TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

ITC/ICA/50/2022

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<tr>
<th>Assignment Title</th>
<th>Associate Programme Officer, Trade Facilitation</th>
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<tr>
<td>Category/Grade</td>
<td>UNOPS – ICSC 9</td>
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<tr>
<td>Requesting Division / Section</td>
<td>Division of Market Development/ Trade Facilitation and Policy for Business Office for (DMD / TFPB)</td>
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<tr>
<td>Duty station</td>
<td>Bishkek, Kyrgyzstan</td>
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<tr>
<td>Duration</td>
<td>1 March 2023 - 31 December 2023</td>
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<td>Application period</td>
<td>15 Dec 2022 – 6 Jan 2023</td>
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BACKGROUND

The International Trade Centre (ITC) has a unique mandate in the United Nations system to promote increased competitiveness of Small and medium-sized enterprises (SMEs) in developing, transition and least developed countries and assisting them to better use trade as a platform for growth, development and employment creation. The ITC support these countries to improve their business environment and facilitate better management of border operations, including through the implementation of the World Trade Organization (WTO) Trade Facilitation Agreement.

ITC is currently implementing a 4-year, EU-funded project: Ready to Trade in Central Asia (R4TCA) in five Central Asian countries - Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan, as part of supporting Investment, Competitiveness and Trade in Central Asia. The project aims to promote international trade in Central Asia (CA) by enhancing the transparency of cross-border requirements, removing regulatory and procedural barriers, strengthening business capability to comply with trade formalities and standards, as well as by improving cross-border ecommerce.

The Project is structured according to four Expected Results:

ER1. Key regulatory and procedural obstacles to international trade are addressed;
ER2. SME capacities to comply with cross-border requirements (i.e. quality standards, technical regulations, and relevant preferential trading schemes/GSP+) are improved;
ER3. Improved readiness of Central Asian countries, in particular women-led companies conducting cross-border e-commerce.
ER4. Increased opportunities of women-led enterprises to participate in international trade

The first components, referred to as “Addressing obstacles to trade” aims at removing regulatory, technical, and procedural barriers faced by businesses engaged in international trade for selected product-groups.

In this context, ITC is recruiting a trade facilitation expert to provide technical guidance for development and implementation of targeted trade facilitation reforms to remove obstacles to trade on selected intra-regional and extra-regional trade flows.

FUNCTIONS

Under the direct supervision of the Senior Trade Facilitation Advisor and the overall guidance of the Chief, Trade Facilitation and Policy for Business, ITC, Geneva, the Associate Programme Officer will be responsible for the following duties:

- Works with key clients to facilitate the development, implementation and evaluation of assigned programmes/projects, 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.

- 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.

- Supports the activities of national consultants in the beneficiary countries involved, among others, in the implementation of the project initiative.

- 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.

- Provide trade-related technical advisory services related to the implementation of ER1; e.g. development of trade digitization reforms, recommend procedural simplification measures, etc.

- 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.

- Undertakes outreach activities; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities.

- Coordinates activities related to budget expenses (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.

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<th>KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS</th>
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<td>Outputs and Delivery Timelines:</td>
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<td>Implements and monitors assigned projects. Coordinates national consultants and report on their work. Provides thorough, well reasoned written contributions, e.g., background papers, analysis, sections of reports, inputs to project reports, etc. Effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally. Promulgate coherent policies, and consistent adherence to these by clients. Efficiently uses of resources.</td>
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<th>RECRUITMENT QUALIFICATIONS</th>
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<td>Minimum education and qualifications (level and field of study)</td>
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<td>Advanced university degree (Master’s degree or equivalent) in business administration, management, economics or a related field.</td>
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<td>Note: A first-level university degree in business administration, management, economics or a related field in combination with an additional two years of qualifying relevant professional experience may be accepted in lieu of the advanced university degree.</td>
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**Minimum experience (nature, length and field of experience)**
A minimum of two (2) years of relevant experience in project/programme management, business administration or related area, preferably in the area of trade facilitation.

**Desirable experience**
Experience of working in international/donor organizations or national development agencies. Proven track record in developing and implementing branding / marketing strategies. Experience in delivering trade related services to SMEs.

**Minimum language requirement**
Advanced knowledge of Russian and English is required.

**Critical job-specific competencies**

**ITC’S VALUES are:** Integrity, Professionalism, Respect for Diversity

**Professionalism:** Proficiency in Microsoft office. 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.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**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.