

SCOPE OF WORK

Employee Name:	TBD				
Project/Activity Name:	USAID/Sweden FARMA II Project {Bosnia}	Activity #			
Position Title:	Guide for microbiological laboratories for accreditation in accordance to ISO 17025 standard				
Position Type:	Full Time		Part Time		STTA X
Employee Nationality:	USA		TCN		CCN X
Engaged By:	Cardno Emerging Markets USA, Ltd.				
Position Reports to:	Chief of Party/Component 2Lead/Accreditation, Standards & Certification Specialist				
Employment Period:	Start Date: September 15, 2016		End Date: December 15, 2016		
Total LOE for Position:	15	Onsite: 15	Offsite:	Travel:	

USAID/Sweden FIRMA II Description of Project

USAID and the Government of Sweden have awarded Cardno a five-year US\$16.2 million contract for implementation of the Fostering Agricultural Markets Activity II (FARMA II) project in Bosnia and Herzegovina (BiH). The purpose of FARMA II is to create agricultural and agribusiness economic opportunities for BiH farmers and entrepreneurs. FARMA II will achieve this by assisting agricultural producer organizations to adopt European Union (EU) and international agricultural and food standards, new production techniques, produce new high value products, and expand market access. The FARMA II team will support the BiH government institution to implement laws and regulations that meet EU and international requirements.

Scope of Work: To Produce Guide for Microbiological Laboratories on Accreditation in Accordance to ISO 17025 Standard

FARMA I worked closely with veterinary and phyto-diagnostic laboratories to elevate their performance as part of a comprehensive program to improve the system of official control in dairy, potato and plant health controls. In order to strengthen the legal framework for quality infrastructure, FARMA II will work with conformity assessments in area of ISO 17020, ISO 17025 and ISO 17065 standards. In the realm of food safety, activities will include training and seminars for competent authorities to ensure proper functioning of food and feed safety and establishing an official quality control system according to the requirements of REG (EC) 882 and 854/2004. FARMA II will build on the previous work in this area and continue strengthening the capacity of food, veterinary, and phytosanitary laboratories through the introduction of new accredited methods. Also, FARMA II will extend assistance to other laboratories, such as those within the entity-level public health institutes involved in food monitoring programs across BiH. FARMA II areas of support have been defined in collaboration with the Food Safety Agency, State Veterinary Office, and Plant Health Administration as part of broader efforts to strengthen BiH food and feed monitoring programs.

FARMA II will partner with laboratories and accreditation body of BiH - BATA to develop a Guide which will provide laboratories, that carry out microbiological testing, with information

on how to fulfil the requirements of ISO/IEC 17025 in this specific area, giving detailed guidance on such requirements for those undertaking the examination of food and feed, especially in support of international food trade activities. The requirements specified in ISO/IEC 17025, General Requirements for the Competence of Testing and Calibration Laboratories, are stated in general terms and, while they are applicable to all test and calibration laboratories, further explanations are needed. Such explanations on applications to food testing laboratories are referred in standard as “applications” for specified fields of test, test technologies, products, materials or specific tests (ISO/IEC 17025, Appendix B). This Guide should define appropriate criteria for the technical assessors used during assessment and accreditation of laboratories providing food and feed testing services. Laboratories will be reminded of the need to comply with relevant statutory or legislative requirements. Guide should be used by accreditation body for harmonization of approach during assessment of microbiology testing laboratories performing analysis in the context of official controls, including poultry and dairy sector (*Salmonella* Control Programmes, *Listeria monocytogenes*, etc.).

To fulfil this obligation FARMA II will engage an independent consultant that can perform training activities and share knowledge related to accreditation for microbiology testing laboratories (in food area). This activity will provide technical assistance to BiH Accreditation Body (BATA) to develop Guide for Accreditation of Microbiology Laboratories. Guide will be adopted by BATA Technical Committee (in charge for laboratories) and will provide harmonized approach for laboratories’ assessors, so that they can adequately perform laboratories’ assessments according to the international requirements. This Guide will also provide appropriate information for accreditation of microbiological laboratories on how to fulfil the requirements for accreditation of methods in accordance to ISO 17025.

Purpose of the activity

The purpose of this assignment is to support the BiH accreditation body BATA and related laboratories’ network to ensure improved levels of food safety over the whole food chain, to carry out monitoring and analysis of food and feed products in accordance with the required standards.

This activity will contribute to the FARMA II indicators number of public sector organizations certified in accordance with EU and market requirements and number of policies, laws, regulations and administrative procedures implemented as a result of FARMA assistance

Specific requirements

The Guide shall be developed based on following requirements and/or documents:

- Basic standards ISO 7218, Microbiology of food and animal feeding stuffs – General requirements for microbiological examinations; ISO/TS 19036, Microbiology of food and animal feeding stuffs – Guidelines for the estimation of measurement uncertainty for quantitative determinations; ISO 29201 Water Quality – The variability of test results and the uncertainty of measurement of microbiological enumeration methods; ISO 8199, Water quality – General guidance on the enumeration of micro-organisms by culture.
- Accreditation for Microbiological Laboratories, English edition Second edition 2013 EURACHEM
- EA-4/18 TA:2010, Guidance on the level and frequency of proficiency testing participation, European co-operation for Accreditation
- ILAC P10:01/2013: ILAC Policy on the Traceability of Measurement Results

- EA-4/16 G:2003, EA guidelines on the expression of uncertainty in quantitative testing, European cooperation for Accreditation
- ISO 7218:2007 (Amd2:2013), Microbiology of food and animal feeding stuffs – General requirements and guidance for microbiological examinations.

Deliverables

- To develop draft Guide which will be submitted to BATA Technical Committee (TC) and FARMA II for comments as well as to provide further assistance to BATA TC to incorporate them in Guide (if any) – up to 10 LOE days;
- To deliver one-day training to BATA assessors – up to 1 LOE day;
- To deliver 3 one-day trainings to food and veterinary laboratory staff for accreditation requirements focusing on accreditation criteria for microbiology tests, preparation, production, storage and performance testing of culture media, provide essential traceability in measurements with reference materials, certified reference materials and reference cultures etc.) – up to 3 LOE days;
- Final report – up to 1 LOE day.

Qualification requirements

- Advanced university degree in Agriculture/Food/Veterinary/Microbiology or related field;
- At least 10 year experience in microbiology laboratories;
- Good knowledge of accreditation process;
- Excellent knowledge and understanding of ISO 17025 requirements is essential.