



## UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

### TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)

Title:	Management System Consultant (MSC)
Main Duty Station and Location:	Bogota, Colombia
Mission/s to:	In-country travel
Start of Contract (EOD):	02 March 2020
End of Contract (COB):	31 December 2020
Number of Working Days:	Regular
Project:	180283- Quality Programme for the Chemical Value Chain

#### ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate [inclusive and sustainable industrial development](#) (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. [UNIDO's mandate is fully recognized in SDG-9](#), which calls to “Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation”. The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization’s programmatic focus is structured in four strategic priorities: [Creating shared prosperity](#); [Advancing economic competitiveness](#); [Safeguarding the environment](#); and [Strengthening knowledge and institutions](#).

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO’s four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

## PROJECT CONTEXT

In order to consolidate UNIDO/SECO interventions on trade standards compliance within one tool, adding the benefit of a global component facilitating synergies and enhancing coherence among the interventions, UNIDO and SECO have developed a coherent programmatic approach: the Global Quality and Standards Programme (GQSP). The GQSP supports selected countries to align the demand for and supply of quality services required to prove and verify the quality of products. It will have two components (1) Global Knowledge Management (C1) and (C2) Country Projects.

The project “Quality Programme for the Chemical Value Chain” has been developed to be considered under component 2 and its overall objective is to foster Colombia’s integration into the regional and multilateral trading systems, through the strengthening of the National Quality Subsystem (SICAL) within the framework of the priorities of the 10 industrial groups that compose the Chemical Value Chain and the increase and **improvement of MSME’s<sup>1</sup>** capacities to comply with technical requirements, international quality, private and sustainability standards required for trade facilitation. The project includes three complementary outcomes that are aligned to the Global Quality and Standards Programme (GQSP), to be implemented over a period of four years:

Outcome 1: The sustainability and technical competence of the National Quality Subsystem SICAL are improved in the relevant areas to strategic sectors of the Chemical Value Chain to improve its competitiveness and favorize its access to new markets.

Outcome 2: The capacity of the MSMEs of the Chemical Value Chain to comply with technical regulations, international quality, private and sustainability standards is enhanced.

Outcome 3: The awareness for quality is enhanced for the improvement of quality and competitiveness.

## FUNCTIONAL RESPONSIBILITIES

The results of the consultancy will cover activities mainly, but not limited to Outcome 1, in particular those related to support the execution of technical assistance programmes aimed at laboratories, consultants, trainers; surveillance & control institutions and related stakeholders in order to enhance compliance of the Quality Infrastructure and Chemical Value Chain with quality standards, technical regulations and sustainability matters. The consultancy includes the provision of technical advisory for selected laboratories and surveillance & control entities. The MSC will conduct his/her activities under the supervision of UNIDO’s **PTC/TII/SQI Project Manager**, and under the coordination of the Project Management Unit (PMU), led by the National Technical Coordinator (NTC) and the National Quality Specialist (NQS). In addition, the MSC should collaborate with other consultants, especially the National Consultant for Laboratories (NCL) who will bring guidance to ensure secure, integrated and coherent activities contemplated in the production of other related outputs.

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<sup>1</sup> Micro, small and medium enterprises.

MAIN DUTIES	Concrete/measurable outputs to be achieved	Expected Location	<i>Location</i>
Perform the initial diagnosis in each conformity assessment body (CAB) or institutional laboratory in collaboration with the Chemical Techniques Consultant.	Diagnostic report (by laboratory).	Entire duration	<i>In situ</i>
Support the organization and execution of working plans with a number of laboratories under the guidance of the PMU.	Work plan (by laboratory).		<i>In situ</i>
Support the design and execution of working plans with selected inspection, surveillance and control entities, in coordination with the NQS and the NTC	Monthly follow up		<i>UNIDO FO-COL</i>
Implementation of the technical assistance programme (Mainly ISO/IEC 17025:2017 management system) aimed at developing the technical competences in a number of selected laboratories, providing advise to close technical gaps.	Detailed monthly progress reports.		<i>In situ</i>
Provide training to the CABs selected under the technical assistance program and other CABs interested.	Training curricula, presentations, attendance lists, photos.		<i>In situ</i>
Provide training on quality, management systems and laboratory issues to selected inspection, surveillance and control entities (e.g. Superintendence of Industry and Commerce, ICA, INVIMA, ANLA, etc)	Training curricula, presentations, attendance lists, photos.		<i>In situ</i>
Facilitate and Follow-up the execution of working plans for each selected laboratory (both in CABs and surveillance & control entities).	Detailed monthly progress reports.		<i>In situ</i>
Provide technical advisory to address technical findings derived from external audits performed in the programme framework	Action plans		<i>In situ</i>

Provide technical assistance for the formulation of technical documents (e.g. guides, standards, articles, reports, concept notes).	Technical documents, acts, aide-memoire drafted and approved		UNIDO FO-COL
Support the organization of trainings, workshops and events intended to foster a quality culture among different stakeholders of the National QI	Logistic work plans, event reports, aide-memoires, attendance lists, photos		UNIDO FO-COL
Provide inputs and support the preparation of deliverables for the project steering committee meetings	Inputs for the SC report		UNIDO FO-COL
Provide support in other UNIDO- related activities as deem required by the PMU.	Other implementation activities conducted.		UNIDO FO-COL

The final version of the documents must be organized following the instructions and template provided by the PMU. Finally, the MSC will contribute in the review of final reports of documents that will be edited by PMU, taking into consideration the technical inputs developed by other consultants within the framework of this project. This review is an ongoing process throughout the duration of the ISA and will not require extra days.

#### REQUIRED COMPETENCIES

##### **Core Values**

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

##### **Key Competencies**

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## MINIMUM ORGANIZATIONAL REQUIREMENTS

**Education:** Advance university degree in Engineering or related (e.g. Chemical, Industrial) with extensive experience implementing ISO/IEC 17025 standard. Internal auditor in ISO/IEC 17025:2017

**Technical and Functional Experience:**

A minimum of two (2) years of professional experience implementing management systems, especially in the ISO / IEC 17025 standard. Highly desirable experience in laboratories or technical areas of Colombian public entities of surveillance and control. Demonstrate at least 60 hours of auditing under the ISO/IEC 17025:2017 standard, playing the role of leading auditor. Demonstrated experience giving training in topics of interest to laboratories and/or quality issues. Computer literacy (MS Office, data base management) is required. Solid track record in comparable assignments (technical assistance programme) will be added advantage.

**Languages:** Fluency in written and spoken Spanish and English are required. Fluency and/or working knowledge of another official UN language is an asset.