TERMS OF REFERENCE – LOCAL INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing Uzbek nationals ONLY.

Vacancy No: ITC/ICA/44/2022

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>National Project Officer</th>
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<tr>
<td>Category/Grade</td>
<td>UNOPS – LICA 9</td>
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<tr>
<td>Requesting Division / Section</td>
<td>Division for Market Development/ Trade Facilitation and Policy for Business (DMD/TFPB)</td>
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<tr>
<td>Duty station</td>
<td>Tashkent, Uzbekistan</td>
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<tr>
<td>Duration</td>
<td>ASAP, until 31 December 2023, with possibility of extension</td>
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<td>Application period</td>
<td>11 October – 18 October 2022</td>
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BACKGROUND

The International Trade Centre (ITC) is the joint technical cooperation agency of the World Trade Organization (WTO) and the United Nations. ITC is implementing an EU-funded project to facilitate the process of Uzbekistan’s accession to the WTO. The project aims to support Uzbekistan’s development plans to modernize its economy through leveraging the process of WTO accession. The overall objective of the project is to contribute to the economic development of Uzbekistan by assisting the country to create a trade environment that is in conformity with international standards, including predictable and enforceable laws and regulations.

The project is structured according to the following outcomes:

1. Informed drafting of the documentation/negotiating positions required for the accession process (based on demand).
2. Enhanced capacity for the development of specific sectoral laws and regulations to align Uzbekistan’s national trade policy with the requirements for WTO Membership.
3. Increased policy makers’ understanding of the WTO accession process and legal framework.
4. National institutional capacity strengthened for SPS/TBT & Trade Facilitation Compliance in line with WTO obligations.
5. Enhanced awareness of stakeholders, including women’s associations, about WTO accession.

The project’s implementation period is 4 years and 8 months (2020-2024) that started in February 2020.

FUNCTIONS

Under the overall guidance of the Chief, Trade Facilitation and Policy for Business Section (TFPB), and the direct supervision of the TFPB Associate Programme Officer at ITC Headquarters in Geneva, and in cooperation with responsible ITC technical officers, the National Project Officer will be responsible for the following duties:

- Assists in fostering and maintaining professional working relations with the beneficiary institutions in Uzbekistan involved in the WTO accession negotiations.
- Provides coordination and substantive support to various project events, and consultations with project stakeholders and beneficiaries (bilateral meetings, roundtables, capacity building workshops/trainings/seminars and awareness raising events), both online and on the ground, including identification and mobilization of key public and private stakeholders and national
resource persons, and making administrative and logistical arrangements for the events.

- Assists in organizing field missions for ITC experts and international consultants and accompany them during their meetings; provides interpretation from/to English and Russian or local language, as required.
- Participates in field missions of ITC experts and international consultants, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, provides assistance in follow up actions, etc.
- Attends project events and stakeholder consultations, in particular, provides technical inputs, takes notes, circulates and collects evaluations/assessment forms and produces concise reports on the meeting results in English.
- Collects necessary information and background documents on policy/regulatory domestic reforms and other studies and assessments in relation to the WTO accession process, as required.
- Works with key clients to facilitate the coordination and evaluation of projects activities, etc.; monitors and analyzes project development and implementation, collects evidences of results/outcomes/outputs throughout the implementation phase of the project; 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.
- Assists in monitoring budget and financial expenditures at country level (expenditure reports, progress reports, financial statements, etc.) and preparation of related financial documents/reports.
- Assists in maintaining operation of a project office, including renting the office premises and ensuring associated local administrative and logistical arrangements.
- Assists in organizing effective external communications for the project, e.g. through appropriate presentations at relevant key events in the country, prepares draft content for press releases and other media articles and disseminating project results to stakeholders, feeds social media networks.
- Provides inputs for reporting on activities conducted (monthly, quarterly and yearly reports).
- Performs other duties as required.

**KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS**

**Outputs and Delivery Timelines:**
Implements and monitors assigned project. Provides thorough, well reasoned written contributions, e.g., background papers, analysis, sections of reports, inputs to project reports, etc. Develops and maintains effective working relationships. Promulgate coherent policies, and consistent adherence to these by clients. Efficiently uses of resources.

**RECRUITMENT QUALIFICATIONS**

**Minimum education and qualifications (level and field of study)**
Advanced university degree (Master’s degree or equivalent) in economics, business administration, management, law or a related field.

*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 management, administration or related field. Experience in technical cooperation projects in transition economies desirable. Experience in the area of trade policy and foreign trade development desirable. Experience of working in/with international/donor organizations or with Government desirable.

**Minimum language requirement**
Fluency in English, Russian and Uzbek is required.
**Mandatory skills and knowledge**
Proficiency in Microsoft office and spreadsheets.

**Critical job-specific competencies**

**ITC core values:** Professionalism, Integrity, Respect for Diversity

**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.

**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.

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**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.