

Terms of Reference for Publication Writer

Background

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization supporting the competitiveness and internationalization of micro, small and medium sized enterprises (MSMEs) from developing countries. Our 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, ITC offers different tools and approaches for key stakeholders in relation to environmental sustainability. These tools and approaches are hosted in different teams across the house (such as Trade for Sustainable Development, Alliances for Action, etc.) and are all relevant in the different contexts that ITC works in (e.g. addressing environmental issues from different perspectives and targeting different stakeholders).

In order to combine ITC's offering on environmental sustainability under one umbrella, ITC launched a new and ambitious initiative 'GreenToCompete'. The aim of the initiative is to position ITC as the key development partner to enable MSMEs from developing countries to become more competitive through green production and trade. In this context, the GreenToCompete initiative will ensure coherence and consistency among ITC's messaging, interventions and offerings in relation to the green transition and drive innovation of ITC's offering.

In this regard, ITC is looking for a publication writer to support the GreenToCompete team in producing related publications.

Description of Duties/Responsibilities

1. Review the structures of ITC's GreenToCompete publications, assess how well each chapter fulfills its purpose, and further improve where necessary.
2. Evaluate and further enhance the key messages in the ITC's GreenToCompete publications in a concise and coherent manner, and in alignment with the communications strategy.
3. Contribute to the development and writing of chapters on environmental sustainability based on existing materials and fill the gaps where appropriate (e.g. by conducting interviews with the GreenToCompete team and with external stakeholders).
4. Conduct desk research to fill in informational and/or data gaps from public sources and internal sources.
5. Ensure the high editorial quality of reports and publications, including: spell check, grammar, punctuation for correctness and consistency.

Expected Outputs and Timelines

The consultant will provide the following outputs:

- By end June: complete the writing of additional chapters of a publication on climate resilience of SMEs
- By end July: review existing materials for a publication on access to green finance and suggest a structure for the publication
- By end August:
 - Prepare a first draft of a publication on resource efficiency and circular production
 - Prepare a first draft of a publication on green finance

Skills

- Ability to gather and synthesize research material from academic and non-academic sources and form sound conclusions;
- Experience with trade and environmental issues. Previous exposure to green economy, resource efficiency, climate resilience, and biodiversity is an asset;
- Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets, internet, power point;
- Ability to work independently, with flexibility and deliver results under time pressure;

Language

- Outstanding knowledge of grammar and syntax in English

Education

Choose one

- Undergraduate degree (BA/BSC or other)
- Advanced degree (MA/MSc or other)
- Post-graduate degree (PhD or other)
- Secondary school
- Other

Indicate the field of studies:

Advanced degree in communications, economics, finance, international relations, international development, business administration, or related field.

Experience required (number of years in which area)

At least 5 years of experience working in research, editorial, and/or communication areas

Contact

Prospective candidates are invited to submit their application by sending their CV and brief motivation letter to Annegret Brauss (abrauss@intracen.org) and Cherika Hardjakusumah (cHardjakusumah@intracen.org).