



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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

Title:	National Expert on Food SMEs upgrading
<i>(ISA level non-HQ)</i>	
Main Duty Station and Location:	Home Based (TUNISIA)
Mission/s to:	As required
Start of Contract (EOD):	15 November 2022
End of Contract (COB):	28 February 2023
Number of Working Days:	30 working days over the period

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 national expert are to **conduct technical diagnostics of selected SMEs** within the target subsectors in **TUNISIA (Olive Oil and Palm Dates)** with focus on quality and export readiness and to **develop and support an intervention plan** addressing the gaps and opportunities for upgrading.

Under the supervision of the project manager, and in close coordination with the International Expert on SMEs Upgrading, the national expert will perform the following duties:

Main Duties	Concrete / measurable Results to be achieved	Expected Duration w/d	Location
Review the project documents, the value chain prioritization study	Being familiar with the relevant project data, approach for SME interventions and KPIs	2 days	Home based
Conduct a rapid secondary and research on the sector specific data with focus on the current status of target SMEs and the upgrading requirements. Research includes secondary sources of statistics and reports and 2-3 interviews with key stakeholders and key informants.	Being acquainted with all relevant knowledge regarding SME in the specified sector	2 days	Home Based
Facilitate the outreach to SMEs for registration and application to the Programme. Effective communication with UNIDO Country office and identified counterparts as well as contributing to the facilitation of awareness sessions to SMEs.	Info package and online application reached to all relevant SMEs in the target sector	5 days	Home Based
Review the SME diagnostic tool, review the online applications and communicate with selected SMEs to prepare the diagnostic visits.	Diagnostic visits prepared and coordinated.	2 days	Home Based
Conduct on-site diagnosis for selected SMEs and identify intervention areas for individual SMEs (15-20 enterprise) with focus on the following areas: <ul style="list-style-type: none"> - Quality and compliance to regulatory and market requirements, including quality control and quality management systems, testing and calibration, food safety and traceability. - Needs and options for upgrading production methods and technology to improve product specifications and export readiness to match with destination market requirements 	On-site diagnosis conducted. Diagnostic reports (per company and consolidated)	15 days	Home Based

- Operational and supply chain gaps and actions needed to improve supply chain efficiency.			
Cluster the need of enterprises by sector/product, geographical location, scope of intervention and assistance needs	Report for each sector/product with the matrix of identifies needs and SMEs.	2 days	Home Based
Design the intervention approach and prepare TORs for the specific interventions.	Intervention approach TORs for the interventions	2 days	Home Based

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 (10) years of professional experience in the food industry ecosystem with strong familiarity with the production environment and supply chain. At least 5 years specialization in production, product development and quality management of food processing facilities is required. Specific experience in the target food sub-sectors is preferred.

Languages: Fluency in written and spoken English and Arabic. French is an asset for Maghreb Countries.

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 FOOD EXPERT* office.tunisia@unido.org