



**UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION**  
**TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE**  
**AGREEMENT (ISA)**

<b>Title:</b>	National Consultant, Development Programming
<b>Main Duty Station and Location:</b>	Manila, Philippines
<b>Mission/s to:</b>	To be determined.
<b>Start of Contract (EOD):</b>	01 September 2021
<b>End of Contract (COB):</b>	30 November 2021 (with possible extension)
<b>Number of Working Days:</b>	Regular

**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.

**PROJECT CONTEXT** ID 200219

The Department of Trade and Industry (DTI) has been working with local manufacturers to explore opportunities for these local firms to diversify their production to include PPEs. The discourse have surfaced gaps in terms of quality and safety standards, operational and occupational health and safety standards, production technology, and testing methodologies and equipment.

High-level discussions with DTI, the Department of Science and Technology (DOST), industry chambers and associations, and other government representatives forming the UNIDO – convened Multi-stakeholder Working Group on COVID-19 stressed the urgent need for UNIDO to provide the necessary support to address the challenges identified.

The Global Quality and Standards Programme (GQSP) is a strategic cooperation between the Government of Switzerland and UNIDO to promote market access through enhancing compliance capacity of SMEs with Market requirements. The Special Measure mechanism is intended to address urgent needs of an industry in one or more thematic areas of quality infrastructure, value chain compliance and culture for quality.

The PA will focus on the following activities:

- 1) Gap/needs assessment
- 2) Designing project interventions and development of ProDoc.
- 3) Support preparation and mobilizing public investment for building capacity in production and conformity assessment of PPEs and medical devices
- 4) Project inception activities

## **DUTIES AND RESPONSIBILITIES**

The national consultant will be under the overall supervision of the UNIDO Project Manager (PM) and will have the duties and responsibilities listed below. The UNIDO Country Office in the Philippines will provide guidance and supervision for the day-to-day concerns.

<b><u>MAIN DUTIES</u></b>	<b>Concrete/ measurable Outputs to be achieved</b>	<b>Expected duration</b>	<b>Location</b>
1. Familiarize with GQSP work programme at global level and the Special Measure mechanism. Develop and update the workplan, follow through in executing the workplan, and provide regular updates to the PM and the Country Office.	<ul style="list-style-type: none"> <li>• Workplan implemented</li> </ul>	30%	Within Metro Manila
2. Establish close working relations with the Department of Trade and Industry (DTI) as well as other technical counterparts; establish close working relation with financial institutions for mobilization of investment for capacity building.	<ul style="list-style-type: none"> <li>• Meetings and discussions conducted and highlights recorded</li> </ul>	20%	Within Metro Manila
3. Mapping, coordination and relationship building with key stakeholders and development partners relevant to the project, ensuring non-duplication of efforts, capitalizing on synergies, and promoting partnerships aligned with the country's development priorities and partnership frameworks.	<ul style="list-style-type: none"> <li>• Stakeholders identified and working relations established</li> <li>• Regular contacts and updates provided</li> <li>• Meetings and discussions conducted and highlights recorded and reported</li> </ul>	20%	Within Metro Manila
4. Gather information, conduct studies, assessments and research where required to provide substantial input to the project design and implementation.	<ul style="list-style-type: none"> <li>• Studies and assessments conducted as necessary</li> <li>• Reports prepared and submitted</li> </ul>	10%	Within Metro Manila

<p>5. Contribute to communication and advocacy activities. Represent UNIDO in forums, webinars, workshops, and working groups, as necessary for the project.</p>	<ul style="list-style-type: none"> <li>• Communication and advocacy materials prepared</li> <li>• Activity highlights recorded and reported</li> </ul>	<p>20%</p>	<p>Within Metro Manila</p>
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## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

**Education:** Advanced university degree in a field related to development (e.g. Economics, Business, Environment, Energy, and/or Agriculture), or other relevant discipline.

### **Technical and Functional Experience:**

A minimum of 5-7 years of practical experience in above mentioned areas, including experience at the international level involving technical cooperation in developing countries. Expertise in quality infrastructure, standards, and value chain development are desired. Experience in development programming, especially with national and international organizations, an advantage. Exposure to and good understanding of the needs, conditions and problems in middle-income countries is a plus.

**Languages:** Fluency in written and spoken English is required.

## **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.