The International Trade Centre is looking for a:

**National Project Manager - project initiation in Albania**

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<tr>
<th>Division/Section:</th>
<th>Division of Country Programmes – Office for Eastern Europe &amp; Central Asia</th>
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<tbody>
<tr>
<td>Type of assignment:</td>
<td>National Consultant</td>
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<td>Type of contract:</td>
<td>TBC</td>
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<td>Duty Station:</td>
<td>Home Based</td>
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<td>Duration of assignment:</td>
<td>6 months with the possibility of extension</td>
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**Terms of Reference**

**BACKGROUND:**

The International Trade Centre (ITC) is the joint technical cooperation agency of the World Trade Organization and the United Nations. ITC is implementing a 4-year programme - **Trade promotion East: Balkan States and Central Asia** in Albania, Serbia, Tajikistan, and Uzbekistan funded by the Government of Switzerland.

The programme will focus on the competitiveness and sustainable export growth of small and medium-sized enterprises (SMEs) and improving the capacities of business support organizations (BSOs) to provide quality services to SMEs. Furthermore, the programme will foster regional exchange and knowledge sharing facilitated among SMEs and BSOs from partner countries.

The envisaged long-term impact is to contribute to increase inclusive export growth in the targeted value chains with improved livelihoods and decent employment.

The project is structured around three outcomes formulated as follows:

Outcome 1: Improved competitiveness and sustainability of SMEs in the agribusiness sector
Outcome 2: Improved BSOs performance in the agribusiness sector
Outcome 3: Enhanced regional / sectoral exchange and collaboration between sector actors

The Project is expected to start operations in February 2023 with a 6-month inception phase. The project will promote common implementation principles across all countries to ensure the consistency of interventions across the region and to facilitate exchanges of best practices.

The activities under the inception phase will include:

(i) carry out product selection for Albania and Serbia and identify/validate specific needs to be addressed by the project;
(ii) select strategic project partners among BSOs in each country and identify the potential group of beneficiary SMEs;
(iii) develop individual country-specific work plans and set country-specific targets;
(iv) validate selection criteria for the target SMEs to be selected for direct support;
(v) develop a concise inception report including a validated list of needs, support areas and country-specific work plans, monitoring plans and log frames.
DESCRIPTION OF DUTIES/RESPONSIBILITIES:

Under the overall guidance of the Chief, Office for Eastern Europe and Central Asia (OEECA) and the direct supervision of the OEECA Programme Coordinator (PC) at ITC Headquarters in Geneva, the National Project Manager (Consultant) will be responsible for performing the following duties:

- Contribute towards the completion of activities of the inception phase including product selection, selection of strategic project partners among BSOs. To be achieved as per the criteria to be set and agreed upon after commencement of the contract;
- Contribute to the development of the structure of the inception report;
- Prepare a draft of the inception report as per the agreed structure and submit to PC for review and comments;
- Incorporate comments, finalize the inception report and submit to PC;
- Contribute to the preparation of the project workplan for the first year of operations;
- Contribute to setting-up a project office, including selecting and renting office premises, procuring equipment, and ensuring local administrative arrangements to facilitate the successful start of the project activities;
- Organize several project events, identify and mobilize participants and make logistical arrangements for the events, (at least three);
- Prepare missions for ITC experts and international consultants, provide technical inputs and accompany them during meetings; provide interpretation from/to English and Russian or the local language; Act as a liaison between ITC HQ and the country’s trade-related stakeholders, including civil society and other international donors through participating in meetings, discussions and written communication;
- Collect project related information, background documents, studies, and assessments, as required.
- Organize effective external communications for the project, e.g. through presentations at relevant key events in the country, providing content for press releases and other media articles and disseminating project results to stakeholders;
- Report on activities performed on a monthly basis, including progress on deliverables.

EXPECTED OUTPUTS AND TIMELINES:

- Product groups selected based on the criteria elaborated by 31 March 2023
- Partners pre-selected based on the selected criteria by 31 March 2023
- First draft of the inceptions report submitted to PC by 31 May
- Final version of the inception report completed and submitted by 15 June 2023
- Monthly reports are submitted by 5th day of the following month

SKILLS:

- Strong analytical and communication skills.

EDUCATION:

- Advanced university degree (Master’s degree or equivalent) in economics, business administration or another related field.
- Extensive relevant experience may be accepted in lieu of the university degree.

EXPERIENCE:

- At least 3 years’ professional experience in planning, managing and implementing technical cooperation projects preferably in the area of foreign trade development.
- Experience working in/with international organizations.
- Experience working with Government.
LANGUAGES:

- Fluency in English and knowledge of the local language is highly desirable.