The International Trade Centre is looking for a:

**Project Coordinator: Creative Industries and Youth Engagement**

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<tr>
<th>Division/Section:</th>
<th>Division of Sustainable and Inclusive Trade, Women, Youth and Vulnerable Communities Section (DSIT/WYVC)</th>
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<tr>
<td>Type of assignment:</td>
<td>International Consultant</td>
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<td>Type of contract:</td>
<td>Delivery contract</td>
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<td>Duty Station:</td>
<td>Home-Based (with travel)</td>
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<tr>
<td>Duration of assignment:</td>
<td>1 August 2023 – 31 July 2024 (240 work days)</td>
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<td>Application period:</td>
<td>11.07.2023 – 20.07.2023</td>
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**Terms of Reference**

**BACKGROUND**

Established in 1964, the International Trade Centre (ITC) is the joint technical cooperation agency of the United Nations and the World Trade Organization (WTO) in charge of the sustainable promotion of trade and in particular of exports from developing countries and economies in transition. The goal of the ITC is to make businesses in developing countries more competitive in global markets, accelerate economic development and contribute to the achievement of the United Nations Sustainable Development Goals (SDGs). Thus, the organization contributes to the creation of jobs at the level of segments of agricultural value chains and promising services, especially for young people and women.

This post is located within the Women, Youth and Vulnerable Communities (WYVC) section in the Division of Sustainable and Inclusive Trade (DSIT).

Funded by the European Union delegation in Uganda, the new “Opportunities are Here” project will provide young talents in front of and behind the camera with tailored mentoring, networking opportunities, and media exposure, and generate new trade capacity and export opportunities in the film sector in Uganda.

**OBJECTIVE**

The project primarily targets young creatives in Uganda and is designed to incubate and accelerate their talents through specialized training in the film industry giving participants the opportunity to acquire competencies and gain competitive advantage in the marketplace, locally, regionally and internationally.

This job description relates to The Opportunities are Here (OaH) in the film industry in Uganda, which requires a Creative Industries and Youth Engagement Coordinator for the production of the project.
DESCRIPTION OF DUTIES/RESPONSIBILITIES

Under the supervision of the Associate Programme Officer and the guidance of the OAH team, the Consultant will:

1. Coordinate with all relevant stakeholders to execute the implementation of the Opportunities are Here (OaH) program on entrepreneurship in the film industry in Uganda.
2. Deliver and execute the youth engagement strategy of the Opportunities are Here (OaH) program on entrepreneurship in the film industry in Uganda.
3. Provide continuous guidance on the logistics and youth engagement aspects of the Opportunities are Here (OaH) programme on entrepreneurship in the film industry in Uganda.
4. Regularly assess effectiveness of youth engagement strategies and adjust as required, paying particular attention to regional reach.
5. Closely monitor the project risk framework and gather insights from partners to ITC management team.
6. Develop meeting and mission agendas with relevant stakeholders.
7. Monitor timeline and project goals and inform ITC management of delays.
8. Assess potential project partners for suitability and risk, making recommendations to the WYVC team.
9. Coordinate with the local coordinator, partners and suppliers to ensure timely and effective delivery of the project according to the project log frame.
10. Organise weekly meetings with the Production Lead, Market Lead, Communication Lead to provide guidance and address matters arising. Keep a record of the meetings.
11. Coordinate the delivery of industry relevant masterclasses for beneficiaries, engaging relevant stakeholders to the local audience. Ensure that components on IP protection, Legal, and access to finance are included in the curriculum.
12. Facilitate the implementation of the training program as per the project log frame.
13. Provide input and guidance on project management and administration.
14. Contribute to ecosystem mapping of the Ugandan Film Industry.
15. In coordination with the market lead and other members of the OAH team, conduct an analysis of access to finance opportunities for emerging filmmakers.
16. Gather data relevant to the project outputs and contribute to regular reporting for ITC and EU, including annual reporting.
17. Develop proposals for the continuity of the OAH programme, as required.
18. Draft materials for the programming for legal review.
19. Provide inputs for donor and ITC reporting and other requirements.
20. Gather relevant research and anecdotes to contribute to policy recommendations.

The Consultant is obliged to provide full access to ITC external and internal auditors to documents and information. In addition, the contractor shall comply with any audit undertaken in line with the financial regulations and rules of the United Nations.

Copyright Clause: The Consultant has to ensure that s/he has obtained the necessary permissions with regard to intellectual property rights required to perform his/her services under this consultancy contract and for the subsequent dissemination by ITC in any form. Documentary proof is to be submitted to ITC. Should any license fee be due for the use of copyrighted materials of third parties, the Consultant shall request prior written permission from ITC. S/he has further to ensure to obtain accreditation to event(s), if required.
EXPECTED OUTPUTS AND TIMELINES

1. Participate in weekly meetings with the ITC project management to provide updates, monitor progress, and ensure deliverables are executed on time by all parties involved.
2. Participate/contribute to monthly meetings with EU (donor) to timely communicate the developments of the project, discuss roadmap and other issues that may arise.
3. Participate/contribute to bimonthly institutional meetings (Ministries, Guilds, UCC and others as required).
4. Budget, timeline and project management spreadsheets updated weekly.
5. Develop and approve online training curriculum and manuals for contestants by 30 August 2023.
6. Draft and approve the Season 1 influencer engagement document and agree with stakeholders by 30 September 2023.
7. Publish the terms and conditions and related Call for Entry materials online by 30 September 2023.
8. Curriculum and online training programs designed in collaboration with partners, mentors and facilitators by 30 October 2023.
9. Curriculum and training programs designed in collaboration with incubator partners, by 30 November 2023.
10. Monitor the contestants registrations and complete by 30 November 2023.
11. Coordinate set design production and approve venue/studio in coordination with the lead producer approved by 30 November 2023.
12. Coordinate the contestant auditions which should be executed and filmed by 30 December 2023.
13. Coordinate the jury selection of the 15 candidates for the incubation phase by 30 December 2023.
15. Coordinate the delivery of the business incubation training to beneficiaries by 30 January 2024.
17. Coordinate the jury selection of 9 finalists selected for bootcamp and grand finale participation by 29 February 2024.
18. Deliver research document on Access to finance for Ugandan creative industries by 29 February 2024.
19. Coordinate the delivery of the talent development bootcamp to beneficiaries by 30 March 2024.
20. Working closely with the local coordinator to facilitate the delivery of the Grand Finale Event by 30 March 2024.
22. List of examples and anecdotes to contribute to policy recommendations delivered by 30 March 2024.
23. Ecosystem mapping of Ugandan film industries submitted by 30 April 2024.
24. Data gathered on jobs for all participants and survey on incubation participation carried out by 30 April 2024.
25. Project assessment and evaluation for year 2 development delivered to ITC management by 30 April 2024.
26. Develop and approve online training curriculum and manuals for contestants by 30 May 2024.
27. Draft and negotiate the Season 2 influencer engagement document and agree with stakeholders by 30 June 2024.
28. OAH Film Industry season 2 production scheduled and partners identified by 30 June 2024.
29. Publish the terms and conditions and related Call for Entry materials online by 30 July 2024.
30. Curriculum and online training programs designed in collaboration with partners, mentors and facilitators by 30 July 2024.
31. Curriculum and training programs designed in collaboration with incubator partners by 30 July 2024.
TRAVEL: Travel to Uganda is required.

REQUIREMENTS

EDUCATION:
Undergraduate degree (BA/BSC or other). Bachelor in Communication, Media, Business Management or related field. Extensive relevant experience may be accepted in lieu of the university degree.

REQUIRED EXPERIENCE:
At least 15 years of professional experience in media and youth engagement is required. Experience working in Africa is required.

ADDITIONAL EXPERIENCE:
Experience working in Uganda is an asset. Experience outside of Africa is also a plus.

SKILLS:
International marketing experience is required. Managing cross-functional teams, project management, business development, organization and administration of information and communication to teams and senior leadership are required.

LANGUAGE:
Advanced knowledge of English is required. Another UN language is an asset.

ITC champions workforce diversity, inclusion, gender equality and gender parity and considers all qualified persons - of all genders - equally, including those with disabilities, without discrimination or prejudice of any kind.