

## 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 Institute for Accreditation of BiH on adaptation new requirements defined in new ISO/IEC 17011:2017				
<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>	Component 2 Lead				
<b>Assignment Period:</b>	<b>Start Date:</b> February, 2018		<b>End Date:</b> May, 2018		
<b>Total LOE for Position:</b>	<b>Total LOE: 8 days</b>	<b>Onsite: 5</b>	<b>Offsite: 3</b>	<b>Travel:</b>	

### 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

The Institute for Accreditation of Bosnia and Herzegovina (BATA) is an independent administrative and non-profit organization responsible for accreditation of conformity assessment bodies in Bosnia and Herzegovina. On 22 November 2012, BATA became a bilateral signatory to EA MLA in the fields of testing (EN ISO/IEC 17025), calibration (EN ISO/IEC 17025) and inspection (ISO/IEC 17020). BATA has the status of an associate member of EA (EA – European Co-operation for Accreditation) and from 14 January 2013 became a signatory to ILAC MRA with ILAC (ILAC - the International Laboratory Accreditation Cooperation). By acquiring the EA MLA bilateral signatory status and signing ILAC MRA, 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. ISO/IEC 17011:2017 specifies requirements for the competence, consistent operation and impartiality of accreditation bodies assessing and accrediting conformity assessment bodies. The new standard must be implemented in the all activities covered by accreditation include but not limited to testing, calibration, inspection, certification of management systems, persons, products, processes and services, provision of proficiency testing, production of reference materials, validation and verification. It is important for interested parties to know that conformity assessment bodies are competent to perform their tasks. A system to accredit conformity assessment bodies is intended to provide for a consistent application of conformity assessment to international consensus based standards and conformity assessment schemes, in order to benefit public health, safety, environment and welfare and support regulators and end users. It can also facilitate national and cross-border trade, as pursued by trade authorities and organizations.

### Purpose of Assignment

The purpose of this assignment is to support the BATA, in implementation of new specification requirements for the competence, consistent operation and impartiality of accreditation bodies assessing and accrediting conformity assessment bodies. This standard is used to support peer evaluation mechanisms which have been created at regional and international levels and through

which confidence is provided that accreditation bodies are operating in accordance with the required standards.

All evaluations from 1 July 2018 are to be carried out using ISO/IEC 17011:2017 as the requirements document. This includes all initial, re-evaluations, extensions and follow-up evaluations. All MRA/MLA signatories (Accreditation body - AB) that are not peer evaluated to ISO/IEC 17011:2017 must complete this process in the next period. Technical assistance is needed to ensure that BATA evaluations and processes will be implemented according new rules and avoid any possibility for suspended or withdrawn BATA EA MLA member status. This will then lay the foundation for all subsequent assessments undertaken by BATA to allow for the accreditation of new laboratory methods required in the agri-food sector (and which FARMA II will be supporting in targeted areas in 2018)

### **Activities**

The consultant is expected to review the existing documentation, give clear inputs for gap analysis and include all references are made to 'new' requirements. This includes completely new or additional requirements, as well as those requirements that have been significantly revised or changed in ISO/IEC 17011:2017. The consultant will: prepare an action plan for the transition period; prepare all relevant presentation materials and deliver training on the new standards for BATA staff and other relevant stakeholders.

### **Deliverables**

- Revised policies and procedures which need to be amended and adopted in 2018;
- Performed training (presentation/material) for BATA staff and stakeholders according to new standard requirements
- Revise BATA documentation/policy
- Final report on the activities and outcomes, and recommendations

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

Total LOE is estimated at up to 8 days, including travel and is expected to take place between February 2018 and May 2018. The consultant is expected to undertake one trip 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, pharmacology, veterinary medicine, human medicine, public health, epidemiology, toxicology, food chemistry, or related areas (but is not obligatory – also can be engineer);
- Shall have knowledge of ISO/IEC 17011 and the regional MLA/MRA requirements;
- Shall have knowledge of standards for accreditation of conformity assessment bodies;
- Understanding of the applicable sector/scheme;
- 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.
- An additional advantage is knowledge or experience in Pre-evaluation/evaluation process of AB and/or management practices and processes of accreditation bodies (e.g. QM)