

## Terms of Reference

### ARISE PLUS LAO PDR - Project Coordinator

<b><u>Project title:</u></b>	ARISE Plus Lao PDR
<b><u>Assignment title:</u></b>	Project Coordinator
<b><u>Duty station:</u></b>	Vientiane, Lao PDR
<b><u>Duration:</u></b>	12 months (with possibility of extension)
<b><u>Background:</u></b>	

The International Trade Centre (ITC) is the joint agency of the World Trade Organization and the United Nations. ITC is fully dedicated to supporting the internationalization of micro, small and medium-sized enterprises.

As part of the ITC mandate of fostering sustainable development through increased trade opportunities, the ARISE Plus Lao People's Democratic Republic project promotes inclusive economic growth, climate change resilience, mitigating vulnerability and job creation in the country. ARISE Plus – Lao PDR is the national Lao PDR component of the regional ARISE Plus Programme supporting regional economic integration under focal sector 1 of the 2014-2020 Multiannual Indicative Programme for Asia. The project is funded by the European Union (EU). In line with the new European Consensus on Development “Prosperity” chapter and its focus on inclusive and sustainable growth and jobs, it supports the Government of Lao PDR to reap the benefits of regional integration in line with multilateral trade frameworks such as the WTO Agreement on Trade Facilitation (TFA).

The *Overall Objective* is to promote inclusive economic growth, increased climate change resilience, mitigation of vulnerability (especially due to dependence on a limited number of sectors and markets) and job creation in Lao PDR. The *Specific Objectives* are: a) to improve the business environment in targeted sectors with a focus on regional economic integration (ASEAN); and b) to increase trade and participation in global value-chains in targeted sectors. The three Expected Outputs (results) of the project are:

ER 1. Increased regional economic integration by addressing specific constraints in targeted sectors through support for the implementation of measures contained in the ASEAN Trade in Goods Agreement (ATIGA) and other commitments under the ASEAN Economic Community Blueprint 2025;

ER 2. Increased awareness on trade preferences for exports, including to the European Union, with greater use of Everything But Arms (EBA), and on the requirements for placing products on the EU market; advanced preparation of Lao PDR to shift to a new trade preference scheme (post-EBA);

ER 3. Strengthened support services (especially for smallholders and SMEs, with a focus on women), reduction of supply-side constraints, and trade and investment promotion in targeted sectors (e.g. wood processing and agro-based products).

The Office for Asia and The Pacific (OAP) of ITC is responsible for the management of the project.

**Description of Duties/Responsibilities:**

The Project Coordinator will work under the overall guidance of the Chief, OAP, and the direct supervision of the Project Manager, OAP, based in Geneva, Switzerland, and will be responsible for the following duties:

- Manage relationships with the Ministry of Industry and Commerce (MoIC) and ensure ownership of local stakeholders, national project partners and beneficiaries in Vientiane and provinces; maintain regular communication, ensure good information sharing; liaise with the relevant government departments, ministries and private sector institutions to obtain support for project implementation;
- Review and validate project work plans with project counterparts;
- Coordinate project activities and events in Vientiane and in provinces, ensuring coherence and synergies during project implementation with agreed work plans, beneficiaries' needs and expectations, and other capacity building projects targeting the same beneficiaries to ensure maximum impact;
- Facilitate and provide support for the organization of project events, expert missions and workshops, project donor missions and evaluator missions; (incl. provision of relevant information for logistical issues, documentation and materials etc.);
- Organize project review committee meetings, prepare meeting agendas and other documents, draft and submit meeting minutes; Follow-up on the adoption/implementation of the recommendations/inputs provided by the project review committee and ITC Headquarters;
- Provide technical inputs required by the project team and experts (including presentations in meetings and workshops), provide guidance for capacity building of national stakeholders and beneficiaries; ensure quality check of documents produced under the project;
- Contribute to the collection of data and information for project monitoring and reporting against the project monitoring and results framework; produce monitoring analyses and reports;
- Contribute to the drafting of project's progress reports and final reports;
- Identify risks to project implementation and propose mitigation actions;
- Keep abreast with developments in the country and in the region, and identify synergies and opportunities with other projects and initiatives;
- Ensure efficient communication and outreach at the national level, including representation of the project at country events as/if required.

**Expected Outputs:**

1. Strengthened or new partnerships established with national stakeholders both government agencies and private sector;

2. Annual workplans finalized/revised;
3. Advice and monitoring support provided as inputs for activity implementation and event organization;
4. Two project review committee meetings held per year;
5. Regular project team meetings held with MoIC and ITC Project Manager and technical experts;
6. Participation in the bi-weekly coordination meeting with ITC HQ technical teams, and weekly team meeting with Vientiane colleagues;
7. Risks identified and mitigation actions proposed.

**Travel:**

Possible travel within Lao People's Democratic Republic.

**Education:**

- Advanced university degree in International Trade, Business Administration, Development Studies or related field.

**Language:**

- Advanced English is required. Knowledge of Lao is an advantage.

**Experience:**

- Minimum of seven years of relevant experience in project or programme management, administration or related area.
- Previous working experience with UN, EU and other development agencies an asset.
- Experience of implementing European Union (EU) projects is desirable.
- Previous working experience in Asia and Lao PDR in particular is an advantage

**Knowledge and skills:**

- Knowledge of trade-related and development assistance issues, economic and social issues in Asia and trade facilitation.
- Knowledge of challenges to trade and private sector development in Lao PDR is an asset.

**Contact:**

Please send your CV and Cover Letter to [arisepluslaopdr@intracen.org](mailto:arisepluslaopdr@intracen.org) with the subject: "Job Application: Arise Plus Lao PDR - Project Coordinator" by 10 May 2021.

Interested candidates must submit their applications to the following ITC Consultants Roster:

<http://www.intracen.org/itc/about/working-with-itc/itc-careers/current-job-openings/>