



TO BE GIVEN TO CONSULTANT

**TERMS OF REFERENCE**

*Name of Contractee: Stephen Ogden*

*Requesting Office: UNECE/Economic Cooperation and Trade Division*

1. Objectives and Targets (Specific Functions of Consultant)

Prepare the draft of a UNECE Guide to Operating a Seed Potato Certification Service.  
The purpose of the Guide is to explain how to set up and run a national seed potato certification scheme.

2. Tangible and measurable outputs of the work assignment

- Propose a structure of the Guide in consultation with national experts and the secretariat
- Draft the Guide to be presented for discussion at the Extended Bureau meeting in Oulu, Finland in September 2015

Report required:

YES    *No. of pages: 40    Language: English    Format: Word files*

NO

3. Schedule of the work delivery and payments

*(please specify dates, expected outputs and related payments, where applicable)*

Consultancy is for 20 days during the period from 15 January to 15 February 2015. Lump sum payment of \$7 000 upon satisfactory completion of the Guide. Consultant will deliver the Guide to the secretariat by 20 February 2015.

4. Performance Indicators

- Timely delivery of the Guide
- Effective consultation on the contents of the Guide with national experts
- Submission of the Guide in the required format (Word file).

Head of Substantive Office:

\_\_\_\_\_

Virginia Cram-Martos, Director  
UNECE Economic Cooperation and Trade Division

Date \_\_\_\_\_

Officer in charge of the project:

\_\_\_\_\_

Serguei Malanitchev, Chief  
Agricultural Quality Standards Unit

Date \_\_\_\_\_

Executive Office:

\_\_\_\_\_

*(Name and Title)*

Date \_\_\_\_\_

SUPPLEMENTARY DATA FOR HRMS PROCESSING

Index No.

Contract OBID No.:

Consultant       Individual Contractor      (please check where appropriate)

**Job Qualification Requirements**

1. Educational level	<input type="checkbox"/> secondary school certificate <input type="checkbox"/> high school diploma <input type="checkbox"/> first degree in _____ <input checked="" type="checkbox"/> advanced degree in Agricultural Science _____ <input type="checkbox"/> PHD in _____ <input type="checkbox"/> Other _ _____ <p><i>(please check where appropriate)</i></p>
2. No. of years of relevant work experience	15
3. Special Skill (if any)	Specialized knowledge of seed potato production and certification
4. Languages	English

**Contract Details**

5. Duration*	No.: 20	<input checked="" type="checkbox"/> day(s) <input type="checkbox"/> month(s)
6. Period	From: 15 January 2015	To: 15 February 2015
7. Unit Rate*	Amount: 350 (rounded)	<input checked="" type="checkbox"/> per day <input type="checkbox"/> per month <input type="checkbox"/> per 1000 words <input type="checkbox"/> lump-sum
8. Total fees	Currency: USD	Amount: 7000
9. <b><u>Basis for remuneration**</u></b>	P5 level work	

\* check where relevant

\*\* reference source of remuneration as per documents in Guidelines, approved arrangements with HRMS, or specific other.

10. Location of Contract	<input type="checkbox"/> UN premises Geneva <input type="checkbox"/> UN premises (other than Geneva) <input checked="" type="checkbox"/> Home country <input type="checkbox"/> Various locations <i>(please check where appropriate)</i>
11. Travel	<input type="checkbox"/> Yes <i>Destinations:</i> _____ <i>Security Phase:</i> _____ <input checked="" type="checkbox"/> No
12. Source of Funds	<input type="checkbox"/> Regular Budget <input checked="" type="checkbox"/> Extra-Budgetary <i>(please check where appropriate)</i> BAC Number 2015 ECE 0892 E236 2050 115100
13. Other candidates reviewed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No* <i>(please check where appropriate)</i> If no, please explain: Specialization required for this task is not common. Mr. Ogden is Secretary, New Zealand Seed Potato Certification Scheme. He is a well-known and experienced expert in the seed potato world. The Guide would thus recommend the sector's best practices for international use. Additionally, Mr. Ogden is readily available for the consultancy work. * <i>reasonable and documented justification needs to provided</i>

#### 14. Comparative evaluation of all candidates reviewed

Name	Nationality	Level of Education	Years of relevant experience	Description of skills, experience, and work evaluation

#### 15. Reason why the consultant was chosen:

Mr. Ogden has been selected because of his more than 20-year experience in the area of seed potato production and certification and of his specialized knowledge of running a seed potato certification scheme. Mr. Ogden is an active contributor to the work of the UNECE Specialized Section on Standardization of Seed Potatoes. His mother tongue is English, which should be very helpful in drafting the Guide. Mr. Ogden is available to do the consultancy during the required period.

16. Is the contractee a UNCS retiree?  Yes  No

If so, indicate the date of retirement and the final level:

17. Is the contractee a Government employee?  Yes  No

*If yes, please refer to Pa. 4.6 in Guidelines.*

**18. Is any other department or office of the Secretariat or any other organization of the UN involved in similar work?**     Yes     No

**19. Please explain why this expertise or service cannot be provided by regular staff in requesting Office/Dept or other UN Offices/Depts:**

UN staff do not have the highly technical knowledge on production and certification of seed potatoes needed to prepare the Guides.

**20. Are any extensions to this contract envisaged?**     Yes     No

If yes, please explain:

## **21. Submitted Documents:**

- |                                                                                     |                                                                     |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Signed and fully updated P.11                   | <input type="checkbox"/> Basic Security Awareness Certificate       |
| <input checked="" type="checkbox"/> Signed and Fully Completed P.104A/GV            | <input type="checkbox"/> Advanced Security in the Field Certificate |
| <input type="checkbox"/> Recent Medical Certificate                                 | <input type="checkbox"/> Security Clearance                         |
| <input checked="" type="checkbox"/> OBID details (screen view or reviewed contract) | <input type="checkbox"/> Government Employee Acknowledgement        |

SIGNATURES

*I certify to the best of my knowledge that this work has not been done previously; that it cannot be done by regular staff because it requires expertise, special skills or knowledge not normally possessed by regular staff and for which there is no continuing need in the Secretariat, and the services to be performed do not duplicate work of activities already done or about to be done by other individuals, departments or offices in the Secretariat.*

Head of Substantive Office:

Virginia Cram Martos, Director

UNECE Economic Cooperation and Trade Division

*(Name and Title)*

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Officer in charge of the project:

Serguei Malanitchev, Chief

Agricultural Quality Standards Unit

\_\_\_\_\_

Date \_\_\_\_\_