Structure



ANNEX B: NEW BODY - Draft Structure

