



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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

Title:	Administrative Associate
Main Duty Station and Location:	Bogota, Colombia
Mission/s to:	As required
Start of Contract (EOD):	1 March 2023
End of Contract (COB):	1 June 2023
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 Technical Cooperation and Sustainable Industrial Development (TCS), headed by a Managing Director, oversees the Organization's development of capacities for industrial development as well as industrial policy advice, statistics and research activities and the Organization's normative contribution to Member States and global development community in achieving the SDGs. The Directorate also ensures the application of strategies and interventions for sustainable industrial development related to Environment, Energy, SMEs, Competitiveness and Job creation, as well as Digitalization and Artificial Intelligence. Through coordination in-house and with Member States and industry stakeholders, it ensures that the services

provided in these areas contribute toward effective and appropriate technical, business and policy solutions and are focused on results and on realizing any potential for scaling up and positioning UNIDO as a leading platform for industrial development in developing countries and global fora.

The Directorate houses the technical Divisions of Capacity Development and Industrial Policy Advice (TCS/CAP); Circular Economy and Environmental Protection (TCS/CEP); Decarbonization and Sustainable Energy (TCS/DSE); SMEs, Competitiveness and Job Creation (TCS/SME); and Digital Transformation and AI Strategies (TCS/DAS). The Directorate also ensures close coordination and collaboration among the Divisions as well as with relevant entities in the Directorate of Global Partnerships and External Relations (GLO) and the Directorate of SDG Innovation and Economic Transformation (IET).

This position is located under the Competitiveness, Quality and Compliance Unit (TCS/SME/CQC) which builds national and regional production and quality infrastructure systems, with an emphasis on providing internationally recognized services, facilitating SME participation in regional and global value chains; strengthening institutional quality infrastructure capacities (i.e. standardization, metrology, and accreditation); building conformity assessment capacities (testing, inspection, certification, calibration, etc.); and supporting trade facilitation and quality awareness with the public sector, economic operators and consumers, placing a special emphasis on capacitating SMEs.

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 assignment will cover activities pertaining to the mentioned Outcomes, in particular those related with monitoring, administrative support and operational follow-up and execution. Also will cover cross-cutting tasks not included in the previous three outcomes, mainly related with finance, procurement, communication and other management support issues. As a part of the Project Management Unit (PMU), the PA(AA or PSA) will conduct his/her activities under the supervision of UNIDO’s TCS/SME/CQC Project

¹ Micro, small and medium enterprises.

Manager and the Regional Chief Technical Advisor (CTA) and under the coordination of the National Technical Coordinator (NTC). Furthermore, he/she will closely collaborate with the NTC and project staff in the field. To this end, the PA will have the following main responsibilities.

Main duties	Expected duration	Location	Expected results
Support the preparation of work plans, fielding of experts, trainings, fellowships, sub-contracts, purchase of equipment, etc.	Continuous	UNIDO RO Bogota	Draft work plans and timeframes proposed.
Support managerial and financial monitoring of the project and its activities and collect relevant information (including a possible review of indicators and budget revisions).			Conduct monitoring of the project implementation and submit monthly/periodic activity reports.
Facilitate requisitions/purchase orders, terms of reference, and assists in ensuring the technical evaluation of received offers according to UNIDO rules and regulations. In particular, support the monitoring of proper delivery of procured equipment and services.			Technical evaluation of offers carried out properly, leading to timely purchasing & subcontracting. Inventory and official transfer of equipment to counterparts ensured.
Assist with the organization of Steering Committee meetings and other governance and non-governance meetings.			Project steering committee meetings and other relevant meetings are effectively executed
Performance of relevant tasks in SAP necessary for the smooth project implementation.			SAP tasks performed
Support the preparation of mid-year and year-end progress reports, including financial reports, to the donor based on relevant specifications.			Revised and edited regular progress reporting documents. Regular financial project reports submitted.
Support the project manager, RCTA and NTC in their day-to-day operational work and in the administrative monitoring of the programme and its activities.			Smooth implementation of programme activities.
Carry out any other assignment requested by the Project Manager.			Optimal management of resources and efficient implementation.

Finally, the AA 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.

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education: Completed secondary education or high-school diploma required. University degree or equivalent with a focus in Economics, Accounting, Business Administration or related field, can be an asset.

Technical and Functional Experience:

A minimum of five (5) years of working experience in the related fields of the post, through understanding of office procedures and practices, preferably within the UN system or in a multicultural

environment. Experience providing support to managerial/professional staff. Computer literacy (MS Office, data base management) is required. Solid track record in comparable assignments will be added advantage.

Credit towards total working experience may be considered on a year-by-year basis, up to a maximum of four years, for a first university degree or equivalent diploma in a field relevant to the post.

Languages: Fluency in written and spoken English and working knowledge of written and spoken Spanish are required. Fluency or working knowledge of another official UN language will be considered an asset.

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.