

## Terms of Reference Environmental Performance Assessment Consultant

50 days between end January and end May 2022

### Background

The International Trade Centre (ITC) is the joint agency of the United Nations and the World Trade Organization supporting the internationalization of SMEs. Its joint mandate combines a focus on expanding trade opportunities with the aim of fostering sustainable development. The Sustainable and Inclusive Value Chains (SIVC) section in the Division for Enterprises and Institutions (DEI) is hosting ITC's work in relation to gender, voluntary sustainability standards and environmental sustainability.

ITC's GreenToCompete initiative recognises that trade can make an important contribution to advancing the climate and environment agenda while contributing to the prosperity of poor and marginalised communities around the world. ITC works with stakeholders across value chains and the business and policy ecosystem to support small businesses adopt green approaches that are climate-smart, foster biodiversity and promote production cycles that are truly circular and in so doing harness new market opportunities.

ITC is seeking an International Consultant to support the development of an online tool to enhance the environmental performance of small businesses in developing countries. The online tool will allow SMEs to assess their environmental performance across different dimensions and criteria, such as carbon and water footprint and waste management.

In addition, the tool will provide guidance for SMEs on how they can improve their environmental performance to increase their competitiveness and ensure continued access to international markets. The tool will be integrated with the GreenToCompete virtual learning space, and will be available as a global public good accessible to all SMEs and interested stakeholders across the world.

### Description of Duties/Responsibilities

The consultant will work under the direct supervision of the Coordinator of the GreenToCompete initiative under the strategic guidance of the Chief of the Sustainable and Inclusive Value Chains section.

The Consultant is expected to perform the following duties:

- **Assessment of the landscape of existing tools**
  - Map out the existing tools for SMEs to assess their environmental performance with respect to target group, main users, key dimensions assessed in the tool, cost for users.
  - Provide conclusions on the space for ITC's tool with particular focus on SMEs in developing countries as well as potential sector focus.
- **Definition of the assessment tool and criteria**
  - Conduct a literature review to map out the main dimensions used to assess the environmental performance of small businesses. For this, especially review the literature on "green competitiveness". In this context, get familiar with ITC's existing methodology to assess SMEs' resource efficiency and circular production practices.
  - Based on the insights of the literature review and the information on the assessment methodology used by existing tools, define the main dimensions and indicators of the tool, as well as the assessment framework (e.g. weightings and prioritisation).

- For all of the dimensions, identify existing data sources that the tool can draw from (e.g. carbon intensity energy used in piloting countries, cost of water, etc.) and provide recommendations on how these sources can be intergrated into the tool (e.g. static vs. live update).
- Develop the data collection survey used by the tool as well as the data that needs to be inserted into the tool (e.g. energy consumption). Coordinate the survey closely with the ITC web developer, who will develop the online and offline version of the tool.
- **Testing of the tool and survey**
  - Develop the methodology for testing the tool and the data colleciton survey ensuring representativeness.
  - Undertake consultations with SMEs through up to four virtual stakeholder workshops to better understand their requirements and test the assessment methodolgy with them.
  - Test the data collection survey with a representative sample of SMEs (sample to be defined in conjunction with ITC and contact will be facilitated by ITC).
  - Update the assessment methodology and data collection survey with insights from the testing.
- **Coordination with development team**
  - Coordinate closely with the team responsible for the web development as to ensure that the tool can easily be translated into an online tool.
- **Identification of key partners for the tool during development and rollout of the tool to ensure local ownership of partners and ensure uptake by companies**
  - To ensure uptakee of the tool, identify a list of key partners with whom to collaborate during the development and implementation of the tool (e.g. business support organisations that may offer the tool to their SME constituents).
  - Conduct up to 10 interviews with potential partners to gauge their interest and key priorities/functionalities of the tool. ITC will facilitate the introductions (e.g. through GreenToCompete Hubs and other key BSO partners)

### **Expected Outputs and Timelines**

#### Deliverable 1

- By mid March 2022:
  - Conclusions of the space of ITC's tool provided
  - Potential partners identified and interviews started
  - Literature review completed and main dimensions and indicators identified
  - Dimensions, data sources and assessment criteria of the tool developed
  - Data collection survey developed

#### Deliverable 2:

- By 30 April 2022:
  - Tool and survey pilot completed and validated with SMEs and other stakeholders
  - Interviews with potential partners finalized
  - Feedback from pilot integrated into tool and survey

#### Deliverable 3:

- By 30 May 2022:
  - Offline version of assessment tool finalized
  - Development of online version coordinated with ITC team

### **Travel**

Yes

### **Payment Schedule**

- 1st payment, after 15 days of work and on satisfactory progress of duties & on receipt of countersigned contract
- 2nd payment, after 20 days of work and on satisfactory progress of duties & on receipt of countersigned contract
- 3rd and final payment, after 10 days of work and on satisfactory completion of all duties.

### **Skills**

- Expert understanding on trade and environment issues.
- Advanced research and analytical skills.
- Expertise on ESG, especially on the environmental performance assessment.
- Competent user of Microsoft Office applications (Word, Excel, Outlook, PowerPoint)
- Attention to details.
- Work independently with accuracy and flexibility, as well as under pressure in tight deadlines.
- Excellent communications skills, both oral and written
- Excellent communication, diplomatic, presentation skills and ability to maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity

### **Education**

- Undergraduate degree (BA/BSC or other)
- Advanced degree (MA/MSc or other)
- Post-graduate degree (PhD or other)
- Secondary school
- Other

### **Indicate the field of studies:**

- Postgraduate degree (MA/MSc/MBA, PHD or other).
- Environmental Management, Environmental Engineering, International Trade, International Development, Economics, or another relevant field of study.
- Extensive relevant experience may be accepted in lieu of the university degree.

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

At least 7 years of relevant professional experience in the field of resource efficiency and circular production processes.

Experience in how to assess the environmental performance of companies and the processes required in companies to assess and enhance their environmental performance, especially in developing countries. Experience in coordinating different stakeholders. Knowledge of online environmental assessment tools.

Previous experience in developing online assessment tools desirable. Knowledge of regulations and market requirements related to environmental performance of companies desirable.

### **Language**

Fluency in English

### **Contact**

Prospective candidates are invited to submit their application by sending their CV and a short explanation of the qualifying experience (in the email) to Annegret Brauss ([abrauss@intracen.org](mailto:abrauss@intracen.org)) by January 14.