**Terms of Reference (TOR)**

<table>
<thead>
<tr>
<th>Project</th>
<th>B610- SheTrades West Africa</th>
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<tr>
<td>Expected Start Date</td>
<td>Approx. 15 workdays from 15 May 2020 (flexible)</td>
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<tr>
<td>Assignment Type</td>
<td>National Consultant</td>
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<tr>
<td>Title of Assignment</td>
<td>National Consultant: SheTrades West Africa Policy Consultant- Sierra Leone</td>
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<td>Section/Division</td>
<td>SIVC/DEI</td>
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<td>Place of Work</td>
<td>Home-based (Freetown, Sierra Leone)</td>
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<td>Contract Type</td>
<td>Delivery-based contract</td>
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**Background:**

The International Trade Centre (ITC) is a joint agency of the United Nations and World Trade Organization based in Geneva. ITC’s mission is to enable small business export success in developing and transition-economy countries, by providing, with partners, sustainable and inclusive development solutions to the private sector, trade support institutions (TSIs) and policymakers.

The goal of this job function is to contribute to implementation of the Empowering Women to Trade Programme. More specifically, the consultant will assist the project related to SheTrades Outlook, a digital tool measuring the quality of the institutional ecosystem supporting women entrepreneurs’ participation in international trade.

The International Trade Centre launched the SheTrades initiative to create an ecosystem of integrated solutions that empower women economically through greater integration in trade and investment.

- **The Goal:** Connect 3 million women to market by 2021.
- **A Plan:** To work with partners including governments, private sector, international organizations, and others to expand opportunities for women entrepreneurs by acting on 7 pillars to catalyse trade.

**About the West Africa SheTrades Project:**

The SheTrades West Africa project is funded by the Korean International Cooperation Agency (KOICA), and implemented by the International Trade Centre (ITC). The project aims to help improve living conditions of women working in selected value chains in Côte d'Ivoire, Guinea, Liberia and Sierra Leone.

The main beneficiaries of the project are poor women from agricultural households, producing commercial value chains (such as cashew, shea and cassava); and associated crops as part of an integrated farming system. By 2023, the project will improve the living conditions of 10,000 women farmers and help increase their incomes by improving gender relations within the household, building technical capacity and expanding markets through intermediaries trained in the supply chain. The project will work closely with 30 SMEs and 40 business support institutions providing support and capacity building services to farm households and entrepreneurs. ITC will promote their awareness of a gender-sensitive approach and provide support through training, coaching, access to information, tools and support necessary to provide effective services to women-owned businesses, especially rural women farmers. 30 SMEs in the target value chains will be supported to be more competitive, thereby increasing the volume / value of their sales and their demand for crops produced by poor women from agricultural households.

ITC will also work closely with the government of Sierra Leone to help strengthen the integration or mainstreaming of gender in aspects trade policy. Through this work, ITC will jointly identify potential areas of policy reform with government counterparts (based on national policy priorities), facilitate dialogues among relevant public and private stakeholders, and provide technical inputs to create an action plan and M&E template for the lead institutions to take forward. ITC will also produce policy briefs to analyse any data collected, challenges and opportunities for project beneficiaries, details of
action plans created, commitments made by government, and projected impact of policy reform, as a result of the policy intervention.

**Description of Duties/Responsibilities**

The National Consultant will work for ITC’s Empowering Women to Trade Programme under the direct supervision of the SheTrades Programme Management Officer responsible for policy.

The Consultant is expected to perform the following duties:

- Support preparations for training of government officials on mainstreaming gender into policies and implementation plans
- Review relevant national policies (e.g. sectoral policies, national trade strategy, national AFCFTA negotiations) to identify gaps and opportunities for gender mainstreaming and conduct interviews based on a report outline agreed with ITC
- Follow national policy processes closely and advise on any ongoing changes;
- Produce technical inputs for framework on gender mainstreaming strategies in national policies;
- Support in organising national multi-stakeholder consultations to be held in Sierra Leone on the chosen topics, including providing technical inputs and preparing outcome documents
- Act as liaison with relevant government officials;
- Provide technical inputs for ITC policy brief on chosen topic

The contractor is obliged to provide full access to ITC external and internal auditors to documents and information. In addition, the contractor shall comply with any audit undertaken in line with the financial regulations and rules of the United Nations.

**Expected Outputs**

**Output 1 by 1 June 2020:**
- Inputs provided for training of government officials on mainstreaming gender into policies and implementation plans
- Analysis of national policies and opportunities of gender mainstreaming provided
- Draft technical inputs for topics and framework on gender mainstreaming in selected national policies provided

**Output 2 by 30 June 2020:**
- Technical support provided during national multi-stakeholder consultations on gender mainstreaming strategies
- Framework/Recommendations for gender mainstreaming strategies revised and finalized

**Output 3 by 15 July 2020:**
- Policy brief on key issues arising from the consultations and discussions drafted
**Travel**
Travel within Sierra Leone possible.

**Education**
Advanced degree (MA/MSc or PhD) in International Economics, International Trade, Development Studies or related field.

**Experience required (number of years in which area)**
At least five years of professional experience in sustainable development and/or international trade. Relevant experience in consulting on trade and trade-related policies and/or with trade and gender-related topics an advantage.

**Skills required**
- Strong research (analysis & synthesis) skills
- Excellent presentation and verbal communications skills
- Strong written communication skills
- Ability to work reliably and independently with minimum supervision.
- Previous exposure to gender-related issues desirable

**Languages**
Fluency in English, both spoken and written; knowledge of other UN languages an asset.

**Note:**
Any assignment related communication (phone call, e-mails) and travel expenses within Freetown must be covered in the total amount.