



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant

Name: FAO/002/2015	
Job Title: Lead Auditor	
Division/Department: FAO Bangladesh	
Programme/Project Number: Institutionalization of Food Safety in Bangladesh	
Location: Dhaka, Bangladesh	
Expected Start Date of Assignment: 1 October 2015	Duration: 6 months (with possibility of extension)
Reports to: Name: Mike Robson	Title: FAO Representative in Bangladesh

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

FAO's project "Institutionalization of Food Safety in Bangladesh for Safer Food" (GCP/BGD/054/USA), which is funded by USAID, is implemented in partnership with the Ministry of Food to support the operationalisation of the Bangladesh Food Safety Authority (BFSA). Under the Food Safety Act 2013 the BFSA has the responsibility of evaluating and updating all existing food laws and regulations, to ensure that the regulations are based on the best scientific evidence available, where gaps are identified to introduce new regulations. The BFSA is also responsible for providing assistance in formulating and implementing accreditation policies to be followed by certification and inspection bodies having authority to certify food business food safety management systems. The Agency is also mandated to provide the necessary assistance to accreditation bodies in formulating procedural guidelines for accreditation of food testing laboratories and to monitor progress with implementing these guidelines.

In this context, FAO seeks to engage a Lead Auditor for the accreditation of food sector certification and inspection bodies. The consultant will provide technical assistance and support to the Bangladesh Accreditation Board (BAB) in formulating and implementing accreditation policies for the food sector in line with ISO/IEC 17021:2011 "Conformity assessment: requirements for bodies providing audit and certification of management systems" and ISO 17020:2012 General criteria for the operation of various types of bodies performing inspection.

Under the overall supervision of the FAOR in Bangladesh, the technical supervision of the Lead Technical Officer (LTO) and other relevant Divisions and services in FAO and working in close consultation with the BFSA, the National Consultant (Certification & Accreditation) and the BAB, the consultant will carry out the following tasks:

- Prepare BAB for accreditation of Certification Bodies working in the food sector to comply with ISO/IEC 17021:2011;
- Prepare BAB for accreditation of Inspection Bodies working in the food sector to comply with ISO/IEC 17020:2012;
- Conduct training courses to develop Lead Assessors and Assessors in BAB for assessing certification and inspection bodies working in food sector for accreditation against the international standards ISO/IEC 17021:2011 and ISO/IEC 17020:2012;
- Support BAB to develop procedural manuals and criteria for accrediting a certification body and inspection body.

KEY PERFORMANCE INDICATORS

Expected Outputs:

Final mission report describing in detail activities undertaken, for each point listed in the tasks described above, including progress made, challenges and achievements, lessons learned, emerging issues, conclusions and recommendations. The report should be submitted no later than two weeks after completion of the mission to the FAOR.

REQUIRED COMPETENCIES

Academic/Technical Competencies/Qualifications

- Advanced University Degree in Food Chemistry, Food Science, Food Technology or related subjects;
- At least 10 years relevant experience with national Accreditation Bodies as Lead Assessor for ISO/IEC 17020 and ISO/IEC 17021;
- At Least 5 years' experience with Accreditation Bodies in conducting assessment for ISO/IEC 17020 and ISO/IEC 17021 Inspection and Certification Bodies in food sector;
- Experience of the operation of food safety official control bodies;
- Experience of working within or with state structures on similar issues would be of advantage;
- Skills in advocacy, tact and a high degree of discretion and integrity;
- Fluency in English.

HOW TO APPLY

Interested applicants are required to create an online Personal Profile form (PPF) in iRecruitment. To create the PPF, please follow the instructions available at: <http://www.fao.org/employment/iemployment-access/en/>

The PPF along with a cover letter should be sent via email to: FAOBD-Vacancies@fao.org

Deadline for applications: 15 September 2015.

Applications received after the closing date will not be given consideration. Only short listed candidates will be contacted.