

Terms of Reference

Environmental sustainability consultant

Project Title: GreenToCompete

Assignment title: Environmental sustainability consultant

Duty station: home based

Start date: ASAP

End date: end December

Background:

The International Trade Centre (ITC) is a 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.

In relation to the topic of environmental sustainability, GreenToCompete is ITC's new and ambitious strategy aiming to place environmental sustainability at the heart of MSME competitiveness. Its goal is to enable MSMEs from developing countries to become more competitive through green production and trade. The GreenToCompete initiative will drive the implementation of the strategy and serve as an umbrella to ensure coherence among ITC's interventions in relation to the green transition. The work of the initiative is structured in the following areas, namely: (1) mainstreaming of green competitiveness into ITC's work, (2) establishment of a consistent corporate reporting mechanism, (3) development of tools and approaches that can be used by MSMEs and related multipliers, (4) dialogues and inputs for a mutually supportive trade and environment agenda, and (5) partnerships and outreach to achieve scale.

Given the launch of the strategy, ITC is seeking an International Consultant to contribute to 1) the development of tools and approaches in relation to biodiversity, and 2) project management and communication support.

Description of Duties/Responsibilities

The Consultant will work under the direct guidance of the GreenToCompete Associate Programme Officer and will undertake the following duties:

Tools and approaches in relation to biodiversity

- Contribute to the development of a new coaching approach to support MSMEs and value chains sourcing/producing biodiversity-based products to integrate sustainable management practices
- Conceptualize a series of market intelligence reports for biodiversity-based sectors
- Support the development of the outline of an e-learning course for MSMEs on building competitiveness in biodiversity-based value chains. This includes contributing to define the course learning objectives, developing modules skeletons and mapping potential course contributors/partners.

Project management and communication support

- Conduct research, gather data, and draft texts to support the development of project materials, such as factsheets, case studies, and policy briefs
- Prepare meetings and events with internal and external stakeholders on environmental sustainability themes such as biodiversity, green investments among others. It includes developing concept notes, preparing and sending invitations, preparing speaking notes, identifying speakers, checking registrations, ensuring follow-ups, taking notes during sessions among others.

Expected Outputs

- Contributed to the development of a coaching approach to support MSMEs and value chains sourcing/producing biodiversity-based products
- Conceptualized a series of market intelligence reports for biodiversity-based sectors
- Contributed to the development of the outline of an e-learning course

- Contributed to the development of project materials
- Prepared 4 stakeholder meetings/events.

Skills

- Competent user of Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and the development of online surveys;
- Attention to detail and highly organized, collaborative, and team-oriented;
- Ability to work effectively in a fast-paced environment;
- Demonstrated ability to manage multiple priorities, deadlines, tasks efficiently;
- Excellent communications skills, both oral and written;
- Ability to think critically and creatively.

Education

Advanced degree (MA/MSc or other) in environmental studies, economics, international development, corporate social responsibility, business administration, or related field.

Experience required

At least two years of relevant professional experience on environmental sustainability, sustainable development and/or international business. Previous work experience on private sector development and biodiversity-related topics is preferred.

Language

Advanced English is required. French or Spanish is an asset.

Prospective candidates are invited to submit their application by sending their CV to Ms Ana Batalhone batalhone@intracen.org by midnight CEST 23 July 2021.