



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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

Title:	Standardization Associate
Main Duty Station and Location:	Bogota, Colombia
Mission/s to:	n/a
Start of Contract (EOD):	15/11/2021 (DD/MM/YY)
End of Contract (COB):	15/07/2022 (DD/MM/YY)
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 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, 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. **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.

The Directorate of Digitalization, Technology and Agri-Business (DTA), headed by a Managing Director, coordinates and mainstreams the Fourth Industrial Revolution (4IR) in its technical

cooperation, strategic, normative activities aiming at fostering the inclusive and sustainable development in the era of 4IR. The Directorate creates new and innovative technical cooperation deliverables in the areas of trade, investment, technology innovation and agro-industry and agri-business. The Directorate comprises the Department of Digitalization, Technology and Innovation (DTI) and the Department of Agri-Business (AGR).

Responding to the growing demand for supporting inclusive and sustainable industrial development (ISID) in the era of the new industrial revolution, the Department of Digitalization, Technology and Innovation (DTA/DTI) leads the way in addressing opportunities, challenges and risks stemming from the fourth industrial revolution (4IR) and its contribution to sustainable socio-economic progress. The Department is responsible for the strategic coordination of 4IR-related matters with designated focal points in other technical Departments and organizational entities of UNIDO, as appropriate. In consultation with public and private partners, DTI designs and **implements holistic interventions that are tailored to specific country needs.** The Department's interventions actively identify and combine complementary services from across three Divisions, namely:

- Innovation and Digitalization Division (DTA/DTI/IDD)
- Investment and Technology Promotion Division (DTA/DTI/ITP)
- Quality Infrastructure and Smart Production Division (DTA/DTI/QIS)

This position is located under the Quality Infrastructure and Smart Production Division (DTA/DTI/QIS). QIS division seeks to build national and regional quality infrastructure systems needed to provide internationally recognized services, including strengthening institutional capacities (i.e. metrology, standardization and accreditation); building conformity assessment capacities (testing, inspection, certification, calibration, etc.); supporting small and medium enterprises (SMEs) to take advantage of new technologies and standards for smart production and thus participate in global value chains; trade facilitation and promoting quality awareness with the public sector, economic operators and consumers.

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:

¹ Micro, small and medium enterprises.

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 assignments of the associate will cover activities mainly to Outcome 1, in particular those related to support the collection of data, search for reference documents, review document translations (English to Spanish), develop the activities related to 4 committees ICONTEC's technical committees, update databases related to these committees, prepare technical reports. Furthermore, an administrative support and operational follow-up and execution to adopt 35 ISO and ASTM standards as Colombian technical standards.

The standardization associate **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 standardization associate should collaborate with **ICONTEC's** standardization team which will bring guidance to ensure secure, integrated and coherent activities contemplated in the production of the related outputs.

MAIN DUTIES	Concrete/measurable outputs to be achieved	Expected duration	Location
1. Review the translation of 35 standards and prepare the draft national standard to be presented at the Technical Committee	<ul style="list-style-type: none"> • 35 Translated standards approved • 35 draft national standards 	Entire duration	Home based
2. Collect documents and data to support the standards' adoption	<ul style="list-style-type: none"> • Documents and data collected to support the standards' adoption 		
3. Support the development of the activities related to 4 ICONTEC's technical committees: design schedules, indicators, schedule meetings and participate in discussions	<ul style="list-style-type: none"> • Quarterly progress reports • Committees meeting's minutes • Committees' invitations 		
4. Facilitate the treatment of observations from stakeholders related to the standards to be adopted during the entire process and document it.	<ul style="list-style-type: none"> • Documents adjusted according to committee agreements 		
5. Prepare technical reports according to ICONTEC's guidelines	<ul style="list-style-type: none"> • Technical reports required for the approval of each standard 		
6. Perform all the activities designated by ICONTEC's procedures to deliver the standards.	<ul style="list-style-type: none"> • Published and approved standards 		
7. Update committees' data bases ensuring the balance of interests.	<ul style="list-style-type: none"> • Data bases updated according to the advances in each committee 		

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: Completed secondary education or high-school diploma required. A University degree or equivalent focusing on chemistry or engineering or a related field can be an asset.

Technical and Functional Experience: A minimum of (4) years of professional experience in the related fields of the post. Solid track record in comparable assignments will be added advantage.

Languages: Fluency in written and spoken Spanish is required. Working knowledge in reading English is required Fluency and/or working knowledge of another official UN language, particularly English, is desirable.