

Terms of Reference
Environmental Sustainability Consultant

Project title:	Green2Compete
Assignment title:	Environmental Sustainability Consultant – technical support
Duty station:	ITC, Geneva
Travel:	Yes
Contract type:	60 days of work over three months with the view to further prolong the contract in 2021

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, Green2Compete 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 Green2Compete 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 recent launch of the strategy, ITC is seeking an International Consultant to support the detailed design and implementation of ITC's Green2Compete strategy with a particular focus on the development of tools and approaches, mainstreaming environmental sustainability and project results collection.

Description of Duties/Responsibilities

The Consultant will work under the direct guidance of the Associate Programme Officer, who is coordinating the implementation of the strategy, and will undertake the following duties:

- Together with ITC colleagues from different sections and programmes, contribute to the development of tools and approaches that support MSMEs to move towards green business practices. Tools / approaches could be targeted towards MSMEs, green entrepreneurs, business support organizations, etc. The consultant will support the development of the initial version of tools, test them through ITC interventions and update them according to the feedback collected
- Together with ITC colleagues and local consultants, support the review of materials about project results where environmental sustainability related tools were mainstreamed and provide comments and guidance to ensure consistency

- Support the development of a results framework at the ITC corporate level with the aim to collect results from different ITC projects on environmental sustainability, in line with ITC's mainstreaming efforts
- Support the development of an online platform where ITC's offering in relation to environmental sustainability can be hosted
- Support the implementation of a communications strategy for Green2Compete and provide feedback on related communication materials
- Contribute to the finalization of a publication in relation to green competitiveness
- Support the preparation of meetings with internal and external stakeholders in relation to environmental sustainability

Expected Outputs and Timelines

- End of February
 - Feedback on communication materials provided
 - Contributed to the finalization of a publication
 - Materials about the results of projects, were environmental sustainability was mainstreamed, reviewed
- End of March:
 - Contributed to the development of tools and approaches to support MSMEs
 - Contributed to the development of the structure of an online platform and the online platform
- End April
 - Stakeholder meetings prepared

Skills

- Competent user of Microsoft Office applications (Word, Excel, Outlook, PowerPoint)
- Attention to detail
- Ability to work independently and to solve problems
- Flexibility and ability to work under pressure and tight deadlines
- Excellent communications skills, both oral and written
- Excellent communication, diplomatic, presentation skills and ability to maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity

Education

- 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:

in environmental studies, business administration, economics, corporate sustainability, or related field.

Experience required (number of years in which area

At least two years of relevant professional experience in the private sector, with international organizations or technical assistance providers

Language

Fluency in English

Contact

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