



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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

Title:	Chemical Safety Training Consultant (CSTC)
Main Duty Station and Location:	Bogota, Colombia
Mission/s to:	n/a
Start of Contract (EOD):	17 August 2020
End of Contract (COB):	15 October 2020
Number of Working Days:	30 w/d (WAE)
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 (2) 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’s¹ 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 3, in particular those related to support the design and implementation of technical trainings intended to increase the knowledge of the operator-level personnel of the Colombian chemical industry on chemical safety and GHS applied to the storage, the transport and/or the manipulation of chemical substances in the field. The consultancy activities will be carried out jointly with technical experts of the National Learning Service (SENA). The CSTC will conduct his/her activities under the supervision of UNIDO’s DTA/DTI/QIS Project Manager, and under the coordination of the Project Management Unit (PMU), composed by the Project Manager, the National Technical Coordinator (NTC), the National Quality Specialist (NQS), the Project Assistant and the Project Associate. In addition, the CSTC should collaborate with other consultants to ensure secure, integrated and coherent activities contemplated in the production of other related outputs.

¹ Micro, small and medium enterprises.

<u>MAIN DUTIES</u>	Concrete/ measurable Outputs to be achieved	Expected duration	Location
Define scope and basic information for the design of an operator-level training programme on GHS and/or chemical safety applied to storage of chemical substances and products	Correlation Matrix filled according to the National learning service (SENA) methodology	Entire duration	<i>In situ</i>
Jointly analyze with a National learning service expert, the required competences and learning results of the training proposal	Correlation Matrix filled according to the National learning service methodology		<i>In situ</i>
Specify curricular components for each competence and define the trainer profile.	Correlation Matrix filled according to the National learning service methodology		<i>In situ</i>
Carry out the pedagogic planning of the operator-level training according to the National learning service methodology	Pedagogic planning filled format of the training project		<i>In situ</i>
Develop a number of learning guides according to the pre-defined competences, results and pedagogic planning	Learning guides according to the National learning service methodology and template		<i>In situ</i>
Prepare scripts or guide notes for each learning activity of the operator-level training	Scripts or guide notes for each learning activity according to the National learning service template		<i>In situ</i>
Give feedback and inputs to the virtual academic contents developed by the National learning service team	Aid-memoir of the development session		
Provide support in other UNIDO-related activities as deem required by the PM.	Other implementation activities conducted.		<i>In situ</i>

The final version of the documents must be organized following the instructions and templates provided by the National learning service (SENA) and revised by the PMU. Finally, the CSTC 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: Advanced university degree in Chemistry, Chemical engineering or related (e.g. Industrial Engineering) with advanced studies in chemical and industrial safety.

Technical and Functional Experience:

A minimum of five (5) years of professional and practical experience in the field of chemical substances management systems with proven and extensive experience in teaching and chemical safety. Demonstrated experience giving training in topics related to GHS, chemical substances manipulation and storage and national legislation on industrial safety. Computer literacy (MS Office, data base management) is required. Solid track record in comparable assignments 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.