



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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

Title:	Project officer - SMEs upgrading
<i>(ISA level non-HQ)</i>	
Main Duty Station and Location:	Tunis, TUNISIA
Mission/s to:	As required
Start of Contract (EOD):	15 November 2022
End of Contract (COB):	31 July 2023 (with possibility for extension)
Number of Working Days:	Full time

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 mandate of UNIDO is to promote and accelerate inclusive and sustainable industrial development in developing countries and economies in transition.

The Directorate of Technical Cooperation and Sustainable Industrial Development (TCS), headed by a Managing Director, oversees the Organization's development of capacities for industrial development as well as industrial policy advice, statistics and research activities and the Organization's normative contribution to Member States and global development community in achieving the SDGs. The Directorate also ensures the application of strategies and interventions for sustainable industrial development related to Environment, Energy, SMEs, Competitiveness and Job creation, as well as Digitalization and Artificial Intelligence. Through coordination in-house and with Member States and industry stakeholders, it ensures that the services provided in these areas contribute toward effective and appropriate technical, business and policy solutions and are focused on results and on realizing any potential for scaling up and positioning UNIDO as a leading platform for industrial development in developing countries and global fora. The Directorate houses the technical Divisions of Capacity Development and Industrial Policy Advice (TCS/CAP); Circular Economy and Environmental Protection (TCS/CEP); Decarbonization and Sustainable Energy (TCS/DSE); SMEs, Competitiveness and Job Creation (TCS/SME); and Digital Transformation and AI Strategies (TCS/DAS). The Directorate also ensures close coordination and collaboration among the Divisions as well as with relevant entities in the Directorate of Global Partnerships and External Relations (GLO) and the Directorate of SDG Innovation and Economic Transformation (IET).

This position is located under the Division of Digital Transformation and AI Strategies (TCS/DAS), which promotes digital transformation and Fourth Industrial Revolution (4IR) associated technologies (including cloud computing, artificial intelligence (AI), industrial Internet of things, additive manufacturing, big data, blockchain, e-commerce, and others) as part of innovation ecosystems consisting of productive capacities in manufacturing, services and digital firms, with the purpose to advance the competitiveness of industries and manufacturing firms in Member States. It helps industries to benefit from the rapid progress in digital and convergent technologies associated with the Fourth Industrial Revolution (4IR), ensuring a smooth transition towards safe and secured cyber-physical

industrial systems and a smart society and mitigating any negative adverse effects on employment and quality of work. Through the Division's services, the productive transformation will be key, integrating industrial businesses, dynamic entrepreneurship, and acceleration services, in less developed countries will have the opportunity to technologically catch up instead of falling behind industries in more advanced countries.

PROJECT CONTEXT

Project number: 140261

Project title: "Support the Arab Accreditation Cooperation (ARAC) to be sustained, effective and internationally recognized as key driving force for regional trade integration"

The Arab Accreditation Cooperation is an association of national accreditation bodies in the Arab region that are officially recognised by their national Governments to assess and verify, against international standards, organisations that carry out conformity assessment services. Its primary aim is to establish, develop and expand a Multilateral Recognition Arrangement MLA among accreditation bodies in the region.

Since October 2017, the ARAC MLA is recognized at international level by the International Laboratory Accreditation Cooperation (ILAC), and the International Accreditation Forum (IAF). Based on this international recognition, reports or certificates provided by organizations accredited by ARAC MLA signatories, the National Accreditation Bodies operating in the Arab region are also recognized by the signatories of the ILAC and IAF multilateral agreements.

The project title "Support the Arab Accreditation Cooperation (ARAC) to be sustained, effective and internationally recognized as key driving force for regional trade integration" has been extended to finish in 2023, while outcomes and outputs has been revised and expanded to provide technical support to Abs, CABs, and SMEs.

The objective of the project is strengthening regional accreditation in order to contribute to facilitation of social, economic & environmental benefits on a societal scale. To achieve this goal the project has set two outcomes:

- Outcome 1: ARAC is sustainable, internationally recognized and strengthened as a key pillar to regional trade integration.

Under this outcome, two outputs will be implemented:

Output 1.1: ARAC, as a regional cooperation body, is legally incorporated, technically & financially viable

Output 1.2: ARAC members capacitated towards reaching ARAC MLA signatory status / extending the recognized scopes

- Outcome 2: SMEs access available & enhanced conformity assessment services via supported CABs

Under which three outputs will be implemented:

Output 2.1: Up to 100 CABs (out of which at least 30% women) from ARAC country members supported in obtaining accreditation/ expanding scope of services.

Output 2.2: 150 SMEs from food sector (out of which at least 30% women- led/owned/working) supported to enhance their performance in terms of quality, via the use of ARAC accredited CABs

Output 2.3: Public-private stakeholders in two selected ARAC Member States supported to recognize third-party food safety certificates and track the performance of inspection services

CONTEXT OF THE TERMS OF REFERENCES:

Within the context of output 2.2 of the project is planning to support 150 SMEs from the Arab region active in selected value chains. This output aims at growing regional and international exports of target SMEs by providing necessary support to improve quality and compliance to regularity and market requirement and by

complementary assistance on pertinent issues regarding production, technology and business and market linkages. The interventions will be implemented in collaboration with the national counterparts in each country.

Accordingly, the main duties of the Project Officer are to coordinate the technical activities related to output 2.2 in target countries with national partners, experts and beneficiary SMEs, as well as providing project coordination support to other outputs where needed.

Under the supervision of the project manager, and in close coordination with the Chief Technical Advisor, the Project Officer will perform the following duties:

Main Duties	Concrete / measurable Results to be achieved	Expected Duration w/d	Location
Review the detailed workplan of the SMEs component and update the action plan and timelines according to the actual implementation status	Detailed action plan	Ongoing	Tunisia
Customize the SMEs upgrading approach in close coordination with the project team and the national stakeholders in each country.	SME approach finetuned to each country		
Support the coordination process with project counterparts and partners in the target Arab countries to launch the SMEs activity.	Effective coordination with counterparts and partners in each country		
Oversee the coordination of the outreach process to SMEs in each country in collaboration with national experts and project partners	Effective outreach to SMEs		
Follow-up on the diagnosis process for selected SMEs conducted by national experts and validate the diagnosis reports of the enterprises	Diagnosis of SMEs completed		
Review and sign-off the detailed plan of intervention for each of the beneficiary enterprises in coordination with national experts and the project team.	Intervention plan completed		
Prepare job descriptions, TORs and other relevant documents for experts/service providers/equipment providers	TORs completed and validated		
Follow-up the recruitment process of experts and the procurement of tools and equipment	Experts recruited and equipment procured effectively and timely		
Follow up and monitor delivering the assistance to enterprises to ensure quality and that targets are met.	Effective and efficient delivery of the technical assistance interventions		

Provide coordination and logistical support to project technical and convening activities	Support to other project outputs provided		
Prepare technical content for the project communication products in coordination with the communication expert	Proper technical content in the communication products		
Collect and process relevant project data as per the project monitoring plan and report on activity results of the SME component in coordination with the monitoring and evaluation expert	Effective progress monitoring		
Contribute to the regular project reports; prepare and deliver relevant presentations as required	Progress reports and presentations		
Carry out relevant technical, coordination and logistical tasks as requested by the Project Manager and the Chief Technical Advisor	Support provided as requested		

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.

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education:

Advanced university degree in food technology, agri-business, engineering, business management or other relevant discipline, with specialization in the food industry.

Technical and Functional Experience:

At least (5) years of professional experience in SME and private sector development with strong familiarity with the food industry and agribusiness sector. Previous experience in project management in the development sector is required. Familiarity with project management tools and Result Based Management is a strong asset.

Languages: Fluency in written and spoken English and Arabic. French is a strong asset.

Behavioural

Analytical thinking; planning, organizing and problem-solving abilities; proven ability to work under pressure and to meet tight deadlines; proven experience in overcoming deadlocks and difficulties in the implementation of complex projects; proven ability to lead and coordinate multidisciplinary teams; demonstrated diplomatic and negotiating skills. Respect to UN values and ethical standards.

Skills

Excellent interpersonal and communication skills, drafting skills, both written and verbal, sensitivity to cultural, socio-economic and political differences. Knowledge of business development services for SMEs and value chain improvements. Knowledge and experience of work with UN constituents and knowledge of UN procedures would be an asset.

Interested candidates are advised to send their CV along with a motivational letter to the following email before **26 October 2022** with the subject line: **ARAC SME OFFICER**
office.tunisia@unido.org