Terms of Reference

National Consultants in Monrovia

Project Title: SheTrades West Africa
SheTrades Outlook

Assignment title: National Consultants – Outlook Data Collection

Contract duration: 20 days

Duty station: Home-based

Travel: Non-applicable

Contract type: Lump-sum contract – depending on work experience

Expected start date: April/May 2020

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.

The SheTrades in the Commonwealth project aims to increase economic growth and job creation in Commonwealth countries through the increased participation of women-owned businesses, positioning the Commonwealth at the forefront of creating trade and investment opportunities for women. One of the project components is the development of SheTrades Outlook, a new inclusive trade index for the Commonwealth to provide information on countries’ performance on trade and gender. Policy makers and development actors will be able to use SheTrades Outlook, particularly governments and their trade support agencies, to identify areas for improvement, identify and replicate good practices, raise awareness, and track progress over time. SheTrades Outlook will be a customizable, online tool, and will be available free of charge.
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 40 SMEs and 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 work closely with the government of Liberia to help strengthen the integration or mainstreaming of gender aspects of trade policy.

Activities in Liberia will focus on the value chain: cashews.

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 the Outlook, and in close collaboration with ITC’s Trade and Market Intelligence Section.

The Consultant is expected to perform the following duties:

- Participate in a half-day webinar to discuss the survey implementation and methodology.
- Analyse the survey questions and adjust it to the national context if needed.
- Report regularly - at least twice a week - on the progress of the interviews scheduled.
- Map and identify relevant trade and investment support institutions (TISIs) and other national institutions according to ITC questionnaire.
- Implement interviews according to ITC questionnaire. Interviews must be implemented by the Consultant (no outsourcing to Third Parties).
- Collect all relevant evidence and/or information related to the interviews according to the ITC questionnaire.
- Identify from interviews with trade and investment support institutions (TISIs) and other national institutions, good practices and draft them according to ITC format.

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 30 April 2020:**
- List of trade and investment support institutions (TISIs) and other national institutions identified.
- At least twelve interviews with the identified trade and investment support institutions (TISIs) and other national institutions according to ITC questionnaire.

**Output 2 by 31 May 2020:**
- Additional twelve interviews with the identified trade and investment support institutions (TISIs) and other national institutions according to ITC questionnaire.
- At least three good practices drafted according to ITC format.
- Short description of the survey implementation and challenges faced when conducting the interviews.

**Travel:**
No travel required.

**Education:**
Advanced degree (MA/MSc or other) 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 research and in running a survey and/or market research, ideally related to international trade, from a national institution or NGOs/international organization. Experience with trade and gender-related research could be an advantage.

**Skills:**
- Strong research (analysis & synthesis) skills
- Excellent presentation and communications skills
- Attention to detail
- 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.