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Call for proposal for IAAC Technical Secretariat services

1. Call for proposal for IAAC Technical Secretariat services

This call aims to select the firm that will contribute to the development of specialized technical management for the Inter-American Accreditation Cooperation (IAAC) and its stakeholders, to promote the leadership, growth, and strengthening of IAAC, by means of:

- ✓ **Improve IAAC technical management**, through the development of key activities defined by the Executive Committee, Technical Committee, MLA Committee, Stakeholder Committee, Peer Evaluators' Management Subcommittee and Training Subcommittee, to strengthen confidence in the work carried out by IAAC members.
- ✓ **Develop IAAC MLA scopes** (private schemes and accreditation standards), for regional conformity assessment improvement and contribute to its recognition before IAF and ILAC.
- ✓ **Facilitate the interaction and influence of IAAC members in international organizations** like ILAC, IAF, and ISO/CASCO, through the secretariat participation in discussions, working groups, documents developments, and comments, with IAAC technical committee approval.
- ✓ **Participate in strategic committees** of IAF, ILAC, and ISO / CASCO permanently, according to the Executive Committee objectives, to improve IAAC leadership.
- ✓ Make possible the **IAAC participation in regional economic forums discussions**. (CAN, MERCOSUR, etc)
- ✓ **Develop projects** for IAAC members, with financial support from organizations such as World Bank, BID, UNIDO, PTB, etc. And **represent IAAC in projects** requested by IAAC president.
- ✓ **Train** and contribute to the development of the accreditation and knowledge management activity for all IAAC members.
- ✓ **Encourage stakeholder participation** in discussions and generation of publications, which make IAAC a hub of thought and co-creation ideas, for the management of competitiveness and sustainable development for the continent.

2. Minimum requirements to be considered:

1. A person or an entity legally constituted in the origin country.
2. Submit Curriculum Vitae of candidate as secretary who demonstrates the following experience:

Minimum 15 year of general experience

I. In activities related to quality infrastructure (for example: metrology, standardization, accreditation or working in an accredited CAB).

Specific experience: 5 years in accreditation

II. 5 years experience or more as manager, head or director of accreditation areas.

Specific experience: 4 years in international cooperations

III. Belong to the IAAC executive committee (preferable) and have participation in IAF or ILAC.

NOTE: Person working in an accreditation body or with a maximum of two years from their departure

3. Experience in peer evaluations, MRA/MLA management, project management, accreditation scheme management, Spanish and English languages skills.
4. Recommendation letter from an accreditation body member of the IAAC assembly, where relevant experience and skills are clearly indicated – more specifically: creativity, leadership, analytical and communication skills of the proposed person.

Note: This recommendation can not come from an accreditation body that belongs to the executive committee (IAAC Chair - OUA, Treasurer - SCC, MLA Chair - ONAC, Management committee Chair - ONA and Technical committee chair - OGA), taking into account that a conflict of interest could arise for the Technical Secretariat election.

3. Application Process and Remuneration

- i. Interested and qualified candidates/organizations must submit their application in the time established in the schedule. They must send an email to Liliane Somma - IAAC Chair (lilianesomma@yahoo.es) and Andrea Melo - IAAC Vice-Chair (amelo@inmetro.gov.br) attaching the four annexes that demonstrate compliance with the minimum requirements defined in point 2 of this call.
- ii. IAAC will create an opportunity for questions and answers for the candidates/organizations interested in applying.
- iii. The five voting members of executive committee (IAAC Chair, Treasurer, MLA Chair, Management Committee Chair, and Technical Committee Chair) will review the applications to confirm the compliance of the minimum requirements to participate.
- iv. In consensus with the voting members of the executive committee, the IAAC Chair will communicate and publish the terms of reference for the formal and final proposal by the organizations that met the minimum requirements (it must be submitted in Spanish and English), indicating the structure and work plan (2022 to 2026) related to IAAC strategic plan and all the definitions of point 1 of this call.
- v. IAAC will create a questions and answers opportunity for candidates/organizations who have applied for this position.
- vi. Once the offers have been received, the list of offers submitted will be consolidated. Those submitted after the submission due date will be excluded from the process.
- vii. The five voting members of executive committee (IAAC Chair, Treasurer, MLA Chair, Management Committee Chair, and Technical Committee Chair), will assess the applications and will select the one who can best help achieve the IAAC Strategic Plan 2021 - 2026.
- viii. The IAAC Chair will inform the General Assembly about the selected proposal
- ix. The assigned budget is \$ 121,000 USD + travel and other expenses

4. Schedule

	Activity	Date and Time
1	Submission applications opening www.iaac.org.mx	July 23, 2021
2	Questions and answers opportunity for candidates/organizations interested in applying	August 2-6, 2021
3	Submission applications closing: Send an email to lilianesomma@yahoo.es and amelo@inmetro.gov.br attaching the four annexes that demonstrate compliance with the minimum requirements defined in point 2 of this call.	August 23, 2021 17:00 h Uruguay – Brazil
4	Meeting of the voting members of the executive committee (IAAC Chair, Treasurer, MLA Chair, Management Committee Chair, and Technical Committee Chair) to analyze the applications and confirm the fulfillment of the minimum requirements to participate in the selection.	August 24 – 27, 2021
5	Publication of the terms of reference for the technical secretariat development formal proposal by the selected applicants.	August 30, 2021
6	Questions and answers opportunity for organizations that will present their offers	August 31 – September 17, 2021
7	Offers submission by selected organizations must be send to lilianesomma@yahoo.es and amelo@inmetro.gov.br	September 24, 2021 17:00 Uruguay – Brazil
8	Meeting of the voting members of the executive committee (IAAC Chair, Treasurer, MLA Chair, Management Committee Chair, and Technical Committee Chair) to analyze and select the best offer that meets the IAAC Strategic Plan 2021 - 2026.	September 27 - October 1, 2021
9	Communication to the selected candidate/organization and those that were not.	October 4, 2021
10	IAAC Chair will inform the General Assembly about the selected proposal.	October 5, 2021
11	Questions and answers to the IAAC assembly.	October 5 – 12, 2021
12	Contractual agreement process between IAAC and the selected company to develop the IAAC technical secretariat.	October 12 – December 12, 2021