**DRAFT TERMS OF REFERENCE**

**Strengthening OF RegIONAL QUALITY Infrastructure Programme CARICOM REGIONAL ORGANISATION FOR STANDARDS AND QUALITY**

**PROJECT OFFICER**

* + - 1. **BACKGROUND**

1.01 The CARICOM Single Market and Economy (CSME) was established in 2001 with a primary objective of providing more and better opportunities to produce and sell goods and services, increase competitiveness, provide employment and improved standards of living for the people of the Caribbean Community (CARICOM)[[1]](#footnote-1)/. The CSME is also considered to be a platform on which economies of the Region can be successfully integrated into global trade – especially through plurilateral trade and development agreements such as the CARIFORUM-European Union (EU) Economic Partnership Agreement (EPA).

1.02 Notwithstanding the removal of tariffs or duties on goods of community origin, increased intra-regional trade and access to the CARICOM market (and beyond) is still very much dependent on producers being able to meet non-tariff measures such as Sanitary and Phytosanitary Standards (SPS)[[2]](#footnote-2)/ and Technical Barriers to Trade (TBT)[[3]](#footnote-3)/. These measures include not only substantive regulatory requirements, but also the conformity assessment[[4]](#footnote-4)/ procedures used to determine compliance with these regulations or standards.

1.03 Quality infrastructure (QI) refers to the public and private institutional framework needed to implement standardisation, accreditation and conformity assessment services (including inspection, testing, laboratory, and product certification). A well-functioning QI will not only open doors for producers in the CARICOM countries to the regional and international markets, but it will also help the regional producers to raise the standard of their production processes, thereby enhancing their competitiveness.

1.04 In recognising the need to harmonise its approach to and use of standards and technical regulations, CARICOM established the CARICOM Regional Organisation for Standards and Quality (CROSQ) in 2002 to facilitate the development of a harmonised regional quality infrastructure (RQI). CROSQ is an inter-governmental agency established under the Industrial Protocol of the Revised Treaty of Chaguaramas. This Treaty commits CARICOM countries to adherence to international standards and to the establishment of a regional standards organisation. CROSQ is the successor to the Caribbean Common Market Standards Council created in 1976. In this regard, key functions of CROSQ are to:

1. promote the development of standards and recognition of technical regulations;
2. encourage the recognition of internationally accredited certification systems;
3. facilitate the achievement of international competitiveness of regional goods and services by fostering a culture of quality in regional enterprises; and
4. contribute, through its operations, to the preservation of the environment and conservation of the national resources of the CSME.

1.05 The development of the RQI is driven by the regional quality policy (RQP)[[5]](#footnote-5)/ but operationalised through the internationally recognised QI services in each country. Taking into account the varying capacity at the national level and the priorities, the development of RQI has proceeded along the following pillars:

1. Adaptation of the RQP through the development of national quality policies (NQPs).
2. Strengthening Conformity Assessment.
3. Development and implementation of regional standardisation strategy, with concomitant and complementary national standardisation strategies[[6]](#footnote-6)/.

1.06 Over the last decade, CROSQ has made great strides in the Region through several projects and crucial partnerships with regional and international bodies. One such project was with the African Caribbean and Pacific Group of States and the European Union, Technical Barriers to Trade (ACP-EU TBT) Programme, which focused on development and roll-out of an e-learning programme on metrology and was successfully completed in 2017[[7]](#footnote-7)/. Additionally, CROSQ recently completed across several CARICOM Member States namely: Barbados, Jamaica and Trinidad and Tobago, work on the development and implementation of technical regulations and methods of referencing standards.

1.07 Due to the limited customer base and resources in most CARICOM Member States these NSBs are also responsible for ensuring the accuracy of measurements in the country and the traceability of these measurements to the International System of Units. While an international recognised and harmonised metrology system at the national level is a critical component of the RQI, its development can be a challenge to some Member States due to the heavy capital investment and technical assistance that is often required[[8]](#footnote-8)/. Under the 10th EDF-EPA Caribbean Regional Indicative Programme - TBT Programme, CROSQ commenced the development of the regional foundation for arguably the three most basic measurement quantities of mass, volume, and temperature. This was achieved by developing three regional metrology reference laboratories as a sustainable means of ensuring that CARICOM NMIs can have their national standards calibrated at a reasonable cost without having to transport these standards outside the Region. Through the TBT Component of the 11th EDF-EPA Programme, there will be the development of three additional regional metrology reference laboratories, and two new measurement quantities developed towards accreditation at two CARIFORUM NMIs.

**CDB-CROSQ RQI Project**

1.08 In 2018, the Caribbean Development Bank (CDB) approved a Grant to CROSQ to strengthen the Regional Quality Infrastructure Programme (CROSQ-CDB RQI). The Grant focused on enhancing national and regional QI across CARICOM through three (3) primary interventions in five (5) Member States, namely: Antigua and Barbuda, Grenada, Guyana, Saint Lucia, and Suriname. To date, three (3) National Quality Policies and requisite implementation roadmaps were developed in Antigua and Barbuda, Grenada, and Suriname, setting the framework in place for an enhanced QI in those Member States and by extension, the Region. In addition, a regional quality promotions campaign was executed, which stretched across eleven (11) CARICOM Member States; six (6) more than originally planned, promoting the importance of QI through several media platforms and workshops, and designed information materials and animation.

1.09 Equipment and technical assistance were also provided to Saint Lucia Bureau of Standards (SLBS) Metrology Laboratory and Central Laboratory of Suriname (CLS) in support of achieving accreditation to their respective scopes. SLBS Metrology lab is on the brink of achieving accreditation through the Jamaica National Agency for Accreditation (JANAAC) having successfully completed 99% of required activities. Since the SLBS lab focused on calibration, accreditation by JANAAC will allow the regional accreditation body to expand the scope under the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement (MRA) with respect to ISO/IEC 17025:2017 for calibration laboratories. This intervention facilitated the enhancement of capacity in the Region as it relates to accreditation bodies, in addition to expanding regional capacity of calibration services by SLBS.

* + - 1. **OBJECTIVE**

2.01 The objective of this assignment is to provide project management and coordination.

1. **SCOPE OF WORK**

3.01 The scope of work is understood to cover all the activities necessary to accomplish the stated objectives of the Project, whether or not a specific activity is cited in terms of reference. The main tasks/activities are as follows:

(a) Reviewing the Grant Agreement between CROSQ and CDB, the Appraisal Report detailing the Project, CDB’s procurement frameworks, and other project-related documents.

(b) Managing all logistics related to the hosting of the technical team country visits, project meetings, and workshops, or general interface between consultants engaged under the Project, consultants, and stakeholders, including conducting an evaluation and preparation of a concise report on the results achieved from the hosting of these events.

(c) Managing the procurement process, seek CDB’s no objection, and subsequent performance of consultants engaged under the Project and ensuring deliverables are met on time and on target and are of the required quality and scope, including critically reviewing and providing feedback on the consultants’ outputs.

(d) Providing CDB with copies of all consultants’ outputs, transmitting CDB’s comments on outputs to the Consultants, and securing CDB’s no-objection to making payments to consultants based on their satisfactory completion of deliverables.

1. Compiling satisfactory evidence of all expenses incurred and payments made in accordance with the budget detailed in the Grant Agreement between CROSQ and CDB and preparing accurate statements on project receipts and expenses.
2. Liaising with and coordinate internal stakeholders.
3. Representing CROSQ in project monitoring meetings with CDB.
4. Providing quarterly updates to the Project Steering Committee.
5. Generating project reports as detailed in the Grant Agreement between CROSQ and CDB.
6. Promptly alerting CROSQ management of any project issues (such as those relating to progress, consultant performance, policy decisions, project partner inputs, and budget), which may negatively impact the implementation of the Project and the achievement of planned results.
7. Updating the Procurement Plan as necessary.
8. Preparing and submitting to CDB, electronic copies of concise quarterly Reports on the performance of the Project.
9. **DELIVERABLES AND REPORTING REQUIREMENTS**

4.01 The Project Officer will report to the CEO, CROSQ and will be required to submit/deliver the following:

* + 1. Quarterly Reports in line with the Grant Agreement. This Reports shall *inter alia* detail:

1. activities implemented to date; and the reasons for any significant delays incurred in the implementation of each activity;
2. progress towards achieving planned outputs and outcomes based on the agreed performance indicators and the likelihood that the planned outputs and outcomes will be achieved;
3. CARICOM CROSQ review of project assumptions and risks (are assumptions made at design stage holding/still valid or have assumptions become risks; have new risks emerged) and actions taken to date to mitigate the anticipated risks; and
4. a copy of the updated Results Monitoring Framework for the Project.
   * 1. Within three weeks of project completion, prepare and submit, a Final Report on the performance of the Project (i.e. a Project Completion Report). This Report will focus on performance issues (effectiveness, efficiency, and impact), will highlight lessons learned, and make recommendations for improving the design, implementation, and management arrangements for future projects.
5. **QUALIFICATIONS AND EXPERIENCE**

5.01 The individual should possess the following:

**Minimum Qualifications**

* + 1. A University degree in Natural Sciences Applied Sciences, Engineering, or any other related field.
    2. Certification in Project Management.

**Experience**

* 1. At least three years’ experience managing projects.
  2. Experience in working in a development cooperation or donor-funded environment (asset).

**Skills/Competencies**

1. Experience working in an Intergovernmental/Multicultural organisation would be an asset.
2. Advanced degree is an asset.
3. Knowledge of standardisation, metrology, accreditation and conformity assessment is an asset.
4. Good verbal and written English is required; working knowledge of another regional language is an asset.
5. Proven ability to work effectively with diverse cross-functional teams.
6. Proficiency in the use of contemporary computer-based applications including Microsoft Project is an asset.
7. Ability to communicate effectively at all levels including senior management.
8. Excellent attention to detail.
9. **SUPERVISION OF THE CONSULTANT**

6.01 CROSQ will facilitate the work of the consultant and work with the beneficiary countries to make available all studies, reports, and data relevant to the Project. The Project Officer, CROSQ will be assigned to be the liaison between CROSQ, the country and the consultant.

1. **DURATION**

7.01 It is estimated that this assignment will be carried out over a period of 24 calendar months.

1. / <http://caricom.org/caricom-single-market-and-economy>.

   [↑](#footnote-ref-1)
2. / SPS can be seen as a sub-category of technical regulations in that they may also take the form of regulations or standards, laying down product-related requirements. However, the sub-category of SPS measures is defined according to the purpose of the measure, namely the protection of human or animal health against risks in food or feed; the protection of human, animal or plant health against risks from pests or diseases of plants or animals; and the protection of the territory of a country against other damage from the entry, establishment or spread of pests. This sub-category of technical regulations is often addressed separately in trade agreements. [↑](#footnote-ref-2)
3. / TBT is the term used to refer to technical regulations and standards. These measures lay down substantive requirements relating to product characteristics or their related processes and production methods. They also include labelling requirements applicable to products, processes and production methods. The difference between technical regulations and standards is that the former are mandatory while the latter are not. [↑](#footnote-ref-3)
4. / Conformity assessment comprises testing, inspection, and certification of products or services. Testing is the determination of a product’s characteristics against the requirements of the standard. Inspection encompasses the examination of a product design, end product, or process, and the determination of its conformity with requirements. Certification is the formal substantiation by a certification body after an evaluation, testing, inspection, or assessment, that a product, service, organisation, or individual meets the requirements of a standard. [↑](#footnote-ref-4)
5. / Approved by the CARICOM Council for Trade and Economic Development (COTED) in November 2017. [↑](#footnote-ref-5)
6. / Standards are used to codify the technical characteristics and market preferences for products and processes, facilitating knowledge absorption and technological change. Standards have proven effective in promoting the adoption of desirable process and product characteristics (reliability, durability, and so on) and providing roadmaps to improve quality. For example, the International Standards Organisation (ISO) 9001 standard provides an organisation with a model to follow for the design, implementation, and assessment of quality management systems. The regional approach to standardisation has been adopted to reduce the extent to which country-specific standards can constrain the realisation of regional and global economies of scale. Harmonisation of standards also improves trade facilitation by reducing compliance costs. [↑](#footnote-ref-6)
7. / Metrology provides reliable measurements as a basis for scientific research, technical development and production. Metrology is also needed to ensure goods, services and processes comply with quality, environmental, health and safety requirements, as well as meeting consumers’ needs and expectations. [↑](#footnote-ref-7)
8. / Developing an effective QI poses many challenges for CARICOM countries. QI facilities, such as laboratories, are expensive to develop and operate. Not only is the equipment costly, specialised technicians are needed to undertake QI work. It therefore is unsustainable for any country in CARICOM to develop and maintain an entire range of QI services. In this regard, the RQP is based on the best practice approach of the United Nations Industrial Development Organisation (UNIDO) to developing RQI. [↑](#footnote-ref-8)