

## SCOPE OF WORK

<b>Consultant Name:</b>	TBD					
<b>Project/Activity Name:</b>	USAID/Sweden FARMA II Project {Bosnia}	<b>Activity #</b>				
<b>Assignment Title:</b>	Technical support for BATA and BiH laboratories on adaptation of new requirements defined in the new ISO/IEC 17025:2017					
<b>Position Type:</b>	<b>Full Time</b>		<b>Part Time</b>		<b>STTA</b>	<b>X</b>
<b>Consultant Nationality:</b>			<b>TCN</b>	<b>X</b>	<b>CCN</b>	
<b>Engaged By:</b>	Cardno Emerging Markets USA, Ltd.					
<b>Position Reports to:</b>	COP/Component 2 Lead					
<b>Assignment Period:</b>	<b>Start Date:</b> March, 2018		<b>End Date:</b> June, 2018			
<b>Total LOE for Position:</b>	<b>Total LOE:</b> 12 days	<b>Onsite:</b> 10	<b>Offsite:</b> 1	<b>Travel:</b> 1		

### USAID/Sweden FARMA II - Description of Project

USAID and the Government of Sweden have awarded Cardno Emerging Markets USA a five-year US\$16.2 million contract for implementation of the Fostering Agricultural Markets Activity II (FARMA II) project in Bosnia & Herzegovina (BiH). The purpose of the FARMA II Project 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 and new production techniques, produce new high value products and expand their access to foreign and domestic markets. The objective of FARMA II's Component 2 is to strengthen the BiH public sector such that it fully implements regulations, norms, practices, and rules in the areas of agriculture & food, veterinary & plant health and safety, accreditation, standardization and quality certifications related to food and agricultural products which meet EU and international best practice requirements.

### Background

International accreditation agreements provide an infrastructure that allows accredited certificates to be accepted around the world. This reduces the risk of products being rejected by international trading partners, and for the need to have products re-evaluated on entry into each country. Accreditation provides independent evaluation of conformity assessment bodies against recognized standards. The BiH Accreditation Agency, BATA, has significantly enhanced the acceptance of products and services across national borders, thereby creating a framework for support of international trade by removing technical barriers. BATA has a task to assess the competence of conformity assessment bodies (CABs) to perform testing, calibration, inspection, and certification of products, management systems and persons. To ensure continuity in implementation of requirements for accreditation body defined in international standards, the FARMA II Project already supports the transition to the new standard that the accreditation bodies must apply (ISO 17011).

From other side, following three years of revision by ISO CASCO WG, ISO has published new ISO 17025 standards for laboratory accreditation in November 2017. There are significant changes to the structure and content of the standard, in comparison to the currently valid version of the standard. Therefore there is a need to begin the process of harmonization to the new ISO standard requirements during the prescribed transition period (i.e. to include BATA policy for laboratory accreditation; for accredited labs; and for preparation of potential new labs for accreditation). In addition, laboratory customers, regulatory authorities, organizations and schemes using peer-assessment, and others use ISO/IEC 17025:2017 to confirm or recognize the competence of laboratories and therefore these stakeholders must be part of this process.

Accreditation is voluntary in the BiH unless made mandatory by sector-specific laws. In the food safety, phyto/agri-food and veterinary field of testing, accreditation of methods for laboratories is mandatory. ISO/IEC 17025 specifies the general requirements for the competence, impartiality and consistent operation of laboratories. It covers testing performed using standard methods, non-standard methods, and laboratory-developed methods. In order to ensure sustainability and

recognition of the accreditation system established in BiH by European and international accreditation organizations (EA and ILAC), technical support is needed to assist with the planned transition to new standards for both the standards accreditation body (ISO 17011) and for laboratories (ISO 17025).

### **Purpose of this assignment**

The purpose of this assignment is to support BATA, accredited laboratories and potential new laboratories in the process of accreditation, in implementation of new specification requirements for the competence to carry out tests, including sampling. All accredited laboratories will need to initiate transition to this new version within the next 3 years (from date of publication). Also there is a need to update the knowledge and expertise of BATA assessors and laboratories, so that they can understand the practical implications of these changes and their rationale. Technical assistance is needed to ensure that BATA evaluations and processes will be implemented according to the new rules. Support is also needed to help to develop a detailed plan for the BATA transition process which will be published on the BATA website.

### **Planned activities**

The consultant is expected to review the existing documentation and rules for laboratory accreditation and to provide clear inputs for completion of a gap analysis, identifying all relevant references to ensure fulfilment of the 'new' ISO requirements. This is anticipated to include some completely new and additional requirements, as well as modification of certain requirements that have been significantly revised or changed in ISO/IEC 17025:2017. These changes will also be included in a draft action plan which will guide the transition period to the new standards.

The consultant will prepare presentations and deliver training on the new standards for BATA staff, technical and lead assessors, laboratory personnel and stakeholders. In particular how the business processes of individual laboratories may be informed and enhanced in meeting the requirements. The training course will primarily cover the structure, resources, processes, management and general requirements. The course will enable participants to gain an awareness of ISO/IEC 17025:2017 and its function as a framework for demonstrating competence and to gain an understanding of conformity, all of which will be achieved through a combination of presentations, exercises and group discussion. Specifically the consultant will support the following activities:

- Technical support to define new BATA policy and documentation regarding new requirements (2 days)
- Training of both the lead and technical assessors (2 days)
- Training for laboratories for food, veterinary and agriculture institutes/laboratories, targeting laboratory managers, laboratory technicians and technical staff (1 day RS / 1 day FBiH).
- Presentation and discussion with all relevant authorities and stakeholder groups in partnership with BATA regarding new standard requirements – public consultation (1 day).

All training courses should be designed to further develop understanding of the new ISO/IEC 17025 standards and help to implement all requirements.

### **Deliverables**

- Support for BATA personnel in planning details of the BATA transition process;
- Revised BATA documentation for laboratory accreditation process;
- Performed training (presentation/material) for BATA staff/assessors and laboratories according to new standard requirements (understanding, interpretation & application of ISO/IEC 17025:2017);
- One public consultation forum with relevant stakeholders - Public and private organization – accreditation service users (POs)
- Final report on the activities and outcomes, and recommendations.

### **Timing and Level of Effort**

Total LOE is estimated at up to 11 days, including travel and is expected to take place between March 2018 and June 2018. The consultant is expected to undertake two trips to BiH during this period. Some on-line support may also be required during the period.

**Qualifications and skills**

- University degree in one of the following fields: biology, chemistry, biochemistry, agriculture (agri-food), veterinary medicine, human medicine, public health, epidemiology, toxicology, food chemistry, engineer or related areas
- Shall have knowledge of new edition ISO/IEC 17025:2017
- Excellent analytical, communication, presentation and facilitation skills; open-minded and have sound judgment and analytical skills; have interviewing, presentation, note-taking and report writing skills;
- Excellent written and oral in English language;
- Excellent computer skills and proficiency in Microsoft Office applications;
- Proven ability to work in a team and under pressure.

**Professional experience**

- At least 10 years of relevant professional experience in accreditation;
- Understand the management practices and processes of accreditation bodies based on his/her knowledge and experience in accreditation;
- Capable to explain the reasons behind the changes and the intentions of new requirements;
- We encourage qualifying candidates to send a Cover Letter (some references) and CV.