TERMS OF REFERENCE –INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing Sierra Leonean nationals ONLY.

Vacancy No: ITC/ICA/51/2022

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Programme Adviser, Sector Policy and Coordination</th>
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<tbody>
<tr>
<td>Category/Grade</td>
<td>UNOPS – LICA 10</td>
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<tr>
<td>Requesting Division / Section</td>
<td>DCP/OA</td>
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<tr>
<td>Duty station</td>
<td>Freetown, Sierra Leone</td>
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<tr>
<td>Duration</td>
<td>Five months, with possibility of extension</td>
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<td>Application period</td>
<td>19 – 26 December 2022</td>
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BACKGROUND

The International Trade Centre (ITC), in partnership with the United Nations Industrial Organisation (UNIDO), is implementing a technical assistance project in Sierra Leone under the West African Competitiveness Programme (WACOMP). The project aims at increasing Sierra Leone’s competitiveness through enhanced productivity and trade compliance in the cocoa, cassava and oil palm value chains with a view to boosting the country’s integration into regional and global value chains. The project has specific objectives of improving the performance, growth and contribution to industry, regional trade and exports of the three value chains, and improving the business climate at the national level. It is funded by the European Union under the 11th European Development Fund.

FUNCTIONS

Under the direct supervision of the DCP/OA Programme Management Officer (WACOMP) and the general guidance of the DCP/OA Senior Programme Coordinator, the Programme Adviser will be responsible for the following duties:

- Participates in the implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes programme/project development and implementation; 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.
- Performs 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.
- Researches, analyzes and presents information gathered from diverse sources.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
• Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.

• Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.

• Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.

• Performs other duties as required.

KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS

Outputs and Delivery Timelines:
Coordinates, implements, monitors and evaluates assigned programme/projects. Provides thorough, well reasoned written contributions, e.g., background papers, analysis, sections of reports and studies, inputs to publications, 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 business administration, management, economics or a related field.

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.

Minimum experience (nature, length and field of experience)
A minimum of five (5) years of progressively responsible experience in project or programme management, administration or related area.

Desirable experience
Experience working for governments, private sector, and/or intergovernmental organizations in Sierra Leone desirable. Experience in trade, business and private sector development desirable. Experience in the formulating trade and development policies and/or strategies desirable.

Minimum language requirement
Advanced knowledge of English.

Critical job-specific competencies

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

Professionalism: Knowledge of trade, sector development and coordination in the specific policy framework of Sierra Leone. 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 conduct 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.

**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.

**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.