TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

Vacancy No: ITC/ICA/02/2020

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Project Coordinator</th>
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<tr>
<td>Category/Grade</td>
<td>UNOPS – IICA - 3</td>
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<tr>
<td>Requesting Division / Section</td>
<td>Division of Market Development/ Trade Facilitation and Policy for Business (DMD/TFPB)</td>
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<td>Duty station</td>
<td>Kabul, Afghanistan</td>
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<tr>
<td>Duration</td>
<td>1 year, with possibility of extension</td>
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<td>Application period</td>
<td>27 January – 26 February 2020</td>
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BACKGROUND

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 businesses in developing and transition economies. ITC is 100% "Aid for Trade", supporting trade that delivers inclusive and sustainable development results. ITC’s mandate covers all developing countries and transition economies with special emphasis on the Least Developed Countries (LDCs), Landlocked Developing Countries (LLDCs), Small Island Developing States (SIDs) Fragile States and Sub-Saharan Africa. ITC Headquarters is located in Geneva, Switzerland. ITC projects and programmes contribute to the global efforts to achieve UN Global Goals for Sustainable Development and the Aid for Trade agenda. ITC works at three levels:

- Strengthening the integration of the business sector of developing countries and economies in transition into the global economy,
- Improving the performance of trade and investment support institutions for the benefit of small and medium size enterprises (SMEs), and enhancing the abilities of trade support institutions to better support them,
- Improving the international competitiveness of SMEs.

About the Advancing Afghan Trade (AAT) 2 Project:

International trade is an important driver of growth and a means to facilitate Afghanistan’s path away from aid dependency. As such, the Government of Afghanistan has prioritized trade, regional cooperation and private sector development as critical elements for its economic development strategy.

The Action, therefore, aims to unlock Afghanistan’s trade potential by improving quality and standards-setting, strengthening export/investment promotion capacities, facilitating cross border trade including through removing regulatory and procedural barriers, supporting specific value chains and women’s participation in international business and trade.

In doing so, the Action is supporting the implementation of priority needs embedded in the Government of Afghanistan’s road map for export competitiveness: the National Export Strategy (NES). The NES, endorsed by the Government and officially launched in June 2018, was the flagship document of Phase I of the AAT project (2016-2019). As such, the Action is a follow-up intervention aimed at materializing the NES strategic vision to support trade competitiveness within the region.

The project’s **general objective** is to foster a more inclusive and exports-led economic growth.

The **specific objectives** of the project are:
Specific objective 1: Strengthened business/investment environment to support regional economic integration and connectivity;

Specific objective 2: Improved competitiveness and economic, social and environmental responsibility in agri-business and manufactured products value chains;

Specific objective 3: Increased engagement of Afghan women in international/regional trade.

By delivering on the above specific objectives, the Action will increase participation of Afghan MSMEs in international/regional trade in selected agri-business and manufacturing product value chains. Preliminary analysis and consultations have identified the following possible value chains for examination during the inception phase (but not limited to): 1) agribusiness (saffron, dried fruits and nuts, fresh fruits and vegetables, and 2) manufactured products (jewels and precious stones).

The proposed Action is in line with the Government's strategy for growth and development through regional cooperation, trade and connectivity. It is also aligned with the European Union (EU) Regional Asia Multiannual Indicative Programme 2014-2020 while ensuring coherence with the EU-Afghanistan Multiannual Indicative Programme 2014-2020, especially its sector 2: "Sustainable Growth and Jobs". Last but not least, the Action is aligned and contributes to the ‘Action Plan for Peace in Afghanistan’, as presented by HR/VP Mogherini at the Geneva Conference on Afghanistan in November 2018, and particularly to point 5 “Strengthen conditions for sustainable peace through regional economic integration and improved connectivity”, which also related to the September 2018 EU Strategy on Connecting Europe and Asia.

The Action will build on the results achieved within the project's Phase I.

In the context of the AAT2 Project, ITC is establishing an office in Kabul staffed with: 1) a National Project Coordinator, 2) a Deputy Project Coordinator/Adviser on Business environment; 3) an Adviser on Value Chain Development; 4) an Operation Officer and 5) a Driver.

The Kabul based office will operate in close coordination with the Geneva-based team which will include 1) the Executive of the project, 2) an Associate Project Adviser, 3) a number of technical leads (e.g. a Senior Adviser, Export Quality Management, a Senior Adviser on Trade Facilitation and Policy for Business, a Senior Sector Development Officer, Manufactured Products; a Senior Programme Officer, Benchmarking and TSI Capacity Building; a Trade Facilitation Adviser, a Gender Specialist) and an Administrative officer.

FUNCTIONS

Under the direct supervision of the Project Executive and in close collaboration with the technical leads of the project, the Project Coordinator will be responsible for the following duties:

1. **Coordination of project activities**
   - Lead the project team in the Inception Phase to finalize the design of AAT 2 interventions;
   - Supervise project teams to implement project workplan;
   - Ensure coherence and synergies during project implementation;
   - Manage relationships with counterparts and ensure ownership of project initiatives the different stakeholders and beneficiaries in Afghanistan;
   - Represent the project and maintain regular communication with other initiatives and agencies on the ground, ensure good information sharing; liaise with the relevant government departments, ministries and private sector institutions to obtain support for project implementation;
   - Put in place and manage systems, with the support of ITC Geneva, for smooth operation of the project including staff management, budget management, activity and results monitoring, project progress reporting, and compliance with UN and EU regulations;
   - Design and operationalize Project Steering Committees;
   - Participate in National Steering Committee meetings, prepare meeting agendas and other documents required for the review of the committee;
• Ensure project visibility, efficient communication and outreach at the national level and in provinces, including representation of the project at national events, ensure communication with the press where required;
• Identify risks to project implementation and put in place mitigation actions;
• Keep abreast with developments in the country and identify synergies and opportunities with other projects and initiatives;
• Guide other project staff in performing relevant duties;
• Supervise project activities overall and coordinate with project stakeholders and beneficiaries as required;
• Undertake any other tasks agreed with the Geneva-based Project Executive in support of efficient implementation of the project.

2. Technical guidance
• Provide ground intelligence to technical leads in the process of output design;
• Identify new opportunities and work areas for the project across priority value chains;
• Develop new concepts with project partners to activate new opportunities;
• Coordinate development of work plans with technical leads and identify and ensure linkages and synergies across project activities and implementing partners.

### KEY DELIVERABLE AND MONITORING

- Efficient and coordinated formulation and implementation of project activities with maximum local ownership
- Effective project interventions that contribute to the AAT2 results framework
- Efficient information flow between project stakeholders
- Achievement of delivery targets and results as outlined in the project work plans
- Strong partnerships with national stakeholders and relevant government agencies and private sector
- Good communication and positive image of the project in Afghanistan

### RECRUITMENT QUALIFICATIONS

**Minimum education and qualifications (level and field of study)**
Advanced university degree (Master’s degree or equivalent) in international trade, business administration, agriculture, economics, development studies or related field.

*Note: A first-level university degree in international trade, business administration, agriculture, economics, development studies or a related field in combination with an additional two years of qualifying relevant professional experience may be accepted in lieu of the advanced university degree.*

**Minimum experience (nature, length and field of experience)**
A minimum of seven (7) years of relevant professional experience in trade development, SME development, Institutional reform and capacity building. Experience in project management in a lead position. Experience in implementing projects and programmes.

**Minimum language requirement**
Advanced knowledge of English.

**Mandatory skills and knowledge**
- Demonstrated knowledge of challenges to agricultural development, and/or business environment, and trade in Afghanistan
- Good understanding of public institutions in Afghanistan and their mandates as well as of private sector needs and expectations
- Very good understanding of project result-based management and coordination
- A track-record of successfully implementing projects
- Knowledge of the UN system and procedures or experience of EU-related projects would be an asset
### Critical job-specific competencies

**ITC Values**
- Professionalism
- Integrity

**Core Competencies**
- Planning & Organizing
- Teamwork
- Accountability

**Managerial competencies**
- Managing performance

### ADDITIONAL INFORMATION

For information on how to apply please click [here](#). Applicants will be contacted only if they are under serious consideration. Applications received after the deadline will not be accepted.