

TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

The vacancy is open for locally residing nationals of Tajikistan ONLY

Vacancy number: ITC/ICA/11/2021

Assignment Title	National Project Coordinator
Category/Grade	UNOPS – LICA 10
Requesting Division / Section	Division of Market Development/ Trade Facilitation and Policy for Business (DMD/TFPB)
Duty station	Dushanbe, Tajikistan
Duration	One year
Application period	22 February – 01 March 2021

BACKGROUND

ITC is the joint agency of the World Trade Organization (WTO) and the United Nations (UN). It is the only multilateral agency fully dedicated to supporting the internationalization of SMEs. ITC's mission is to foster inclusive and sustainable growth and development through trade and international business development. 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 is the implementing agency for the project "Tajikistan: Enabling market access for agricultural products through improved food safety system" funded by the Standards and Trade Development Facility (STDF).

The project goal is to improve the export competitiveness of Tajik Small and Medium-Sized Enterprises with focus on the apricot and honey sectors considered as high priority in Tajikistan. The focus is on enhancing food safety practices in these value chains, notably through better use of agri-chemicals and veterinary medicines. The key envisaged outputs are:

- Output 1: Regulatory and control system for use of agri-chemicals and veterinary medicines established and operational (implemented by ITC in cooperation with FAO)
- Output 2: Strengthened capacity of the project beneficiaries on the safe usage of agri-chemicals and veterinary medicines
- Output 3: Access to finance enhanced for SMEs in compliance with SPS measures
- Output 4: Increased linkages along the sector value chain and export markets

The National Project Coordinator (NPC) will be hired to be responsible for overall technical coordination and management of the project and for delivery of technical inputs related to the four project outputs. The NPC will also be instrumental in building synergies among project activities implemented by ITC and FAO. The technical activities will be delivered with inputs of few other international consultants and ITC Advisers. The assignment of the NPC is required for project management and coordination responsibilities; for submission of technical deliverables under his/her responsibilities and technical guidance on other assignments with experts. The majority of 2021 project activities will pick up ongoing activities from 2020 some of which were affected by the impact of COVID-19 pandemic and continue until 2022 to accompany the end of the project.

FUNCTIONS

Under the overall guidance of the Chief, Trade Facilitation and Policy for Business Section, the direct supervision of the Adviser on Export Quality Management, Quality for Trade (Q4T) and in close collaboration with the Quality for Trade Advisors, the National Project Coordinator will be responsible for the following duties:

- Participates in the implementation and evaluation of assigned project activities at national and provincial levels, etc.; monitors and analyses project implementation; develops work plans, reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions, identifies and ensures linkages and synergies across project activities and implementing partners;
- Maintain relationships with project stakeholders (to ensure support for project targets and results);
- Provides technical inputs required by the project team, designs and delivers capacity building activities in the field of quality/Sanitary and Phytosanitary Measures/Technical Barrier to Trade with focus on agri-chemicals and veterinary medicines usage, control and application
- Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Researches, analyses and presents information gathered from diverse sources.
- Undertakes survey initiatives; designs data collection tools; reviews, analyses and interprets responses, identifies problems/issues and prepares conclusions.
- Prepares various written outputs, e.g. briefs, technical reports, presentations, speaking notes, draft background papers, analysis, sections of reports and studies, inputs to publications, progress reports, etc.
- Provides substantive support to project steering committee meetings, technical meetings, workshops conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Provide ad-hoc interpretation and translation whenever needed
- Undertakes outreach activities to ensure project visibility; drafts short articles, press releases, social media inputs, delivers media interviews; makes presentations on assigned topics/activities.
- Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.
- Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Monitor progress, measure results, collect any evidence/means of verification through desk research, interviews, and questionnaires and produce regular monitoring reports
- Performs other duties as required.

NOTE – The selected candidate must be available for duty travel for short periods in the country and to other countries in the region.

RECRUITMENT QUALIFICATIONS

Minimum education and qualifications (level and field of study)

Advanced university degree (MA/MSc or other) in agriculture, food science, food engineering, epidemiology or a related field.

Note - A first-level university degree in combination with two additional qualifying years of relevant work experience may be accepted in lieu of the advanced university degree.

Minimum experience (nature, length and field of experience)

A minimum of five years of relevant experience in project or programme management, administration or related area. Experience in trade related technical assistance in agriculture sectors, preferably in the honey and apricots sectors.

Experience in the areas of quality/technical services, Sanitary and Phytosanitary (SPS) development, food safety, plant protection, agri-chemicals, veterinary medicines and/or related fields desirable. Experience working with public or private institutions in Tajikistan would be an advantage. Experience in working with an international organisation.

Minimum language requirement

Advanced knowledge of English, Russian and Tajik is required

ITC'S VALUES are: Integrity, Professionalism, Respect for Diversity

Critical job-specific competencies

Professionalism: Familiarity with UN procedures and Standards and Trade Development Facility (STDF) procedures desirable. Proficiency in ICT technologies and social media usage. Knowledge of SPS related matters. Understanding of the honey and apricot sectors in Tajikistan. Knowledge of project result-based management. Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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.