

## 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>	Consultants for technical support to BiH laboratories for adaptation of requirements defined in the new ISO 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>	Agri-Policy Expert / Agriculture & Livestock Expert					
<b>Assignment Period:</b>	<b>Start Date:</b> February 2019			<b>End Date:</b> June 2019		
<b>Total LOE for Position:</b>	<b>Total LOE:</b> 12		<b>Onsite:</b> 10		<b>Offsite:</b> 2	<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\$18 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 (POs) 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.

### 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 removes 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. In order for the laboratory to be accredited by BATA, it must meet the prescribed requirements and have implemented ISO 17025 "General requirements for the competence of testing and calibration laboratories."

### Purpose of assignment

The purpose of this assignment is to support accredited laboratories, potential new laboratories and other interested parties in the process of accreditation of the ISO 17025:2017 in implementation of new specification requirements for the competence to carry out tests, including sampling. This assignment is intended for laboratory personnel involved in the construction, application and maintenance of the laboratory management system, BATA's staff and evaluators and to all those who are interested in this topic.

All accredited laboratories (food, veterinary and agriculture institutes/laboratories) will need to initiate transition to this new version by the end of 2020. 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. In order for laboratories to move to a new standard successfully and in time, which has significant differences in relation to the previous version, technical assistance for laboratories is needed. The transition to a new standard is mandatory for accredited laboratories and FARMA II received official requests from several laboratories to provide technical assistance in adoption of the new ISO 17025:2017. Following this, FARMA II performed a laboratory needs assessment in early 2019 which showed that laboratories still need this type of technical assistance to successfully pass the transition to a new norm on time. The accreditation of laboratories is also mandatory for continuation of the further export to the EU and CEFTA countries as well as for domestic market. The samples control can be done only by ISO 17025 accredited laboratories.

In order to successfully pass accreditation of the new ISO 17025:2017 conducted by BATA, laboratories must also conduct internal audits at planned intervals so that their administration receives a feedback message as to whether the existing system satisfies all the requirements (requirements of ISO 17025:2017 and its own requirements), whether they apply these requirements and whether the system is effectively maintained. In order for this feedback to be realistic, auditors must be objective, competent in the area in which they conduct the audit, know the criteria, and have to be trained in auditing.

Through this training, FARMA II will support at least 15 laboratories in transition to ISO 17025:2017. Participants will be given practical instructions for their application and will be supported to plan and successfully switch from an old version of the ISO 17025 to the new edition.

### **Activities**

The consultant/consultants is expected to develop a draft agenda with FARMA II team, and to provide training materials and deliver trainings on the requirements of the new standard for laboratories personnel and other interested parties. The course will enable participants to consider the requirements of this ISO/IEC 17025:2017 which are also the criteria for obtaining accreditation as well as to give practical knowledge of the internal audit. The laboratories staff will be trained in the application of set requests by clarifying the meaning of individual requests of the ISO 17025, so that they can be adequately implemented in the lab's documentation, all of which will be achieved through a combination of presentations, exercises, practical laboratory ISO 17025 standard demonstration and group discussion. It is also expected to provide detailed clarifications and broaden the knowledge about the implementation of the internal audit for the purposes of verifications to whether the existing system satisfies all the requirements (requirements of ISO 17025:2017 and its own requirements), whether they apply these requirements are consistent and whether the system is effectively maintained.

Specifically the consultant/consultants will support the following activities:

*Activity 1:* Training of laboratory staff and other interested parties **on the requirements of the new ISO 17025:2017 norms** with a detailed explanation and instruction of the specifics of the new ISO 17025:2017 norm as well as changes made by the new version in relation to the old one;

*Activity 2:* Training of laboratory staff and other interested parties on the conducting **the audit of a management system in accordance with ISO 17025:2017**; setting up an audit program; risks and opportunities in managing audit programs; audit strategies (horizontal and vertical audit), documentation of objective evidence and non-compliance; audit report and other relevant topics related to internal audit.

All training courses should be designed to further develop understanding of the new ISO/IEC 17025:2017 standard and help to implement all requirements.

### **Deliverables**

- Prepared and supplied training materials;
- Attendance sheets, evaluation forms and photo documentation must be provided for all trainings (for each day separately);
- Work plan and agenda of schedule of activities to be prepared with FARMA II team;
- Performed training for laboratories and other interested parties according to new standard requirements (understanding, interpretation & application of ISO 17025:2017), described under *activity 1*, but not limited to;
- Performed training for laboratories and other interested parties according to the audit of a management system in accordance with ISO 17025:2017, described under *activity 2*, but not limited to;
- Timely communication with project supervisor;
- Final report for each activity submitted with results and recommendations.

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

Total LOE is estimated at up to 12 days and is expected to take place between February 2019 and June 2019. The consultant is expected to undertake two trips to BiH during this period. The training will take place at up to three locations: Banja Luka, Sarajevo and/or Mostar.

### **General qualification, skills and professional experience for the activity 1 and the activity 2**

- 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;
- Relevant professional experience on new edition ISO/IEC 17025:2017;
- Excellent computer skills and proficiency in Microsoft Office applications;
- Proven ability to work in a team and under pressure;
- Excellent written and oral one of the official BiH languages and English language;
- Excellent analytical, communication, presentation and facilitation skills;

### **Specific qualification, skills and professional experience for the activity for the activity 1:**

- Relevant professional experience in implementation ISO 17025 standard and all other relevant expertise necessary for implementation activity 1;
- Understand the management practices and processes of laboratories based on his/her knowledge and experience in implementation and/or certification ISO 17025 standard;
- Capable to explain the reasons behind the changes and the intentions of new requirements;

### **Specific qualification, skills and professional experience for the activity for the activity 2:**

- Relevant professional experience on internal and/or external ISO 17025 audit and/or certification and all other relevant expertise necessary for implementation activity 2;

*This is short term technical assistance (STTA) position(s) for BiH or Third Country Nationals. FARMA II reserves the right to engage one expert for either activities, or two experts for two separated activities, depending on qualifications and expertise of the available candidates.*

We encourage qualifying candidates to send a Cover Letter including three References and CV.

The closing date for the receipt of applications is February 3, 2019.  
Cardno Emerging Markets USA, Ltd is an equal opportunity employer.  
All information received will be treated with confidentiality.  
Incomplete applications will not be considered.  
**Only shortlisted candidates will be contacted.**