

**WEST AFRICA COMPETITIVENESS AND QUALITY INFRASTRUCTURE  
PROJECT  
(WACQIP)**

---

# CALL FOR APPLICATIONS

## CALL FOR APPLICATIONS FOR THE RECRUITMENT OF NATIONAL CONSULTANTS FOR SUPPORT TO LABORATORIES

**Deadline : 17 April 2021**

Women are strongly  
encouraged to apply

As part of the implementation of the regional component of the West Africa Competitiveness Programme (WACOMP / WACQIP) funded by the European Union and implemented by UNIDO, we are looking for national consultants in ECOWAS Member States and Mauritania, with a view to supporting laboratories carrying out tests on products from the following regional value chains: mango, cassava and derived products, textiles and garment.

The national consultants will be responsible for (i) carrying out the quality diagnosis of the laboratories identified in their respective countries and propose an upgrade plan for each of them; (ii) train staff from selected laboratories; (iii) implement upgrade plans and prepare selected laboratories for ISO/IEC 17025:2017 accreditation.

The main tasks of the national consultant as well as the ideal profile sought are detailed in the terms of reference attached to this call for application.

---

### SUBMIT YOUR CV :

Mr. Aka Jean Joseph KOUASSI, Chief Technical Advisor of the  
WACOMP/WACQIP

Email : A.KOUASSI@unido.org

Copy :

Mr. Koissi MIDAYE, Conformity ASSESSMENT Expert, WACOMP/WACQIP

Email : K.MIDAYE@unido.org;

Ms. Bethia NNADI, Team Assistant, WACOMP/WACQIP

Email : B.NNADI@unido.org

---



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

<b>Title:</b>	National Conformity Assessment Expert – Laboratory component
<b>Main Duty Station and Location:</b>	Home based
<b>Mission/s to:</b>	n/a
<b>Start of Contract (EOD):</b>	As soon as possible
<b>End of Contract (COB):</b>	March 2022
<b>Number of Working Days:</b>	average of 35 days (to be determined according to the number of laboratories per country)

**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**

To facilitate industrialization in the region, ECOWAS regional industrial strategy has identified strategic interventions that must be implemented. To that end, the proposed actions intend to cover interventions pertaining to the development of sustainable value chains, MSMEs and facilitating a platform for dialogue on industrialization between state and private sector,

including enhancing the capacity of Member States to develop and implement industrial development policies along value chains.

The programme will put an emphasis on value chains in line with priorities at regional and national levels, and have high potentials of industrialization and job creation such i.e., Cassava & derivatives, Mango, textile & garments, Information and Communication Technology (Cross cutting).

The programme aims to support the selected value chains at national and regional levels to promote transformation, better access to regional and international markets, taking into account social and environmental issues. The support will also cover the implementation and operationalization of the regional policy framework for the development of the value chains set in the regional industrial strategy.

The overall objective is strengthening the competitiveness of West Africa and enhancing the countries' integration into the regional and international trading system.

The specific objectives are:

1. To improve the performance, growth and contribution to industry, regional trade and exports of selected value chains and
2. To improve the climate for business at national and regional levels.

UNIDO's activities will specifically contribute to Output 1.4 "Regional quality infrastructure system is strengthened, with a view to promote environmental issues" under specific objective 1, and Output 2.2 "Regional policy and framework to improve industrial competitiveness harmonized, formulated and monitored" under specific objective 2.

## **ROLES AND RESPONSIBILITIES**

The roles and responsibilities of the expert will contribute to the achievement of the 1.4 result. through activity 1.4.2: Support for the establishment and promotion of regional reference laboratories. Specifically, sub-activity 1.4.2.3. Building capacity of identified laboratories for international accreditation.

The comprehensive approach involved an international expert, three regional experts and sixteen national experts.

The national expert is responsible for (i) carrying out the quality gap analysis of the laboratories identified in his country and proposing an upgrading plan for each laboratory; (ii) train staff from selected laboratories; (iii) implement the upgrading plan and prepare the selected laboratory for ISO/IEC 17025:2017 accreditation. The national expert will carry out his missions under the supervision of the regional expert covering his country and the international expert whose missions are recalled below:

- The regional expert is responsible for (i) validating national diagnostic reports and laboratory upgrading plans for the countries for which s/he is responsible; (ii) supervise and facilitate the mission of national experts; (iii) carry out national expert's missions in his/her country;

- The international expert is responsible for (i) developing the Laboratory Quality Diagnostic Tool and the Testing Lab Upgrading Guide; (ii) strengthen the skills of regional and national experts.

In this context, the expert will work under the overall supervision of the Project Manager in Vienna and under the direct responsibility of the Chief Technical Adviser; the technical supervision of the regional expert and the conformity assessment expert of the regional technical coordination unit of the Project. To this end, the expert will perform the main tasks outlined in the table below:

<b>Key tasks</b>
<b>1. Carry out gap analysis of the laboratories identified in the country and propose upgrade plans</b>
<p>1.1. For each laboratory identified in the country, prepare and carry out a gap analysis according to ISO/IEC 17025:2017, including:</p> <ul style="list-style-type: none"> <li>- Review existing documents and then propose a detailed evaluation plan.</li> <li>- Conduct on-site assessment and;</li> <li>- Prepare and submit the report including the findings</li> </ul> <p>1.2. In conjunction with each laboratory, select one (01) to five (05) tests on which accreditation should relate, taking into account the following criteria:</p> <ul style="list-style-type: none"> <li>- Tests on one or more of the priority products of regional value chains such as mangoes, cassava and derivatives, textiles and garments;</li> <li>- Request expressed the customers/users;</li> <li>- Availability of equipment and reagents;</li> <li>- Testing experience (routine or non-routine test)</li> </ul> <p>For each test selected, indicate the test method selected by the laboratory.</p> <p>1.3. Based on the results of the gap analysis and the selected tests, propose for each laboratory, an upgrading plan.</p>
<b>2. Training for staff of the laboratories selected</b>
<p>Based on the ISO/IEC 17025:2017 training module and the laboratory upgrade guide provided by the international expert, conduct a series of training sessions for the staff of each laboratory. These trainings will focus on the following topics as an indication:</p> <ul style="list-style-type: none"> <li>a) ISO/IEC requirements 17025:2017</li> <li>b) Validation of testing methods</li> <li>c) Confirmation of testing methods</li> <li>d) Estimation of measurement uncertainty</li> <li>e) Internal and External Quality Controls</li> <li>f) calibration and metrological verification</li> <li>g) Exploitation of proficiency test results</li> <li>h) Management of continuous improvement</li> <li>i) Management of an audit program</li> <li>j) Personnel Qualification</li> </ul>
<b>3. National training for representatives of laboratories identified in the country</b>
<p>Based on the ISO/IEC 17025:2017 training module and the laboratory upgrade guide proposed by the international expert, conduct a series of national training sessions for key laboratory players including Quality Managers, Technical Managers and Managers of the Metrology Function.</p>

<b>Key tasks</b>
<b>4. Implementation of upgrading plans and preparation of selected laboratories for ISO/IEC 17025:2017 accreditation</b>
<p>4.1. Develop and validate the testing documents for the test (s) to be accredited including, but not limited to:</p> <ul style="list-style-type: none"> <li>- A procedure for carrying out the test (s) covering the pre-analytical, analytical and post-analytical phases.</li> <li>- other documents such as instructions, notebooks, etc.</li> </ul> <p>4.2. Train the staff of the laboratory on the documents developed (see task 3.1.)</p> <p>4.3. Validate or confirm the selected testing method (s).</p> <p>4.4. Estimate the measurement uncertainty associated with each test method and make, if necessary, metrological connection.</p> <p>4.5. Qualify at least two (02) technicians on each test (s) to be accredited</p> <p>4.6. Facilitate participation in the proficiency test such as inter-laboratory comparison related to the test (s) to be accredited and the PT results exploitation.</p> <p>4.7. By taking into account the tests to be accredited, carry out internal audits and facilitate the conduct of the management review.</p> <p>4.8. Perform the pre-accreditation assessment (mock audit) and facilitate the implementation of the necessary corrective actions.</p>
<b>5. Reporting</b>
Prepare and submit monthly reports as well as final mission report.

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

### **Education:**

Advanced university degree in engineering, science and technology or management. Having obtained a diploma in Quality and / or ISO / IEC 17025 Lead Assessor and ISO / IEC 17025 Lead Implementer certifications are desirable.

### **Technical and functional experience:**

- At least three (03) years of professional experience in the field of capacity building for testing laboratories.
- Having supported at least one (01) testing laboratory towards ISO / IEC 17025 accreditation in ECOWAS Member States and Mauritania and obtained accreditation is an asset.
- Being an assessor (technical or quality) of an accreditation body is an asset.
- Experience or qualification in Metrology is an additional advantage.
- Experience in testing of products of value chains such as mango, cassava and derivatives and textiles / garment and ICT are desirable.
- Proficiency in Microsoft Excel, Word and PowerPoint.

### **Languages:**

Fluency in one of official ECOWAS languages minimum i.e., English, French or Portuguese is required. Working knowledge of another ECOWAS official language is 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.

Managerial and Leadership Competencies (as applicable)

**WE ARE STRATEGIC, DECISIVE, PRINCIPLED AND INSPIRATIONAL:** As managers, we are strategic and fair in driving our team's performance. As leaders, we are a source of inspiration, stand for norms and standards established in the UN Charter and duty bound to defend these ideals with a principled approach.

**WE ARE INCLUSIVE AND ACCOUNTABLE:** As managers, we are inclusive in our approach and maintain constructive engagement with all our stakeholders. As leaders, we embrace all personnel and stakeholders and are accountable mutually within UNIDO, within the system, to beneficiaries and the public and beyond.

**WE ARE MULTI-DIMENSIONAL AND TRANSFORMATIONAL:** As managers, we go beyond conventional methods to help our organizational units strengthen their own agility and adaptability to change. As leaders in the UN system, we have a vision which is integrated and engaged across the pillars of Peace and Security, Human Rights and Development.

**WE ARE COLLABORATIVE AND CO-CREATIVE:** As managers, we foster a team spirit and create meaningful opportunities to hear the voices of those around us, while realizing that only by working together can we accomplish our mission. As leaders we see the inter-dependency of imperatives of the UN Charter and personally champion a collaborative inter-agency, multi- stakeholders and cross-thinking approach.

Interested candidates should send their detailed CVs to the following addresses:

- Mr. Aka Jean Joseph KOUASSI, Chief Technical Advisor of WACOMP/WACQIP,  
Email : [A.KOUASSI@unido.org](mailto:A.KOUASSI@unido.org)  
Please copy:
- Mr. Koissi MIDAYE, Conformity Assessment Expert,  
Email: [K.MIDAYE@unido.org](mailto:K.MIDAYE@unido.org)
- Ms. Bethia NNADI, Team Assistant Email:  
[B.NNADI@unido.org](mailto:B.NNADI@unido.org)

Deadline for receipt of CVs: April 17, 2021