TERMS OF REFERENCE –INDIVIDUAL CONTRACTOR AGREEMENT

Vacancy No: ITC/

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>National Project Coordinator</th>
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<tr>
<td>Category/Grade</td>
<td>UNOPS – LICA 9</td>
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<tr>
<td>Requesting Division / Section</td>
<td>Division of Enterprises and Institutions / Sector and Enterprise Competitiveness Section</td>
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<tr>
<td>Duty station</td>
<td>Zambia</td>
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<tr>
<td>Duration</td>
<td>1 year, with possibility of extension</td>
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<td>Application period</td>
<td>09 2020 – 08 2021</td>
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BACKGROUND

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization for trade-related technical cooperation in developing countries.

The European Union funded project “Support to Business Friendly and Inclusive National and Regional Policies, and Strengthening Productive Capabilities and Value Chains” Programme aims to complement the European Union support for private sector development in ACP countries, under the context of the joint ACP-EU Programme for ACP Private Sector Development Support, adopted by ACP-EU Council of Ministers in Nairobi in 2014, and is financed from the 11th European Development Fund. The focus of the project is designed to achieve two key outcomes: (1) adopting and implementing business-friendly, inclusive and responsible national policies and legal frameworks, and (2) strengthening productive, processing, promoting and marketing capabilities and value chains.

ITCs is collaborating with UNIDO and the World Bank in the implementation of the programme. ITC is leading the implementation of the micro pillar level of the Programme, which focuses on two core themes: 1) Promoting inclusive productive and commercial Alliances and investment to strengthen VC governance and MSME competitiveness; and 2) Increase small farmers and processors value addition, productivity and competitiveness.

Interventions at the micro-level aim to enhance value chain operators’ individual and collective competitiveness with specific attention to family cotton farmers, and rural and urban MSMEs and processors of fibre. Cotton by-products will not be addressed within the framework of this project. ITC’s Alliances for Action methodology will be followed and adapted to the requirements of the cotton sector, whenever feasible.

In Zambia, the programme will work on the cotton to clothing sector, together with major stakeholders such as e.g. The Cotton Board of Zambia, the Cotton Association of Zambia, the Zambia Ginners Association, among others. At the government level the major counterpart would be the Ministry of Commerce, Industry and Trade. Activities will likely include seed-cotton grading, development of market centres for seed-cotton where farmers centrally sell their seed-cotton to ginners, cotton-contamination reduction. In addition, the project will support artisanal fibre value addition to employ women and youth and increase resilience of farmers by providing them with additional income earning opportunities. Linkages with local designers will also be made. Collaboration with the South African Textile Cluster could be envisaged, including for fabrics and mad-ups produced on handlooms.

The NPC will work as part of the Fibres, Textiles and Clothing team in the Sector and Enterprise Competitiveness Section. S/he will therefore also be linked to other cotton-related projects as well as ITC’s Global Textiles and Clothing programme with which synergies will be created, whenever possible.
FUNCTIONS

Under the overall direction of the Chief, Sector and Enterprise Competitiveness, and under the direct supervision of the Fiber, Textile and Apparel Program Manager at the International Trade Center (ITC) headquarters, the National Project Coordinator will be responsible for the following duties:

- Participates in the development, implementation and evaluation of assigned programmes/projects in the cotton to clothing value chain in Zambia, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties including relevant counterparts in the cotton to clothing sector; identifies and tracks follow-up actions.
- Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing participatory multi-stakeholder approaches that enable inclusive stakeholder decision making and action plans. This will also include development of market linkages between suppliers and buyers for prioritised products in key target markets, and support the delivery of extension and market based support services to small holder farmers.
- Researches, analyzes and presents information gathered from diverse sources.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses; identifies problems/issues and prepares conclusions.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provide technical support to consultation and other meetings, and conferences, etc., including proposing agenda items, identifying participants, preparing documents and presentations, etc.
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities, which includes ACP and national Government activities;
- Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties, including partner organisations, trade promotion/support institutions, farmer-based organizations part of the value chain support environment, and drafting mission summaries, etc.
- Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

NOTE – The selected candidate must be available for duty travel for short periods to rural areas in the country and to other countries in the region.

KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS

Outputs and Delivery Timelines:
The key results expected from the National Project Coordinator have an impact on the successful implementation and achievement of the expected results of the project in Zambia.

The key results expected from the National Project Coordinator are:

- Effective and sustainable mobilization of and interaction with donors, partners and beneficiaries in Zambia.
- Implementation of the results-based management project to closely monitor the project’s progress and set up an adjustment plan, if necessary.
- Monitoring of results and implementation of the baseline, mid-line and end-line survey of companies and institutions according to the logical framework and the instructions given by ITC.
- Development of reports and official documents in line with the expectations of ITC in terms of content, quality and punctuality.

Effective and targeted visibility of the project and its results. Efficiently uses of resources.
## RECRUITMENT QUALIFICATIONS

**Minimum education and qualifications (level and field of study)**
Advanced university degree (Master’s degree or equivalent) in agronomy, agricultural or textile engineering, business administration or related field.

*Note*: A first-level university degree in business administration, agronomy, agricultural engineering or a related field in combination with an additional four years of qualifying relevant professional experience may be accepted in lieu of the advanced university degree.

**Minimum experience (nature, length and field of experience)**
A minimum of five (5) years of relevant professional experience in project management, business development, business planning, group dynamics, agricultural and rural development, cotton sector development and value addition and exports, including knowledge of participatory approaches (desirable).

**Desirable experience**
Experience of working with international/donor organizations or in national development agencies. Experience in data collection, survey administration and agribusiness.

**Minimum language requirement**
Fluent in English

**Mandatory skills and knowledge**
- Ability to produce documents for official circulation among institutions and international stakeholders (memos, reports, business proposals);
- Ability to design, develop, monitor and coordinate work plans and business plans;
- Good understanding and direct knowledge of the country Public Sector functioning and dynamics;
- Good understanding and direct knowledge of the cotton to clothing sector in Zambia and the international context, particularly in the SADC region.;
- Good understanding of international development project functioning and dynamics;
- Good knowledge of Microsoft Office.

## ADDITIONAL INFORMATION

To apply, please send your CV and Cover Letter to Mrs Jayna Kika at kika@intracen.org by 31 August 2020. Applicants will be contacted only if they are under serious consideration. Applications received after the deadline will not be accepted.