

BENEFICIARY COUNTRY: TRINIDAD AND TOBAGO

NAME: Compete Caribbean Partnership Facility (CCPF) – Accreditation Programme Implementation Consultant for Developing an Accreditation Programme for Public Laboratories for The Trinidad and Tobago Accreditation Service for Conformity Assessment (TTASCA)

Background of this search:

Accreditation is an independent endorsement by a third-party entity of the competence of a conformity assessment body to reliably perform specific quality tasks against internationally recognized standards. Conformity assessment bodies include medical laboratories, testing laboratories, calibration laboratories, inspection bodies and certification bodies, as well as, proficiency testing providers, reference material producers and verification bodies. Conformity assessment processes are necessary as evidence of compliance with a country's or industry's regulations and requirements. In this regard, internationally recognized accredited conformity assessment processes are essential to reduce the technical barriers to trade that may be faced by exporters through demands for repeat testing, certification and/or inspection and other such impediments – real or artificial - when their goods reach foreign markets.

The National Quality Policy of Trinidad and Tobago (NQP-TT) was approved for the period 2018 – 2030 on April 12th, 2018. Amongst other priorities, the NQP-TT Implementation Plan included a programme to ensure that public laboratories are accredited in support of the national development strategies outlined in the Vision 2030 National Development Strategy for Trinidad and Tobago. The main components of the NQI are: Standards; Metrology; Conformity Assessment Services; Accreditation; and Information Awareness and Education Programmes. The objectives of the approved Policy are:

- To improve Trinidad and Tobago's Quality Infrastructure operating framework;
- To reform the legal framework to support the integration of Quality Infrastructure in commerce, trade and all relevant social activities;
- To build the human capital, develop the physical infrastructure needed and strengthen agencies and stakeholders; and
- To develop a system of continuous learning, adaptation and communication.

The NQP-TT identified the lack of accredited laboratories as a major gap in the National Quality Infrastructure in Trinidad and Tobago and its ability to realize the goals of the National Development Strategy, Vision 2030¹. This accreditation of public laboratories will assist in the improvement of governance and service excellence for these organizations and, by extension, will assist in the achievement of the objectives under the following themes in Vision 2030:

Theme II – Delivering Good Governance and Service Excellence;

Theme IV – Building Globally Competitive Businesses; and

Theme V – Placing the Environment at the Centre of Social and Economic Development

INTENDED IMPACT

The intended impact of this project upon completion includes:

¹ Ministry of Trade and Industry "National Quality Policy 2018 – 2030 for Trinidad and Tobago: The Link to Competitiveness and Sustainable Development" November 2017 p.6

- The support of innovation through research and development of locally manufactured products that would be able to demonstrate compliance with export market requirements through the availability of accredited local testing services;
- An increased probability of the acceptance of the accredited test reports for local products in the export markets;
- An increased probability of the acceptance of the accredited test reports from local health institutions in local, regional and international fora; and
- An improvement of the competitiveness of locally manufactured products both on the local and export markets.

The evidence of successful diversification of an economy is measured by the percentage of export revenue obtained from the non-primary sector.

The Government of the Republic of Trinidad and Tobago has identified the following non-petroleum sectors for increased foreign exchange generation as a result of the economic diversification:

- Food and Beverage
- Commercial Maritime
- Leisure Maritime
- Tourism
- Creative Industries
- Light manufacturing

These sectors are also reflected in the National Quality Policy.

Laboratory accreditation is critical to support activities within all of these sectors. For example, with respect to the Food and Beverage industry, when our exporters attempt to access external markets, there are very strict rules for traceability as it relates to food safety. This includes the General Food Law Regulation from the European Union, the Safe Food for Canadians Act, and the US FDA Food Safety Modernization Act (FSMA). Having the tests results from accredited laboratories would allow for increased acceptance by the regulators in these markets.

Further, the accreditation process is an independent third-party attestation to the overall confidence in and competence of the personnel, resources and management system to provide a valid test result, subsequently issuing its formal approval to the laboratory's management through its accreditation scope.

The process of Accreditation generally involves auditing the laboratory by assessment teams including experts in the organizational aspects such as management systems and in the technical activities (inclusive of: personnel, facilities and environmental conditions, equipment, metrological traceability (calibration of test equipment), externally provided products & services, review of requests & contracts, selection & validation of methods, sampling, handling of test items as well as technical records i.e. test reports) of the laboratory.

Within the Trinidad and Tobago Trade Facilitation Roadmap, it was identified that, under Article 5 of the World Trade Organization (WTO) Trade Facilitation Agreement (TFA), Trinidad and Tobago would publish a list of approved laboratories for secondary testing and that within the first three years have at least one (1) laboratory accredited to serve this Agreement. This is necessary as Article 3 of the WTO TFA under Advance Rulings. This project will interalia assist in providing a list of laboratories that can support the process of trade facilitation.

With the advent of the COVID-19 pandemic, the competence and importance of medical laboratories has become even more critical in providing results to inform decision making. According to International Laboratory Accreditation Cooperation (ILAC) publication "Specifying accreditation for COVID-19 (SARS-CoV-2) testing", "There is significant activity for the testing of humans for a variety of purposes including the diagnosis and treatment of symptomatic patients, mass screening of populations, employment screening and testing to enable people to travel between countries and reduce quarantine periods. Testing is also being conducted on animals, environmental swabs, sewage and food products which is helping to prevent the spread of the virus. Specifying accreditation for the wide range of testing that is being conducted is a vital way for regulators to ensure the reliability of tests and help reduce the impact on health, trade and the economy."

1. **Objectives**

- 1.1. The overall objective of this TOR is to ensure the public laboratories are adequately prepared for the assessment of the technical competency of staff through the preparation of the general, structural, resource, process, and management system requirements in accordance with ISO/IEC 17025:2017.
 - 1.1.1. This objective advances the assessment and accreditation agenda of public laboratories through capacity building via change management to improve the operational effectiveness of the laboratory's quality management system, identifying its' resource requirements and implementing process requirements to improve quality, accuracy, precision and reliability of tests and calibrations.

2. **Scope of Services**

- 2.1. The scope of services for this Terms of Reference will focus on the implementation of the laboratory management system to ISO/IEC 17025:2017 standard as well as the preparation for the accreditation process. This will include:
 - 2.1.1. The assessment of technical support that will be required inclusive of Resource requirements, Structural requirements, Process requirements, and Management system requirements
 - 2.1.2. Development of documentation to support accreditation to the aforementioned standard inclusive of Standard Operating Procedures (SOP), Competency reviews, Quality Documentation and other documents as required
 - 2.1.3. Assess and report on Technical Requirements such as Personnel, Accommodation, Laboratory Equipment, Metrological Traceability and other relevant items
 - 2.1.4. Implement a Change management strategy to bring the laboratory within accreditation to aforementioned standard
 - 2.1.5. Training/Mentorship required to change and maintain operations to the new standard.

The team's mission:

The CCPF seeks to enhance productivity in the Caribbean by supporting productivity and innovation at the firm level and enhancing the legal, institutional, and regulatory framework for business and innovation climate. To do this, it supports clusters and value chains, eco-systems of entrepreneurship and innovation, technology adoption, business climate reforms, institutional strengthening of private sector development institutions, and produces knowledge.

Competitiveness Technology and Innovation Division (IFD/CTI) – The Inter-American Development Bank (IDB), through the Competitiveness, Technology and Innovation (CTI) Division, provides funding, technical assistance and knowledge products to support governments in key action areas such as firm-

level innovation, entrepreneurship ecosystems, green innovation, digital transformation, creative economy, social innovation, and productive development. Programs in these areas incorporate common themes, such as training in science, technology and innovation for advanced human capital; strengthening scientific and technological infrastructure; designing public policies to promote innovation. The CCPF is under the umbrella of IFD/CTI.

What you'll do: The Consultant will perform the activities described hereunder and any other activities necessary to accomplish the stated objectives of the consultancy assignment, whether a specific activity is cited in these terms of reference.

His/her responsibilities will be:

1. Conduct inception meetings with the relevant staff of Compete Caribbean, TTLABS and the Ministry of Trade and Industry via teleconferencing, videoconferencing or face-to-face, where practical, to review and discuss the assignment, clarifying the roles and responsibilities and the extent of logistical support to be provided to the Consultant.
2. Perform a Gap Analysis of the laboratory's management system and its ability to ensure the competence, impartiality and consistent operations of the laboratory as described in the identified International Standard, ISO/IEC 17025:2017 – General requirements for the competence of testing and calibration laboratories.
3. Develop the Work Plan to address the identified gaps within the timeline of the project. The Work Plan is developed based on the identified gaps in the Gap Analysis Report. This Work Plan (Project Implementation Schedule) is expected to identify when activities will be occurring and would be expected to be completed. ². The Consultant will have to take into consideration training programmes to be delivered, design of processes, auditing of the developed processes, and reporting to the management of the laboratory.
4. Another critical factor in this Work Plan is the mentoring/training of the laboratory personnel to ensure that the management system can be managed and operated within the laboratory. This is to ensure the sustainability of the management system for the laboratory.
5. Provide progress reports at the end of 8 weeks, 14 weeks and 20 weeks to provide detailed progress updates per work schedule and implementation plan.
6. Provide a final project report summarizing all activities carried out under the project inclusive of training/mentoring or coaching activities as required. The report should describe how the project's outputs have contributed to achieving the objectives and expected outcomes of the consultancy. It should document challenges, successes, stories on the ground, and lessons learned.

To completely fulfill the aforementioned responsibilities, the consultant will:

1. Conduct of pre-assessment and field assessment of the public laboratory.
2. Review the relevant documents relating to the Quality Manuals and Laboratory Operations Manuals.
3. Within the gap analysis, the Consultant is expected to establish a schedule for the conduct of the assessment of the laboratory's management system documentation and its degree of

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² The procurement of equipment is not covered under this project and is under the sole responsibility of the laboratory management

implementation within the laboratory's operations. The degree of conformance with the requirements of ISO/IEC 17025:2017 is also expected to be established.³

4. Develop documentation as required for accreditation in reference to the work plan submitted.

Deliverables and Payments timeline:

Payment Schedule	
<i>Deliverable</i>	%
1. Delivery of Deliverable 1 – Draft Inception Report: Draft Inception Report, which includes gap analysis report and detailed project implementation plan and schedule for the laboratories as specified in 1. , 2. , 3. , 4.	10%
2. Delivery and acceptance Deliverables 2 – Final Inception Report: Final Inception Report within 1 week of receipt of comments on the draft.	20%
3. Delivery and acceptance of draft Deliverable 5 – Progress Reports: Progress reports to provide progress updates as per work schedule and implementation plan as specified in 5.	30%
4. Delivery and acceptance of final report: A Final Report that provides details of the fulfilment of the project implementation plan as specified in 6.	40%
TOTAL	100%

What you'll need:

Citizenship: You are either a citizen of Trinidad and Tobago or a citizen of one of our 48-member countries with residency or legal permit to work in Trinidad and Tobago.

Consanguinity: You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.

Education: A Bachelor's degree in Natural, Applied Sciences or Scientific discipline. Knowledge of testing, calibration and medical laboratories and their operations will be considered an asset.

Experience: Minimum of 5 years of relevant work experience in developing management systems for laboratories. The appointed consultant must be able to demonstrate competence in laboratory specific areas relating to quality tools, management systems and process development and implementation tools and must have general knowledge of the accreditation process. Experience in a technical position in a testing, calibration or medical laboratory will be considered an asset. Experience in the implementation of ISO/IEC 17025:2017 will be considered an asset.

³ The assessment will take into consideration both desk review, and remote witnessing and interviews with laboratory personnel using suitable ICT tools. The findings will be discussed with the laboratory personnel as well as the identified Project Team Members for transparency

Languages: Fluency in written and spoken English.

Core and Technical Competencies:

- Excellent communication skills, and ability to establish and maintain good working relationship with technical specialists and present information in a clear and concise manner.
- Proven outstanding organizational, strong interpersonal skills and planning abilities.
- Proven ability to prepare written instruments that are clear, concise and meaningful.
- Solid understanding of the concepts of operations of a laboratory and how the laboratory maintains competence.
- Comprehensive knowledge of any ISO Quality Management Standards and the application of quality tools to support established management systems.
- Ability to present technical issues in a clear and engaging manner. Cultural awareness and sensitivity to country specific issues is also important.
- Ability to understand the culture of the laboratory and the specifics of the industry in which the laboratory operates.
- Reliable and demonstrated ability to work independently.
- Well organized, strong problem-solving abilities.
- Trustworthiness and integrity and a demonstrated ability to work independently in challenging environments.
- Have a flexible approach and persistence to optimize results.

Opportunity Summary:

- Type of contract and modality: Products and External Services Consultant PEC, Lump Sum.
- Length of contract: 6 months.
- Starting date: August 2022
- Location: Trinidad and Tobago
- Responsible person: The consultancy will be supervised by the Sector Lead Specialist – Private Sector Development – IFD/CTI.
- Requirements: You must be a citizen of one of the [IDB's 48 member countries](#) and have no family members currently working at the IDB Group.

Our culture: Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality. As an employee you can be part of internal resource groups that connect our diverse community around common interests.

Because we are committed to providing equal opportunities in employment, we embrace all diversity and encourage women, the LGBTQ+ community, persons with disabilities, afro-descendants, and indigenous people to apply.

About us: At the IDB, we're committed to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48-member countries to provide Latin America and



the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve on the planning and execution of projects. For this, we need people who not only have the right skills, but also are passionate about improving lives.

Our team in Human Resources carefully reviews all applications.