

TERMS OF REFERENCE –INDIVIDUAL CONTRACTOR AGREEMENT

Vacancy No: ITC/ICA/41/2022

This vacancy is open for locally residing nationals of Myanmar ONLY

Assignment Title	National Project Adviser (Quality and Food Safety)
Category/Grade	UNOPS – LICA 9
Requesting Division / Section	Division of Country Programmes/Office for Asia and the Pacific (DCP/OAP)
Duty station	Taunggyi, Myanmar
Duration	Until 28 February 2023
Application period	22 Sep 2022 – 29 Sep 2022

BACKGROUND

ITC is the joint agency of the World Trade Organization and the United Nations. ITC is one of the implementing agencies of the SECO – UN Cluster on Trade and Productive Capacity, together with ILO, UNCTAD and UNIDO (UNOPS acting as the Trust Fund Manager).

The project for Myanmar - Upgrading horticulture supply and sustainable tourism to develop business linkages - aims at improving the economic situation in the Inle Lake (Shan State, Myanmar) area through the upgrade of the horticulture supply capacity and the development of sustainable tourism. Funded by the Swiss State Secretariat for Economic Affairs (SECO) trust fund, the four-year project is implemented by a cluster of four UN agencies gathered in the UN Trade Cluster, through the establishment of value chains leading to income generation and employment creation. Within this framework, ITC assists the Inle Lake area in developing its position as a sustainable tourism destination.

The project envisages two outcomes in order to deepen the interventions in each sector in addition to establishing basic and initial business linkages among them:

OUTCOME 1: The horticulture supply capacity in Inle Lake area (Shan State) is enhanced in terms of quantity and quality. International safety standards and certification (including organic requirements) are progressively met. Business operations of male and female farmers have increased and stabilized.

OUTCOME 2: Inle Lake area (Shan State) gained in its position as a touristic destination. The strategic market positioning focuses on sustainable inclusive and responsible tourism. Business opportunities for male and female workers and entrepreneurs have increased and stabilized.

ITC intervenes under Outcome 2 and is responsible for three outputs: Output 2.1: marketing and branding; Output 2.2: tourism product development; and Output 2.3: quality and food safety in the tourism sector.

The project will come to an end in February 2023.

FUNCTIONS

Under the supervision of the Associate Programme Officer, and the general guidance of the Programme Officer, the incumbent will be responsible for the following duties:

- Works with key clients to facilitate the development, implementation and evaluation of the output on quality and food safety; monitors and analyzes specific aspects of project implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties, including the private sector and project beneficiaries in Southern Shan State; identifies and tracks follow-up actions.
- 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.
- Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies.
- Assists in performing 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.
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of project reports, monthly progress reports for output 2.3,
- 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.
- Undertakes outreach activities; participates in and makes presentations on assigned topics/activities.
- Coordinates activities related to budget funding (project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, workplans, programme budget, etc.).
- Performs other duties as required.

KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS

Outputs and Delivery Timelines:

Provides well researched and sound analysis of issues and developments affecting project implementation, etc. Provides thorough, well reasoned written contributions, e.g., background papers, analysis, sections of reports, inputs to project reports;. Effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally. Define coherent, participatory local project implementation procedures, and ensures consistent adherence to these.

RECRUITMENT QUALIFICATIONS

Minimum education and qualifications (level and field of study)

Advanced university degree (Master's degree or equivalent) in international trade, business administration, development studies or related field such as tourism, agriculture, international trade.

Note: A first-level university degree 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 two (2) years of relevant experience in project/programme management, administration or related area. Experience in responsible tourism-related or quality and food safety-related issues.

Minimum language requirement

Advanced knowledge of English. Advanced knowledge of Myanmar language.

Mandatory skills and knowledge

- Knowledge of the needs and expectations of the tourism sector in Myanmar
- Knowledge of challenges to trade and private sector development in Myanmar
- Understanding of project results-based management and coordination

Critical job-specific competencies

Professionalism: 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.

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.