

**ESCA LIAISON SUPPORT  
OFFICER  
REQUEST FOR PROPOSAL**

**Contact**

[secretary@escaeu.org](mailto:secretary@escaeu.org)

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# INTRODUCTION

This Scope of Work relates to the role of a Liaison Support Officer to the European Subsea Cables Association (ESCA).

ESCA is an organisation of submarine cable owners, operators and suppliers and is primarily aimed at promoting marine safety and protecting cable installations in European and surrounding waters.

ESCA is looking for someone to support the expansion of the work of the organisation in the following areas:

- Improving communications to Government bodies, NGOs, and other relevant industry stakeholders across geographic Europe.
- Increase awareness of ESCA as an industry group/trade association that stakeholders will come to for support on industry matters such as policy/regulatory development and subsea cable protection.
- Support ongoing liaison activities between ESCA and external stakeholders more widely across countries in Europe, and in some instances within the UK, as may be required.

Candidates responding to this RFP should include:

1. A cover letter describing how they are suited to the position.
2. Their most recent CV.
3. Two references which can describe their experience and suitability for the position.
4. Evidence of any papers they may have written or presented at industry conferences or meetings and/or consortia.
5. Details of any experience of working with Governments, NGOs and other relevant organisations across Europe and within the UK.
6. Proposed annual rate for performing the work described in the 'Anticipated Scope of Work' (below).

A proven track record and understanding of cable protection and the sectors that make up the subsea cable industry (Telecommunications, Power, Renewables) would be preferable.

## ANTICIPATED SCOPE OF WORK

As part of their obligation to provide the necessary services the successful candidate shall primarily provide the following in support of ESCA:

- Support Liaison and engagement efforts with stakeholders to the subsea cable sector across Europe, both remotely and in-person.
- Support the development of an engagement strategy to improve regular liaison with the European Commission and other coastal states across Europe.

- Provide regular updates to ESCA’s social media (LinkedIn/Twitter), and review other forms of public messaging to improve the profile of ESCA and reach of information.
- Support marketing efforts to promote the benefits of ESCA membership and KIS-ORCA [www.kis-orca.org](http://www.kis-orca.org).
- Support development of an internal messaging strategy for ESCA.
- Assist with the development of a system of prioritising and tracking key ESCA topics and current activities.
- Support regular reviews and updates to the ESCA website in discussion with the ESCA Liaison Officer and Secretary
- Support the activities of the Executive Committee (EC), Subgroups and Liaison Officer.
- Attend and support the ESCA biannual plenary meetings, appropriate Subgroup meetings and external conferences and other meetings when required. This may involve some national/international travel.

## PROGRAMME

- Notice of intention to submit a proposal must be received by the ESCA Secretary no later than 26<sup>th</sup> May 2023.
- Any questions regarding this RFP must be submitted by 2<sup>nd</sup> June 2023.
- Questions and answers will be forwarded by 9<sup>th</sup> June 2023 to all candidates who submitted a notice of intention.
- All completed Proposals must be received by the ESCA Secretary by 1700 hours GMT on 16<sup>th</sup> June 2023.
- Individual interviews will be scheduled during June/July 2023.
- The ESCA Secretary will inform each of the candidates in writing, via email, of its decision no later than by 28<sup>th</sup> July 2023.
- The successful candidate(s) will be expected to take-up the position of the ESCA Liaison Support Officer no later than 28<sup>th</sup> August 2023.

## SUBMISSION OF PROPOSALS

All responses should be sent via email to the ESCA Secretary at [secretary@escaeu.org](mailto:secretary@escaeu.org). Please ensure that reference to the ‘Liaison Support Officer’ role is included in the header of the email.

*NB: Email attachments must be in MS Word or PDF format.*

## PERSON SPECIFICATION

In noting the ideal person should have experience of working with Government bodies, NGOs, and other relevant industry stakeholders across geographic Europe, they should also have/be:

- Good knowledge and experience of the subsea cable sectors that comprise the membership of ESCA – Telecommunications and Energy (Renewables and Power).
- Knowledge of the permitting/licensing/lease/consent structures for telecommunications, renewables and power cables for repair and installation.
- Experience in engaging with regulators, decision makers, government entities.
- A flexible approach to the responsibilities/activities, on a part-time basis.
- Located in geographic Europe (UK or mainland Europe).
- Willing to travel nationally/internationally from time-to-time.

## SERVICE FEE

Please indicate your proposed Service Fee per annum to undertake the role based on the following:

- A minimum 50 days per year with further days as required. (Also indicate daily rate for excess days in addition to the minimum).
- Monthly reporting in order to update the EC on activities undertaken, as required.
- Expenses for attendance at meetings/travel will be itemised.
- All travel will be economy class or equivalent.
- Mileage is to be paid at HMRC rates and itemised within expenses.
- Hotel and subsistence will be charged at cost.
- Any other costs incurred will be agreed on a case-by-case basis.

## TERMS

### *DURATION OF THE AGREEMENT*

This Agreement shall continue for an initial period of two years or until terminated by either party on not less than six months' written notice to the other, unless the Termination provisions apply.

### *ROLE BASIS*

This is a part-time role, with the expectation that the successful candidate will undertake sufficient working days to complete the agreed scope of work. The minimum annual number of working days to perform the role is estimated at a minimum of 50 days, and may exceed this amount dependant on the level of focus required on European activities. This is to be agreed with the successful applicant.

## *REMUNERATION*

### Service Fee

An annual service fee will be agreed to cover all work as described in this RFP. Timesheets will need to be completed and candidates should also indicate the likely day rate charge for any additional work required that would exceed the number of agreed days in order to complete the scope of work, as may arise from time-to-time from discussion with and/or direction from the EC.

### Expenses

The following reasonable expenses shall be reimbursed on a cost incurred basis:

- Economy Class or equivalent travel, all mileage will be paid at prevailing HMRC rates.
- Hotel and subsistence costs.
- Other costs and expenses, as agreed by ESCA on a case-by-case basis.

## *TERMINATION*

In the event of the Liaison Support Officer failing to perform their duties to the satisfaction of the ESCA EC, ESCA may terminate this Agreement without further notice provided that the Liaison Support Officer has been informed in writing by ESCA of the reason(s) for failure and such individual has previously been given one calendar month to remedy the situation. This will have been supported by periodic performance review.

## *LOCATION AND FACILITIES*

The Liaison Support Officer shall provide all facilities and equipment (computers, printers, etc) to conduct the work as outlined. The Liaison Support Officer will define a dedicated base location for conducting the work.

## *AUTHORITY*

The Liaison Support Officer shall operate under the authority of the ESCA EC for all the services provided under this Agreement.

## *LIABILITY*

With the exception of personal injury, death, or fraud attributable to its negligence, ESCA shall not be held liable for any loss or injury sustained by the Liaison Support Officer, howsoever caused, under or in relation to this Agreement. For the avoidance of doubt, ESCA's aggregate liability to the Liaison Support Officer under this Agreement shall be limited to payment of the fees and expenses as detailed above.

Neither party shall be liable to the other for any special, indirect, or consequential losses, damage, or expenses; howsoever such may arise under or in connection with this Agreement.

## *CONFIDENTIALITY*

All information in relation to the Agreement remains the property of ESCA and shall not be disclosed to any third party unless with the agreement of the EC.

## *RELATIONSHIP*

Nothing contained herein shall be construed as constituting an employment relationship or partnership and the provisions of the United Kingdom Employment Protection (Consolidation) Act 1978 shall not apply.

## *GOVERNING LAW*

The interpretation, validity and performance of this Agreement shall be governed in all respects by the laws of England and Wales. In this context ESCA and the Liaison Support Officer hereby submit to the exclusive jurisdiction of the English Courts.

## **ABOUT ESCA**

ESCA is a not-for-profit organisation of submarine cable owners, operators and suppliers and is primarily aimed at promoting marine safety and protecting cable installations in European and surrounding waters. It promotes the subsea cable sector for both telecommunications and power, including interconnectors and renewable offshore energy.

The principal goal of ESCA is the promotion of marine safety and the safeguarding of submarine cables from man-made and natural hazards, including:

- Serving as a vehicle for the exchange of technical and legal information pertaining to submarine systems without compromising the commercial and market aims of individual companies.
- Liaising with all relevant parties affected by the installation and operation of submarine cables in European and surrounding waters.
- Funding of projects which are agreed to be beneficial for the protection of submarine cable systems.
- Participation in relevant industry expositions, meetings and technical conferences.
- Facilitating the design and production of promotional materials.
- When appropriate, appointing one or more of its members to represent ESCA's interests at forums.

Further information regarding ESCA can be found at: [www.escaeu.org](http://www.escaeu.org)