

## **INTERNATIONAL CONSULTANT**

### **Terms of Reference**

#### **Trade for Sustainable Development**

Project Title: Trade for Sustainable Development

Assignment title: Research Consultant – EU Cities for Fair and Ethical Trade Award

Duty station: HQ-based, with possibility of travel (Applicants must have a valid Swiss work permit)

Duration: 100 working days distributed over 6 months (apprx. 80%-time)

Expected start date: ASAP

#### **Background**

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization for trade-related technical cooperation in developing countries. ITC assists small and medium-sized enterprises in developing and transition economies to become more competitive in global markets, thereby contributing to sustainable economic development within the frameworks of the Aid-for- Trade agenda and the Sustainable Development Goals.

The Trade for Sustainable Development (T4SD) Programme is a partnership-based programme which helps businesses, regardless of their position in the value chain, chart their path to more sustainable trade by better understanding the sustainability initiatives landscape and to connect with business partners. T4SD provides targeted solutions and training programmes based on web platforms and solid expertise in the areas of voluntary standards, sustainable sourcing and climate-smart exports.

T4SD is seeking an International Consultant to provide support in the implementation of its project 'EU Cities for Fair and Ethical Trade Award', funded by the European Commission. The Award aims to recognise and celebrate cities' achievements and positive impact in the area of social, economic and environmental sustainability in international trade. A particular emphasis is given to fair and ethical trade schemes as well as other non-governmental sustainability schemes that may bring more sustainable opportunities to small producers in third countries and thus support sustainable and inclusive development. The winner of the first award was announced in June 2018 ([www.trade-city-award.eu](http://www.trade-city-award.eu)) and the laureates of the second edition of the Award will be announced in mid-2020.

#### **Description of Duties/Responsibilities**

The Consultant will work under the direct guidance of the project manager, and report indirectly to the Head of the T4SD.

The Consultant is expected to perform the following duties:

- Contribute to the drafting of a best-practice compendium on fair and ethical trade following the first Award rendered in 2018. The task includes a full review of the submitted city applications and carrying out further desk research, including possible interviews with the Award stakeholders.
- Participate in the development and implementation of a work-plan for awareness-raising activities around the Award and the activities of the 2019 Ambassadors (winners of the first edition of the Award). This task includes research on the potential awareness-raising events and activities, co-liaising with the Award stakeholders, preparation of the promotional materials tailored to the individual activities, preparation of content for the Award website, drafting of speeches and preparing presentations, or

participation at the awareness-raising events as required. The consultant will also be asked to develop the 2019 media pack for the Award.

- Contribute to the coordination of the Network of the EU Cities for Fair and Ethical Trade, established in 2018. This includes execution of the previously established work-plan, selection and maintenance of a networking platform(s), liaison with the local authorities, and preparation of meetings and events as required.
- Contribute to the review and revision of Award-related rules of procedure and the related methodologies, which includes additional desk research, participation in meetings with stakeholders and experts, and co-drafting of updated proposals for the methodologies.

#### Expected outputs and timelines

- By the end of April 2019:
  - o Co-develop the compendium of best practices in the form of a report;
  - o Provide the work-plan for the Award awareness-raising activities, including a list of relevant external events;
  - o Participate in related meetings and workshops and contribute to technical discussions regarding the Award methodologies.
- By the end of July 2019:
  - o Provide a concise report with recommendations for adjustments (if applicable) in the Award-cycle methodologies and application rules of procedure, following a coordinated consultation process with stakeholders.
  - o Help organize and participate in relevant awareness-raising or technical events, workshops and meetings.
  - o At least one 'city network' meeting co-organized and delivered.
  - o Award website fully updated and ready for the launch of the second edition of the Award.

#### Education

Advanced degree (MA/MSc or other)  
in International Relations, Business Administration, Develop studies or related field.

#### Experience required (number of years in which area)

At least two years of relevant experience in sustainable development and/or international trade. Relevant experience in research and outreach and awareness-raising, ideally related to sustainable development, from a private sector or NGOs/international organisation. Experience in developing outreach and communications plans and executing awareness-raising strategies. Experience from journalism could be an advantage.

#### Skills

Strong research (analysis & synthesis) skills  
Excellent drafting and communications skills  
Good project management skills  
Attention to detail  
Ability to work independently, good problem-solving skills  
Some knowledge of voluntary sustainability initiatives (standards systems) desirable

#### Language

Fluency in written and spoken English. Any other EU languages would be an advantage.