



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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

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| Title: | National Information Technology Engineer (ITE) |
| Main Duty Station and Location: | TBD |
| Mission/s to: | Colombia, if necessary |
| Start of Contract (EOD): | 7 th June 2021 |
| End of Contract (COB): | 10 th December 2021 |
| Number of Working Days: | 63 w/day (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 of the national information technology engineer (ITE) will cover activities mainly, but not limited to Outcome 1, in particular those related to support the National Institute of Food and Drugs Surveillance - Invima's digital transformation strategy by documenting and improving the existing procedure flow charts for registry and marketing authorization of pharmaceutical products.

The national ITE 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), led by the National Technical Coordinator (NTC) and the National Quality Specialist (NQS). In addition, the ITE should collaborate with other consultants, especially the National Regulatory Affairs Consultant (NRAC) and Invima's team delegate who will bring guidance to ensure secure, integrated and coherent activities contemplated in the production of the related outputs.

¹ Micro, small and medium enterprises.

| MAIN DUTIES | Concrete/measurable outputs to be achieved | Expected duration | <i>Location</i> |
|---|---|-------------------|-----------------|
| Organize open meeting with the Information Technology Office at Invima and agree on a methodology and timeline. | Meetings reports Consultancy methodology and timeline | Entire duration | Home based |
| Support the development of flow charts for at least 20 procedures of the current marketing authorization process, according to the technical inputs and specifications provided by Invima. This activity includes the needed meetings with Invima´s team to develop the mentioned flow charts and follow-up on the tasks agreed. | Procedures flow charts (at least 20) Activity report. Meetings reports Follow-up reports | | |
| Contribute with the identification of critical stages of the procedures and bottlenecks and provide technical assistance for their optimization and improvement. The proposed changes must be diagrammed in the procedures flow charts and agreed with Invima. | Procedures flow charts improved (at least 20) Activity report. | | |
| Participate in strategic meetings with Invima related to the established activities, identify critical aspects in the work plan and propose alternatives for the adequate development of the consultancy. | Meetings reports Critical issues reports | | Home based |
| Provide support in other UNIDO-related activities as deem required by the PM. | Other implementation activities conducted. | | |

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 systems engineering, software engineering, Industrial engineering, productivity engineering, telecommunications or telematics with advance degree in innovation, process optimization, management, project management or information technology or related.

Technical and Functional Experience: A minimum of (2) years of professional experience in information technology projects, process improvement, resource optimization, digital transformation, innovation, or software implementation projects. Colombian Professional License is mandatory. Strong knowledge of Scrum and PMI methodologies will be considered an asset.

Leadership skills and experience on management of technology projects, technological development, software development and articulation with work teams to achieve compliance with agreed requirements and timetable are required.

Languages: Spanish is required. Fluency or working knowledge of another official UN language will be considered an asset.