TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing Liberia nationals ONLY.

Vacancy No: ITC/ICA/13/2021

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Project Officer</th>
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<tbody>
<tr>
<td>Category/Grade</td>
<td>UNOPS – LICA 9</td>
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<tr>
<td>Requesting Division / Section</td>
<td>Division of Country Programmes / Office for Latin America and the Caribbean (DCP/OLAC)</td>
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<td>Duty station</td>
<td>Monrovia, Liberia</td>
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<td>Duration</td>
<td>1 year, with possibility of extension</td>
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<td>Application period</td>
<td>08 - 15 March 2021</td>
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BACKGROUND

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization for trade-related technical cooperation in developing countries. The Office for Latin America and the Caribbean (OLAC), as a geographical section of the Division of Country Programmes (DCP), is responsible for defining the ITC strategy and coordinating all interventions in the region, either for individual countries or at the sub-regional and regional levels.

The Sector Competitiveness Unit (SEC) is responsible for developing and disseminating sector level expertise for sustainable market driven solutions in ITC, including the Alliances for Action (A4A) methodology. A4A is a participatory partnership model that engages smallholder farmers and MSMEs in order to manage risk and facilitate networks that provide the required technical expertise and capacity building.

The “Support to Business Friendly and Inclusive National and Regional Policies, and Strengthening Productive Capabilities and Value Chains” Programme aims to complement the European Union support for private sector development in ACP countries, under the context of the joint ACP-EU Programme for ACP Private Sector Development Support, adopted by ACP-EU Council of Ministers in Nairobi in 2014, and is financed from the 11th European Development Fund.

With major focus on the development of agriculture and agri-business value chains, the Programme is designed to achieve two key outcomes: (1) adopting and implementing business-friendly, inclusive and responsible national policies and legal frameworks, and (2) strengthening productive, processing, promoting and marketing capabilities and value chains.

ITC is collaborating with UNIDO and the World Bank in the implementation of the program. ITC will lead the implementation of the micro pillar level of the Programme, which will focus on two core themes: 1) Promoting inclusive productive and commercial Alliances and investment to strengthen VC governance and MSME competitiveness; and 2) Increase small farmers and processors value addition, productivity and competitiveness.
FUNCTIONS

Under the direct supervision of the Programme Officer – Inclusive Agribusiness System, overall guidance of the Head Inclusive Agribusiness Systems and close collaboration with the Senior Trade Promotion Officer (OLAC), the Project Officer will be responsible for the following duties:

- Works with key clients to facilitate the development, implementation and evaluation of assigned the project in Liberia, employing Alliances for Action, etc.; monitors and analyzes specific aspects of programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Carries out basic research on selected aspects of programmes, operations and other activities, etc., to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources.
- Assists in performing consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions.
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities, which includes ACP and national Government activities;
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
- Participates in field missions, including provision of substantive and administrative support, data collection, etc.
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

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

RECRUITMENT QUALIFICATIONS

Minimum education and qualifications (level and field of study)
A first-level university degree in business administration, management, agribusiness, economics or a related field.

Note: Candidates who have completed an advanced degree (Master's or equivalent) in business administration, management, agribusiness, economics or a related field may be considered with two years’ of relevant experience.

Minimum experience (nature, length and field of experience)
A minimum of four (4) years of relevant professional experience in project/programme management, administration or related area. Work experience value chain development and lead farms development models.

Minimum language requirement
Advanced knowledge of English.
Mandatory skills and knowledge
- Understanding and direct knowledge of the country Public Sector functioning and dynamics;
- Understanding and direct knowledge of the coffee sector
- Understanding of the agri-business sector;
- Understanding of international development project functioning and dynamics;
- Knowledge of Microsoft Office.

Critical job-specific competencies
- Professionalism
- Teamwork
- Communication
- Client Orientation

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.