



## UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

### Terms of Reference (TOR)

#### GQSP Colombia /070922

### TO CONTRACT EDITING SERVICES FOR ICONTEC STANDARDIZATION PROCESS

#### 1. Background

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes Inclusive and Sustainable Industrial Development (ISID) 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. UNIDO's vision is a world where economic development is sustainable and economic progress is equitable.

One of the projects implemented by UNIDO is the Quality Programme for the Chemical Value Chain- GQSP Colombia funded by the Secretary of State for Economic Affairs of the Swiss Confederation (SECO), the Ministry of Commerce, Industry and Tourism of Colombia and Colombia Productiva.

The main objective of the project is to promote the integration of Colombia in the regional and multilateral trade systems, through the strengthening of the National Quality Subsystem within the framework of the priorities of ten (10) industrial groups that integrate the chemical value chain, and also to increase and improve the capacities of SMEs to meet technical requirements, international quality standards, private and sustainability standards, necessary for trade facilitation.

The project is being implemented over a four-year period and its interventions include the support to the Colombian Institute of Technical Standards and Certification (ICONTEC) for the implementation of the standardization pilot. This purpose is covered by the product 1.8 of the GQSP Colombia logical framework:

<p><b>Product 1.8.</b> Strengthen ICONTEC's technical standardization process, through the organizational strengthening of its Standardization Department</p>
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To learn more about UNIDO go to [www.unido.org](http://www.unido.org), to learn more about the Quality Programme for the Chemical Value Chain- GQSP Colombia visit <https://gqspcolombia.org/>.

## 2. Scope of required services

The objective of the editor is to be responsible for carrying out the overall editorial development of assigned projects and ensure that documents maintain the highest degree of quality, are delivered in a timely manner and adhere to ICONTEC´s drafting rules and policies.

- The editor must lead the editorial development of assigned projects, which includes figures and tables, and guarantee that the requirements from ICONTEC´s internal procedure *E-PS-005 Structure rules and drafting of normative documents* are met.
- The editor must compare the document to be published in Spanish with its reference in English, in order to identify differences and make the necessary adjustments.
- The editor must guarantee the highest degree of editorial quality of the published standards.
- The editor must guarantee total confidentiality on the assigned projects

## 3. Deliverables and General Time Schedule

All activities and its deliverables shall be finalized and all stated payment supporting documents shall be submitted to UNIDO, previously approved by ICONTEC, within the period stipulated in the present ToR. Estimated time frame for activities to be delivered is October-December 2022.

Main Activities	Deliverables	Expected duration
Lead the overall editorial development of assigned projects and guarantee that the requirements from the internal procedure <i>E-PS-005 Structure rules and drafting of normative documents</i> are met  Note: There is not a defined number of assigned projects. It will depend on the documents approved by the technical committees for publication.	<b>Drafts and published standards</b>	Entire duration



Compare the documents to be published in Spanish with its reference in English, in order to identify differences and make the necessary adjustments.	<b>Drafts of standards</b>	Entire duration
Guarantee the highest degree of editorial quality of the published standards.	<b>Published standards</b>	Entire duration

#### 4. Payment terms

There will be two payments over the duration of the project. Payment will be subject to compliance per the concept of ICONTEC and UNIDO. Each of the following reports must include a relation of the assigned projects.

No.	Deliverable	Documents required for a payment to be processed	Payment
1	Drafts and published standards	Activities report when completing 50% of the execution time.  Drafts and published standards in the period.  Payment will be subject to compliance per the concept of UNIDO and ICONTEC.	50%
2	Drafts and published standards	Activities report when completing the execution time and assigned projects.  Drafts and published standards.  Payment will be subject to compliance per the concept of UNIDO and ICONTEC.	50%
<b>Total</b>			<b>100%</b>

Payments will be payable within 30 days upon receipt and acceptance of deliverable and invoice (electronic version) indicating the contract number and instalment requested.



## 5. Requirements

**Education:** Technologist or Professional in modern languages careers, philology, social communicator, careers related to communication and languages, linguistics or related.

**Technical and functional experience:** Minimum 2 years of experience in text edition, article writing, technical translations, document review or related.

**Languages:** Fluency in written and reading English is required. Technical English is considered an asset.

## 6. Submission of offers

Interested candidates should submit their Curriculum Vitae (CV), and the relevant documents and certificates that demonstrate the fulfilment of the required experience, per email addressed to [info@gqspcolombia.org](mailto:info@gqspcolombia.org) and [j.urregolaiton@unido.org](mailto:j.urregolaiton@unido.org) by September 22<sup>th</sup>, 2022.

Any requests for clarifications, additional information, etc., relating to this Terms of Reference must be addressed to [info@gqspcolombia.org](mailto:info@gqspcolombia.org) and [j.urregolaiton@unido.org](mailto:j.urregolaiton@unido.org).