ARISE Plus Thailand

TERMS OF REFERENCE
NATIONAL PROJECT COORDINATOR

Title of assignment: National Project Coordinator
Duty Station: Bangkok, Thailand (with travels)
Duration: 12 months (with possibility of extension)

BACKGROUND
ITC is the joint agency of the World Trade Organization (WTO) and the United Nations (UN). It is the only multilateral agency fully dedicated to supporting the internationalization of SMEs. ITC's mission is to foster inclusive and sustainable growth and development through trade and international business development. ITC Headquarters is located in Geneva, Switzerland.

ITC projects and programmes contribute to the global efforts to achieve UN Global Goals for Sustainable Development and the Aid for Trade agenda.

ITC works at three levels:
- Strengthening the integration of the business sector of developing countries and economies in transition into the global economy,
- Improving the performance of trade and investment support institutions for the benefit of small and medium size enterprises (SMEs), and enhancing the abilities of trade support institutions to better support them,
- Improving the international competitiveness of SMEs.

If you want to contribute your skills to increasing export competitiveness for developing economies, more particularly in Thailand, and if you are motivated to work in an international environment that promotes diversity, ITC is the organization to work for.

We look for dynamic and adaptable individuals able to work at the highest standards of efficiency, competence and integrity, and will be able to live and demonstrate the UN values in their daily activities.

About the Project: ARISE Plus Thailand

ITC is the implementing agency for the ARISE Plus Thailand project funded by the European Union (EU). The Ministry of Commerce (MoC) is the focal point for the project in Thailand.

The overall objective (impact) of the project is to support inclusive and sustainable trade growth and poverty reduction in Thailand, while contributing to economic integration in the ASEAN region.

The specific objectives (outcomes) of the project are:
1. A more transparent, predictable and competitive business environment is achieved;
2. Efficiency of public expenditure and service delivery is improved;
3. Organic agriculture practices enhanced and disseminated in Thailand and in selected ASEAN countries.
The three expected results (outputs) of the project are:
1. Strengthened capacity of the Office for Trade Competition Commission (OTCC) for the application of the competition regulatory framework is in accordance with international best practices;
2. Enhanced capacity of Comptroller General Department (CGD) for the application of the public procurement framework is in accordance with international standards;
3. Enhanced understanding of policy frameworks for organic agriculture, in line with EU standards, in Thailand and in selected ASEAN countries.

The Office for Asia and The Pacific (OAP) of ITC is responsible for the management of the project.

DUTIES AND RESPONSIBILITIES
The National Project Coordinator will work under the overall guidance of the Chief, OAP, and the direct supervision of the Project/Country Manager, OAP, based in Geneva, Switzerland, and will be responsible for the following duties:

- Manage relationships with the Ministry of Commerce (MoC) and ensure ownership of other local stakeholders, national project partners and beneficiaries in Bangkok and provinces; maintain regular communication, ensure good information sharing; liaise with the relevant government departments, ministries and private sector institutions to obtain support for project implementation;
- Hold regular working level meetings with MoC and project counterparts;
- Review and validate project work plans with Thai counterparts;
- Coordinate project activities and events in Bangkok and in provinces, ensuring coherence and synergies during project implementation with agreed work plans, beneficiaries’ needs and expectations, and other capacity building projects targeting the same beneficiaries to ensure maximum impact;
- Facilitate and provide support for the organization of project events, expert missions and workshops project donor missions and evaluator missions; (incl. provision of relevant information for visas, hotel bookings, venue availability and set-up, documentation and materials etc.);
- Organize project steering committee meetings, prepare meeting agendas and other documents including translation required for the review of the committee, draft and submit meeting reports; Follow-up on the adoption/implementation of the recommendations/inputs provided by the project steering committee and ITC Headquarters;
- Provide technical inputs required by the project team and experts, provide guidance for capacity building of national stakeholders and beneficiaries;
- Organize the survey, collection of data, and information for project monitoring and reporting against the project monitoring and results framework; undertake monitoring missions and produce monitoring analyses and reports;
- Prepare and submit monthly reports to ITC Headquarters, copies of which will be shared monthly with MoC and the EU Delegation in Bangkok. Contribute to the drafting of project’s progress reports and final reports;
- Identify risks to project implementation and propose mitigation actions;
- Keep abreast with developments in the country and identify synergies and opportunities with other projects and initiatives;
- Ensure efficient communication and outreach at the national level, including representation of the project at country events as/if required.
EXPECTED OUTPUTS

1. Strengthened or new partnerships established with national stakeholders both government agencies and private sector;
2. Annual workplans finalized/revised;
3. Advice and monitoring support provided as inputs for activity implementation and event organization;
4. Two PSC meetings held per year;
5. Regular project team meetings held with MoC and ITC Project Manager and technical experts;
6. Monthly reports, produced and validated with ITC, shared with MoC and EU;
7. Risks identified and mitigation actions proposed.

EDUCATION

- Advanced university degree (MA/MSc or equivalent) in international trade, Business Administration, Development Studies or related field.

EXPERIENCE

A minimum of 5 years’ experience in the field of technical assistance including some experience in project management, administration or related field. Knowledge of the UN system and procedures, experience of EU-related projects or trade-related projects in Thailand would be an asset.

Note: Candidates having completed a first level university degree in International Trade, Business Administration, Development Studies or related field with 7 years’ experience in the field of technical assistance including some experience in project management, administration or related field.

SKILLS

- Demonstrated knowledge of challenges to trade and private sector development in Thailand
- Very good understanding of public and private trade support institutions in Thailand and their mandates as well as of private sector needs and expectations in Thailand
- Demonstrated capacity to manage relations with Government institutions
- Very good understanding of project result-based management and coordination
- Proven leadership, advocacy and management skills and ability to operate in multi-stakeholder contexts
- A track-record of successfully implementing projects
- Excellent drafting and communication skills
- Computer literacy

LANGUAGES

- Advanced English and Thai with excellent written and oral communication skills is essential