

## TERMS OF REFERENCE

### CONSULTANT – International Project Support Consultant UKTP

Intitulé du Poste/Service attendu	<b>International project support consultant</b>
Prestation (Local ou International)	<b>International</b>
Type d'affectation (Home-based ou sur site)	<b>HQ (Geneva)</b>
Durée de la mission	<b>9 months (180 days)</b>
Date estimative de démarrage de la mission	<b>2 August 2021</b>

#### CONTEXT

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization, focusing in particular on developing the export capabilities of small and medium sized business in developing and transition economies. ITC is a 100% “Aid for trade” organization, supporting trade delivers inclusive and sustainable development results.

This post will support the UK Trade Partnerships Programme, a three-year programme that will (1) increase awareness of firms and institutions on how to use Export Partnership Agreements preferences and their potential benefits and (2) build the ability of targeted firms to export to UK/EU market. Support will draw from a menu of options in the following areas, tailored to the local context: Logistics and supply chain; Export marketing; Meeting technical/quality requirements; and Fostering market links.

The project takes a market-led approach to sector development, emphasizing diversification and improved linkages in higher value-added segments of national, regional, and global international value chains. It will foster alliances for development in selected value chains, with inputs from leading enterprises and buyers in the UK/EU.

Impact will be measured in two ways: (1) increased value of trade between EPA partner countries and the UK and EU markets and (2) increased quality jobs supported through trade between EPA countries and the UK and EU.

The project is already in implementation since 2020 in Cote d'Ivoire. It focuses on the tropical fruits and cashew sectors.

The programme is funded by the UK FCDO. ITC implements the programme in selected countries through National Project Coordinators and a wide network of national and international partners.

## **DESCRIPTION OF ROLE AND RESPONSIBILITIES**

The Consultant will work under the direct guidance of the UKTP project manager and the overall supervision of the UKTP project team. The incumbent will undertake the following:

- Provide technical assistance to the technical sections with organization and implementation of planned activities
- Monitor budget and expenditures and support financial reporting of the project
- Prepare project progress reports and reflect these on the Project Portal monthly.
- Collect data, compile information, and submit a completed Monitoring and Evaluation tool with the results of the UKTP project
- Collect and consolidate information for the Bi-annual Progress Report covering activities in 2021
- Support the project manager in translating recommendations into key action points to be integrated into the project work plan
- Provide administrative and substantive support to consultative and other meetings, conferences, steering committees, b2b, trade fairs and capacity building meetings and activities, including proposing agenda topics, identify and propose participants, prepare background documents and presentations, handling of logistics
- Undertakes outreach activities; participates in the development of training workshops, seminars and participates in and makes presentations on assigned topics/activities.
- Provide support to communication efforts for the project and related activities
- Provide support to SMECs data collection from beneficiaries

### **Copyright**

*The Consultant has to ensure that s/he has obtained the necessary permissions with regard to intellectual property rights required to perform his/her services under this consultancy contract and for the subsequent dissemination by ITC in any form. Documentary proof is to be submitted to ITC. Should any license fee be due for the use of copyrighted materials of third parties, the Consultant shall request the prior written permission from ITC. S/he has further to ensure to obtain accreditation to event(s), if required.*

### **Expected Outputs and Timelines**

Output 1: Adjusted project workplan and budget

Output 2: Updated Monthly progress reports and financial forecasts

Output 3: Completed project reports for Q3 and Q4

Output 4: Press releases and news articles drafted and published

Output 5: Steering Committee meeting and stakeholders'/project meetings organized

Output 6: Market oriented events (B2B, CCC, Training of Trainers) organized

### **Travel:**

Côte d'Ivoire

**Remuneration:** offered as per academic background and the relevant experience

*Fees are subject to the national income taxes, where applicable. If the contract is to be issued in a currency other than USD, the UN exchange rate on the date of the contract issuance will be applicable.*

## **SKILLS, EDUCATION, COMPETENCES:**

### **Education**

- Postgraduate degree (MA/MSc/MBA, PHD or other) Advanced university degree in business management, economics, international trade or related subjects such as marketing, international business or similar disciplines
- Extensive relevant experience may be accepted in lieu of the university degree

### **Experience**

- Familiarity with coordinating and implementing technical assistance projects in developing countries
- Previous experience working with United Nations is an advantage
- Good knowledge of the institutional context in West Africa is an advantage
- Ability to work with minimum supervision, efficiency, competence and integrity and in harmony with people from different backgrounds.
- Good knowledge of value chain and MSME development concepts, as well as development theory;
- Excellent writing and communication skills with ability to produce documents/ reports for official circulation among institutions and international stakeholders
- Ability to monitor and coordinate work plans and take corrective actions.
- Good understanding and knowledge of the agribusiness sectors in Côte d'Ivoire
- Good knowledge of Microsoft Office

### **Language**

Advanced knowledge (written, spoken and reading) of

- English and
- French.

### **Application process**

1. Create and fill your profile on ITC's consultant's roster: [http://bit.ly/ITC\\_consultant\\_roster](http://bit.ly/ITC_consultant_roster)

*\*Only applicants that have completed their profile in the roster will be considered.*

2. Send your letter of motivation and curriculum vitae to: [lazo@intracen.org](mailto:lazo@intracen.org)

*\*Only shortlisted candidates will be contacted.*

**Deadline is 15 July 2021**

