

## TERMS OF REFERENCE (TOR)

**TRAIN-THE-TRAINERS PROGRAM FOR ECO MEMBER STATES ON  
ACCREDITATION STANDARDS *(BASED ON ISO/IEC 17011 AND KEY  
CONFORMITY ASSESSMENT STANDARDS)***

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## **Abbreviations**

<b>Abbreviation</b>	<b>Full Form</b>
UN	United Nations
CSRD	Corporate Sustainability Reporting Directive
ECO	Economic Cooperation Organization
ESRS	European Sustainability Reporting Standards
ISO	International Organization for Standardization
IEC	International Electrotechnical Commission
ILAC	International Laboratory Accreditation Cooperation (ILAC)
IAF	International Accreditation Forum
MLA	Multilateral Recognition Arrangements
MRA	Mutual Recognition Agreements
WTO	World Trade Organization
SDGs	Sustainable Development Goals
KE	Key Expert
TL	Team Leader

## **Background**

The Economic Cooperation Organization (ECO), established in 1985, is an intergovernmental regional organization comprising 10 member states: Afghanistan, Azerbaijan, Iran, Kazakhstan, Kyrgyzstan, Pakistan, Tajikistan, Turkey, Turkmenistan, and Uzbekistan. ECO aims to promote economic, technical, and cultural cooperation among its members, with a particular focus on increasing intra-regional trade and improving the well-being of its citizens.

In the global economy, the recognition of accreditation services plays a crucial role in facilitating international trade and ensuring the acceptance of products and services across borders. For ECO Member States, it is vital that their national accreditation bodies are recognized worldwide through Mutual Recognition Agreements (MRAs) and Multilateral Recognition Arrangements (MLAs) via international organizations such as the International Laboratory Accreditation Cooperation (ILAC) and the International Accreditation Forum (IAF), as well as relevant regional accreditation structures.

This recognition ensures that certificates issued by conformity assessment bodies for economic actors, producers, and exporters in ECO Member States are accepted globally, thereby reducing technical barriers to trade and enhancing the competitiveness of ECO businesses in international markets. However, achieving and maintaining this recognition requires a deep understanding and proper implementation of the international accreditation standards developed by the International Standardisation Organisation (ISO) and the International ElectroTechnical Commission (IEC).

The “coordination and harmonization of accreditation activities in the ECO region” is identified as one of the six (6) thematic areas of the ECO Regional Quality Policy, and highlights the following areas for possible cooperation, among others:

- a) Development of capacity in areas where NABs (National Accreditation Bodies) are required;
- b) Training and development of competent assessors in technical areas needed in different countries.

This project will directly encourage and contribute to the cooperation between ECO Member States in these areas.

## **Aims and objectives**

This online training proposal is designed to support the objectives of strengthening quality infrastructure within the ECO region, with a primary focus on ISO/IEC 17011, which sets out the requirements for national accreditation bodies. Additionally, the training will provide an overview of key conformity assessment standards that accreditation bodies must be familiar with, including:

- ISO/IEC 17020 for inspection bodies
- ISO/IEC 17021 for management systems certification bodies
- ISO/IEC 17024 for personnel certification bodies
- ISO/IEC 17025 for testing and calibration laboratories
- ISO/IEC 17065 for product certification bodies

As mentioned above, the main emphasis will be on ISO/IEC 17011, as it is crucial for accreditation bodies to meet these requirements to be recognized internationally. ISO/IEC 17011 provides a comprehensive framework for the operation of accreditation bodies assessing and accrediting conformity assessment bodies. It ensures that accreditation bodies operate in a consistent, reliable manner, which is essential for participation in international MRAs and MLAs.

By enhancing capacity in these international accreditation standards, with a focus on ISO/IEC 17011, the online training program aims to:

1. Train two (2) trainers for each ECO Member State, thus contribute to the sustainability of awareness raising and training activities on accreditation in ECO Member States,
2. Promote consistency in accreditation practices across ECO Member States, aligning them with international norms.
3. Improve the quality of accreditation services in the ECO region.
4. Strengthen the position of ECO Member States' accreditation bodies in global accreditation networks.

5. Facilitate the process of gaining and maintaining membership in international MRAs and MLAs through ILAC, IAF, and relevant regional bodies.
6. Enhance the global acceptance of accreditation and subsequent certifications issued in ECO Member States.

This training program addresses the need for enhanced capacity building in accreditation, preparing ECO Member States to meet the stringent requirements of international accreditation networks. It aims to equip participants with the knowledge and skills necessary to implement ISO/IEC 17011 effectively, while also providing an understanding of the key conformity assessment standards.

By implementing this online training program, ECO Member States will be better equipped to harmonize their approach to accreditation, improve their practices, and ultimately boost their competitiveness in the global market. This initiative aligns with the broader goals of regional economic integration and supports the development of a robust quality infrastructure across the ECO region, facilitating trade and economic growth.

## **Impact, Outcome & Outputs**

**The project's impact and outcomes are:**

- Increased intra-regional integration regarding quality infrastructure, resulting in increased competitiveness in the global market.
- Increased expertise within ECO Member States to establish and operate accreditation bodies that meet international standards.
- National Accreditation Body trainers will be introduced to the necessary skills to implement and maintain accreditation systems that meet ISO 17011 requirements. Participants will gain comprehensive knowledge of ISO 17011 requirements for accreditation bodies, as well as an understanding of key conformity assessment standards (ISO/IEC 17020, 17021, 17024, 17025 and 17065).
- Enhanced regional network and cooperation in accreditation.
- Government officials as trainers will improve their understanding of accreditation in facilitating international trade and the steps needed to support the development of sound and recognized national accreditation systems.
- Enhanced ability of ECO Member States to participate effectively in international accreditation forums and recognition arrangements (e.g., ILAC, IAF).
- Trainers (that could also be selected from national conformity assessment bodies) will gain insight into the accreditation process and how to prepare their organizations for accreditation.
- A "Summary Assessment Report" will be produced to outline the current status of accreditation systems in ECO Member States and their alignment with ISO 17011 requirements, including recommendations for future steps.

# **Terms of Reference for Contractor to provide Consultancy Service for Study**

**Table: Brief project profile**

1. Basic data		Project Code: TI/Investment/SSP/2025		
Project title	Train-the-Trainers Program for ECO Member States on Accreditation Standards (Based on ISO/IEC 17011 and Key Conformity Assessment Standards)	Directorate	Trade and Investment	
Short title	J.I.S.		TI/I/SSP4-2021	
Project Activity	(a) Development of Trainers’ Toolkit (b) Delivery of Train the Trainers Programme	Executing Agency	ECO Secretariat	
Modality	“Functional Methodology of ECO”			
Focus Countries		ECO Member States	Project Participants	ECO Member States and RISCAM
2. Sector		Subsector	Investment	
Trade		Goods and Services	NA	
3. Operational Targets: Development of standardization toolkit Delivery of Train the Trainers Programme				
4. Risk Categorization		Low	ECO does not have project risk-related policy.	
5. Safeguard Policies		ECO Contingency Policy in the form of selected provisions does not apply.		
6. Financing Sources				
ECO Secretariat				
Project Coordinator			ECO Secretariat	
Project participating countries			All Member States	
Co-financing (amount)			Nil	
Counterparts			Nil	
Co-partner financing			Nil	

The Contractor will deliver its **outputs** according to the following structure:

**Activity 1:** Preparation of a tool-kit, which will be delivered to the trainees for use in their own training programmes, including guidance and recommendations on how trainings at the national level should be planned, organized and executed, as well as a series of training documents (presentations, case studies, exams, evaluation sheets, etc.) to help the trainees develop their own training programmes in their respective countries.

**Activity 2:** Preparation of materials for the train-the-trainer programme, and the delivery of the trainings.

**Activity 3:** Reporting.

## The Output of the programme is:

**Table: Outputs expected from Consultancy Service**

Outputs	Description
<b>Output 1</b>	Preparation of Train-the-Trainer Tool-kit (including case studies)
<b>Output 2.1</b>	Preparation of presentations and online delivery material <sup>1</sup>
<b>Output 2.2</b>	Delivery of training (Indicative 4-day training programme below)
<b>Output 3</b>	Delivery of Report, including a Preliminary Analysis of the ECO Member States' Training Needs

### INDICATIVE 4-DAY TRAINING PROGRAMME

The training will be conducted online, over 4 (four) days and will incorporate lectures, discussions, and case studies:

#### Day 1: Introduction to Accreditation and ISO 17011 Overview

- Morning:
  - Introduction to accreditation, its importance in international trade, and overview of ISO 17011
- Afternoon:
  - Detailed exploration of ISO 17011 structure and principles

#### Day 2: ISO 17011 - Detailed Requirements (Part 1)

- Morning:
  - ISO 17011 requirements for accreditation body structure and management
- Afternoon:
  - ISO 17011 requirements for resources and process

#### Day 3: ISO 17011 - Detailed Requirements (Part 2) and Implementation

- Morning:
  - ISO 17011 requirements for information management and management system
- Afternoon:
  - Implementing ISO 17011 and preparing for international recognition (MRAs and MLAs)

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<sup>1</sup> Delivery material will also include a digital copy of the policy paper titled "Regional Quality Policy for the ECO Region", March 2016, drafted under the UNIDO-ECO Cooperation Project.

## Day 4: Key Conformity Assessment Standards and Practical Application

- Morning:
  - Overview of ISO/IEC 17020, 17021, 17024, 17025 and 17065
- Afternoon:
  - Case studies, practical exercises, and linking accreditation to international trade facilitation

## Implementation Arrangements, Methodology, Approaches

### THE PROJECT TEAM:

The wider project team comprises:

- **The ECO Secretariat** and resource staff who will supervise the Consultants and also act as intermediaries for communication and administrative purposes.
- **The Consulting Team**, comprising two senior accreditation experts (**KE1/Team Leader** and **KE2/Trainer**) to be contracted under this project, who are responsible for carrying out the work defined in this document.

The Consultants responsible for the successful planning, implementation, and evaluation of the 4-day training program will consist of experts and professionals with a wealth of experience and knowledge in quality infrastructure and accreditation processes, policies, and practices. As such, the services of two senior experts are required for the implementation of this project's activities.

The minimum experience and qualifications of these experts are defined below:

**1. Key Expert 1 / Team Leader:** An experienced professional with a strong background in project management, quality infrastructure and accreditation. The TL will be responsible for the delivery of the training programme, including overseeing the project's overall progress, and ensuring that all activities are completed on time and within budget. They will coordinate with all project partners and stakeholders, ensuring effective communication and collaboration throughout the project's duration.

The TL will be responsible for the overall communications and administration of the Consulting Team and communications with ECO secretariat, relevant Member States and participants. S/he will also prepare the training material, contribute to the delivery of trainings, and prepare the final report of the trainings. The minimum criteria for the TL is:

- Masters' degree or equivalent in social sciences, law or related technical fields, with minimum 10 years of overall work experience, or M.Phil/PhD with minimum 5 years of overall work experience,
- Minimum 5 years of work experience in the field of accreditation,
- Proven experience with ISO 17011 implementation and international recognition processes,



- Expertise working with/for national and international organizations/bodies (e.g., ILAC, IAF) is an asset,
- Experience delivering trainings in an inter-governmental setting,
- Excellent command of written and spoken English.

**2. Key Expert 2 / Trainer:** This expert must have considerable background in quality infrastructure, and accreditation standards. S/he will develop and deliver the training program's content and the tool-kit, in cooperation with and under the supervision of the TL. S/he will share their knowledge and expertise particularly on ISO 17020 series, ensuring that the training program is comprehensive, relevant, and up-to-date.

KE 2 will support the Team Leader in preparing case studies and analysis, and will operate under the supervision of the TL and ECO Secretariat. The minimum criteria for the KE2 are listed below:

- Masters degree or equivalent in social sciences, law or related technical fields along with minimum 5 years of overall work experience; or BA degree or equivalent in social sciences, law or related technical fields along with minimum 10 years of overall work experience,
- Minimum 5 years of experience as accreditation expert (lead assessor) for ISO 17020 series of standards,
- Proven experience in delivering trainings on ISO 17020 series of standards (ISO 17020, 17021, 17024, 17027 & 17065)
- Experience delivering trainings in an inter-governmental setting,
- Excellent knowledge and command of English.

By assembling a skilled project team with this specific background in the field and training experience, the project will ensure the effective planning, implementation, and evaluation of the 4-day accreditation train-the-trainer program, ultimately contributing to the enhancement of accreditation capacity building in ECO Member States.

## **COOPERATION WITH PROJECT STAKEHOLDERS/PARTNERS:**

The success of the project relies on the effective engagement and collaboration of various stakeholders and partners, who will play crucial roles in the planning, implementation, and evaluation of the 4-day accreditation training program. Key partners include:

1. **ECO Secretariat:** As the owner and the main beneficiary of the Project and the overarching organization promoting economic cooperation among its Member States, the Secretariat will supervise the Contractor's work, and provide overall guidance, coordination, and support for the project.  
The Secretariat's involvement ensures that the project aligns with its strategic goals and objectives, and effectively addresses the technical / regulatory needs of its Member States. ECO Secretariat will also play a crucial role in communicating with Member States. The Secretariat is responsible for the approving the final report.
2. **Ministries and/or National Regulatory Bodies of ECO Member States:** These entities will play a critical role in identifying and nominating participants for the training program, ensuring that the right individuals with relevant expertise and responsibilities – which include providing awareness raising and training activities on accreditation services in their respective countries – are selected. They will also

provide valuable input and insights on the specific accreditation challenges and priorities faced by their respective countries, enabling the training program to be tailored to address these needs effectively.

- Ministry of Trade/Commerce, and
- National Accreditation Bodies and/or relevant regulatory bodies overseeing accreditation and conformity assessment services in ECO Member States.

## TIMELINE

Train the Trainers Programme for ECO Member States on International Standards and International Standardisation	MONTHS		
	1	2	3
Inception Report/Final Work Plan			
<b>Activity 1</b>			
1.1 Preparation of the train-the-trainer toolkit			
<b>Activity 2</b>			
2.1 Preparation of the training materials			
2.2 Delivery of the train-the-trainers session			
<b>Activity 3</b>			
3 Reporting			

## Milestones

1. Contract signing & Kick Off (half-day meeting)
2. Finalization of the development of the training program
3. Training programme sent to ECO Member States
4. Correspondance and coordination with Member States, and the confirmation of participants (up to 2 (two) trainers from each ECO Member State)
5. Completion of training materials and case studies
6. Successful delivery of 4-day training
7. Final Questionnaire/Feedback circulated
8. Evaluation and Analysis
9. Submission of final report

Each day of the 4-day online training will focus on specific aspects of accreditation services, with participants expected to complete and submit case studies daily to receive their certificates.

## Payment Schedule:

Invoices for payments may be submitted as and when completed but indicative delivery dates are advised as below. Completion of all deliverables is expected to last within **three (3) months**. The below payment schedule (Table-9) and the workload breakdown follows the

ECO practices as customized for similar studies that were fulfilled by Consultancy Services of the ECO Secretariat.

**Table 9: Payment schedule for Contractor**

No	Payments of consultancy fees	Targeted (Indicative) Deliverables Date	Outputs and Deliverables
1.	30% of total contract value	At Commencement of Contract	
2.	30% of total contract value	At the end of the first month	Inception Report and Final Work/Training Plan
3.	40% of total contract value	After Project Completion	Trainers' Toolkit  Training Materials ( <i>Training Programme, Presentations in PDF format, case studies, and other reading materials</i> )  Report ( <i>including Preliminary and Final Questionnaires, Participants' Responses, Screenshots of the Event</i> )

## Supervision arrangements

Contractor, in fulfilling specifications of the present Terms of Reference, will be coordinated by Director (T&I), ECO Secretariat.

### Signatures

The present document is done on ..... **2025** and signed by:

On the part of the Contractor:	On the part of the Economic Cooperation Organization:       Ambassador Asad M. Khan Secretary General, Economic Cooperation Organization
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