



## UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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

<b>Title:</b>	Chemical Techniques Consultant (CTC)
<b>Main Duty Station and Location:</b>	Bogota, Colombia
<b>Mission/s to:</b>	In-country travel as required
<b>Start of Contract (EOD):</b>	05 January 2021
<b>End of Contract (COB):</b>	05 April 2021
<b>Number of Working Days:</b>	25 w/d (WAE)
<b>Project:</b>	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 mandate of UNIDO is to promote and accelerate inclusive and sustainable industrial development in developing countries and economies in transition.

The Programme Development and Technical Cooperation (PTC) of UNIDO is responsible for providing technical cooperation services on technological and economic issues and is organized in the following departments: Department of Partnerships and Results Monitoring, Department of Agri-Business Development, Department of Trade, Investment and Innovation, Department of Energy and Department of Environment. Furthermore, PTC has a close cooperation with other field based Centers and Offices, such as the Investment and Technology Promotion Offices, forming the extended field network of UNIDO.

The Department of Trade, Investment and Innovation (TII) supports countries in their efforts to develop through trade, investment and innovation the potential of the manufacturing sector to drive socio-economic progress. The Department is responsible for assisting countries to strengthen competitiveness in global markets through capacity building in quality, environmental sustainability, and social accountability requirements in accordance with international management system standards and private sector requirements. It supports the establishment of linkages between producers/processors in developing countries and local, regional and global value chains (retailers, manufacturers) by developing capacities in the area of product quality.

## 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’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 of the Chemical Techniques Consultant (CTC) 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 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. The CTC 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 CTC should collaborate with other consultants, especially Management System Consultant (MSC) and 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.

<b>MAIN DUTIES</b>	<b>Concrete/measurable outputs to be achieved</b>	<b>Expected Location</b>	<b>Location</b>
Implementation of the technical assistance programme (Mainly development and validation of physicochemical methods) aimed at developing the technical competences in a number of selected laboratories, providing advise to close technical gaps.	Detailed monthly progress reports.	Entire duration	<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>
Facilitate and Follow-up the execution of working plans for each selected laboratory.	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>
Participate in the preparation of terms of reference and in the evaluation of calls, especially to select the beneficiary laboratories.	Terms of reference, minutes		<i>In situ</i>
Perform the initial diagnosis in each conformity assessment body (CAB) in collaboration with the Management System Consultant.	Diagnostic report (by laboratory).		<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>
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		Home based

Provide support in other UNIDO-related activities as deem required by the PM.	Other implementation activities conducted.		Home based
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The final version of the documents must be organized following the instructions and template provided by the PMU. Finally, the CTC 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 Chemistry or related (e.g. Chemical engineering, pharmaceutical chemist) with extensive experience developing and validating physicochemical methods and deep knowledge in ISO/IEC 17025:2017

### **Technical and Functional Experience:**

A minimum of two (2) years of professional experience in the areas of quality (e.g. development of analytical methods, metrology, accreditation, chemical analysis, laboratory testing). Demonstrated experience giving training in topics of interest to laboratories. 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.