

Terms of Reference

ITC GreenToCompete: Kenya Trade and Environment Policy Brief

Assignment title:	National Consultant: Policy Expert – Trade and Environment
Duty station:	Home-based
Contract type:	National Consultant
Duration:	ASAP – 15 November 2021

Background

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization supporting the internationalisation 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, sustainable development and green trade transition.

In relation to environmental sustainability, GreenToCompete is ITC's *activator* for transitioning to 'green' – catalyzing and supporting practical change on the ground, providing knowledge, expertise and an extensive network, and stimulating green changes in the larger ecosystem. Focused around three themes – reducing the effects of climate change, supporting biodiversity and promoting production cycles that are truly circular – GreenToCompete helps MSMEs develop a competitive advantage through 'greening'.

ITC is seeking a National Consultant to support the development of a policy study about trade, development and environmental sustainability in Kenya.

Description of Duties/Responsibilities

The National Consultant will work under the direct supervision of the Associate Expert responsible for the policy study and in close coordination with the SheTrades Programme Management Officer and the GreenToCompete coordinator.

The Consultant is expected to perform the following duties:

- Revise the outline for a policy brief on trade, sustainable development and environmental sustainability for Kenya developed by ITC and provide comments.
- Conduct desk review to provide content for the policy brief.
- Identify and consult with key external stakeholders to get their views on Kenya's green transition. Keep record of identified and met stakeholders and key findings. Share contact list with ITC.
- Conduct interviews with key respondents to provide content for the policy brief.
- Prepare the first draft of the policy brief (approx. 20,000 words) based on the outline provided by ITC.
- Incorporate ITC comments and prepare a revised second draft policy brief.
- Incorporate ITC comments and finalise draft policy brief.

The contractor is obliged to provide full access to ITC external and internal auditors to documents and information. In addition, the contractor shall comply with any audit undertaken in line with the financial regulations and rules of the United Nations.

Expected Outputs and Timelines**Output 1 by 30 September 2021:**

- Provide inputs into the Outline of the policy brief.
- Submit plan of desk review and list of key respondents.
- Submit the first draft of the policy brief.

Output 2 by 15 November 2021:

- Review ITC comments and submit second draft policy brief.
- Review ITC comments and submit final draft policy brief.

Travel

Possible travel in Kenya required.

Payment Schedule

The contract is made for 20 days, with a remuneration of \$300.00 /day.

Full Payment after 20 working days of work, return of countersigned contract and satisfactory completion of duties.

Skills

- Expert understanding of international trade, environment and Kenya's topical development issues at the policy level.
- Strong research and analytical skills.
- Excellent written communication and drafting skills.
- Capacity to work independently with accuracy and flexibility as well as under pressure and tight deadlines.

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:

- Postgraduate degree (MA/MSc/MBA, PHD or other).
- International Trade, International Development, Economics, or another relevant field of study.

Experience

A minimum of five (5) years of relevant experience in international trade and development, or policy advice and research.

- Previous experience working in the trade community.
- Experience in publishing, and drafting policy briefings and papers.
- Experience in communications management and/or journalism an asset.
- Experience in completing assignments for national institutions or international development agencies is desirable.

Language

Excellent knowledge of grammar and syntax in English. Another UN language would be desirable.