



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
ORGANISATION DES NATIONS UNIES POUR LE DEVELOPPEMENT INDUSTRIEL

PROJECT FB/IRQ/09/A04
REQUISITION NO. 716000740

TERMS OF REFERENCE

SUB-CONTRACT FOR SERVICES:

*Assessment of the Specialized Institute for Engineering Industries (SIEI)
laboratory infra-structure and existing quality system
arrangements with reference to compliance with ISO/IEC 17025
standard requirements, and provision of technical advice towards
achieving international accreditation of their services in the
mechanical and materials testing laboratories*

LOCATED IN BAGHDAD GOVERNORATE – IRAQ

Est. starting date: January 2012

1. General Background Information

The present project intends to assist Iraq in its endeavors for the reconstruction of its economic infrastructure. It particularly provides support for the rehabilitation of the Specialized Institute for Engineering Industries (SIEI), which due to the war and subsequent sanctions has suffered extensive damage, including the total or partial destruction of its laboratories and production workshops. The successive conflicts have also hindered its technical capacities and access to new information on modern technologies, international standards and quality assurance systems.

Under this project, assistance is provided to rebuild the capacity of the SIEI to assist the Iraqi industries with the application of national standards and adaptation of international standards to their needs, to carry out proper quality assurance activities and testing of industrial products and to seek international recognition of its competence through accreditation. The project particularly provides assistance in:

- Training a substantial number of SIEI managerial and technical staff on standardisation, quality assurance, and conformity assessment (testing, inspection and certification) subjects;
- Acquiring appropriate instrumentation, equipment and reference materials for its testing/calibration laboratories and production workshop; and
- Initiating testing and other product quality assurance activities for the local manufacturing industry, service sector and consumers.

The project will include significant emphasis on technology transfer related to operational techniques, procedures and policies issues.

2. Aim of the sub-contract

The aim of this sub-contract is to assess the laboratory infrastructure and existing quality system of the SIEI against the requirements of ISO/IEC 17025 standard, make recommendations and provide technical advice to fill in the identified gaps (non-conformities), and prepare the laboratories for the application for accreditation and the first assessment by an accreditation body.

This should be achieved in close cooperation with the UNIDO Project Managers (UNIDO HQs in Vienna) and the national counterparts, through employing a senior expert in Quality Infrastructure, Quality Control/Quality Assurance and Laboratory Accreditation who will perform the duties outlined under "The Scope of the proposed Contracted Services" section below.

3. The Scope of the proposed Contracted Services

The scope of the sub-contract is to carry out a comprehensive assessment of SIEI laboratory infra-structure and existing quality system arrangements with reference to compliance with ISO/IEC 17025 standard requirements and guide the laboratory throughout the accreditation preparatory process, as the SIEI is preparing to apply for international accreditation of some of its testing services in the fields of mechanical and materials testing.

As an outline the contractor shall:

- Carry out comprehensive survey of SIEI laboratory infra-structure and existing quality system arrangements with reference to compliance with ISO/IEC 17025 requirements. This work should be informed by the information provided by the laboratory in the past. Of particular importance are arrangements for method validation, in-house quality control, proficiency testing and documentation status/degree of completeness.
- Review and evaluate COSQC international traceability capacities (COSQC is the Central Organization for Standardization and Quality Control which provides calibrations of equipment in Iraq), also located in Baghdad, Iraq.
- Provide technical advice to fill in the identified gaps (non-conformities)
- Follow-up on the activities listed under the detailed road-map for of accreditation developed under the current project, consisting of a comprehensive set of actions, including corrective/improvement actions, with milestones, derived from the work in 2-6 above.
- Work with the SIEI laboratory staff to finalise documentation set in English and Arabic. The main focus will be on the quality manual and supporting documentation plus methods documentation.
- Work with the laboratory to calibrate the equipment of the mechanical and materials testing laboratories in accredited laboratories and/or recognized NMIs.
- Work with the laboratory to participate in a proficiency-testing scheme and analyze its results.

4. General Time Schedule

The assessment is to commence in Baghdad, Iraq in January 2012 and should last up to 30 days. The contractor will need to ensure timely arrival in Baghdad to allow for sufficient time to undertake any preparatory activities.

5. Personnel in the Field

The contractor shall be responsible for assigning one senior expert in Quality Infrastructure, Quality Control/Quality Assurance and Laboratory Accreditation required to conduct the laboratory assessment in Baghdad, Iraq.

UNIDO understands that some time will be required by the contractor to prepare the logistics prior to the mission to Baghdad.

6. Language and other Requirements

The senior expert that will be assigned to carry out this assignment by the contractor shall be fluent in both spoken and written Arabic and English. These language skills are especially important as the consultant will be expected to translate documents in both directions for the information of the laboratory, other non-Arabic speaking consultants and UNIDO personnel.

The expert should have at least 10 years of progressive professional experience related to developing and auditing testing laboratories. Experience in chemical and physical testing of construction materials would be of particular relevance. In depth knowledge in the field of Quality Infrastructure is required.

7. Deliverables and reporting

Following the successful completion of the assessment, and other activities outlined above the contractor shall provide UNIDO HQ with a detailed report on the findings and make recommendations for further development (including an update of the existing Roadmap for accreditation). The report shall be submitted to the project manager for review and approval, maximum two weeks after the completion of the activities.

8. Submission of proposal

A brief technical proposal indicating how the bidder proposes to address the above activities and incorporate them into a draft work-plan. The bidder is also required to submit:

- Capability and experience statement, including experience details
- Company registration documents
- Budget indicating fees and costs for all outputs and activities stated in this request for proposal.

9. Evaluation criteria

See point 6 and 8 above.