

### **Terms of Reference (TOR)**

<b>Project</b>	B610- SheTrades West Africa
<b>Expected Start Date</b>	Approx. 8 workdays from end of March 2021- June 2021
<b>Assignment Type</b>	International Consultant
<b>Title of Assignment</b>	SheTrades West Africa- Cashew Regulatory Framework Consultant for Sierra Leone
<b>Section/Division</b>	SIVC/DEI
<b>Place of Work</b>	Home-based
<b>Contract Type</b>	Delivery-based contract

#### **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 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 goal of this job function is to contribute to implementation of the SheTrades West Africa project.

#### **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 recommendations for the incorporation of gender issues in the creation of the Cashew Regulatory Framework.

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

The Consultant will work for ITC's Empowering Women to Trade Programme, in the context of the SheTrades West Africa project, under the direct supervision of the SheTrades Programme Management Officer and Policy Lead and in collaboration with the SheTrades Associate Economic Affairs Officer, Policy.

The Consultant is expected to perform the following duties:

- Follow the process of development of the Cashew Regulatory Framework closely, advise on any ongoing changes, and liaise with authors of the overall Framework to encourage the inclusion of gender issues;
- Facilitate the discussion in a consultation of public and private sector stakeholders, including women, to discuss improvements for the cashew sector and inputs for gender-responsive rules, regulations, and implementation;
- Prepare a report (.doc or .docx format) that includes the following components:
  - An assessment of the participation of women in the cashew sector (approx. 2000 words) to be included in the framework's overall assessment of the cashew market structure. This should address topics such as the licensing of traders, quality standards, certification, incentives and opportunities for cashew-producing communities, gaps affecting women in the cashew market sector, smuggling of cashews, and any other regulatory issues relevant for women's participation in the sector.
  - Gender-responsive recommendations for the framework document, based on stakeholders' inputs (approx. 3000 words)
  - Gender-responsive recommendations for the implementation guidelines of the framework, based on stakeholders' inputs (approx. 2000 words)

*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 May 2021:**

- Discussion facilitated with stakeholders to gather gender-specific inputs

#### **Output 2 by 15 June 2021:**

- Report with aforementioned components drafted, ITC edits incorporated, and document finalized

### **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.
- Substantial technical knowledge of cashew sector important.
- 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 of the contract.