The International Trade Centre is looking for a:

**International Consultant on partnerships engagement and grant proposal writing**

<table>
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<tr>
<th>Division/Section:</th>
<th>Division of Enterprise Competitiveness and Institutions, Institutions and Ecosystems Section (DECI / IE)</th>
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</thead>
<tbody>
<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</td>
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<tr>
<td>Duration of assignment:</td>
<td>02.08.2023 – 15.10.2023 (8 work days)</td>
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**Terms of Reference**

**BACKGROUND**

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization, focusing in particular on developing the export capabilities of small and medium-sized businesses in developing and transition economies. ITC is 100% "Aid for Trade", supporting trade that delivers inclusive and sustainable development results. ITC’s mandate covers all developing countries and transition economies with special emphasis on the Least Developed Countries (LDCs), Landlocked Developing Countries (LLDCs), Small Island Developing States (SIDs) Fragile States and Sub-Saharan Africa.

ITC SheTrades Accelerator Programme (STAP) is funded by GIZ and forms part of the Global Project Cultural and Creative Industries (CCI) commissioned by the Federal Ministry for Economic Cooperation and Development (BMZ).

The programme supports women-led businesses (WLBs) and Business Support Organizations (BSOs) in the Apparel, Accessories, and Home Decor sector from Iraq, Jordan, Kenya, Lebanon, Senegal, and South Africa.

**OBJECTIVE**

The programme aims to promote income generation and job creation for women-led businesses (WLBs) and their community by:

- Strengthening the business support ecosystem to better support the growth of women's economic empowerment initiatives and activities;
- Increasing the competitiveness of women-led businesses;
- Creating new market linkages and business opportunities for women-led businesses in the sector.
The programme will provide training to beneficiary BSOs (i.e. Chamber of Commerce, Trade Promotion Organization, Women Business Association, Incubator etc.) on "Building and Managing effective partnerships for women empowerment".

The objective of the training is to increase BSOs’ capacity, resources, and expertise to better support women-led business through better partnership engagement and management. The training will be offered to all BSOs and will cover:

- Foundation of partnership (i.e. legal basis, strategy, services etc.)
- Tools and methodologies to identify the right partners
- Understanding your funding needs and writing grant proposals
- Tools and strategy for successful partnership engagement
- Stewarding the relationship over time

The programme is looking for a consultant to develop and support the training component on “writing grant proposals”.

**DESCRIPTION OF DUTIES/RESPONSIBILITIES**

The Consultant will work under the overall supervision of Associate Programme Adviser of the Women, Youth and Vulnerable Communities (WYVC) Team, in close collaboration with Institutions and Ecosystems Associate Programme Officer. The Consultant will carry out the following tasks:

- Design training materials on “Grant Proposal Writing” for Business Support Organizations (BSOs including Women’s Association). The training material should be very interactive with practical exercises and case studies relevant to ITC’s audience (Women associations from developing and least-developed countries etc.).
- Conduct the training virtually (maximum two hours).
- Provide a generic template of a grant proposal that BSOs could use and adapt.
- Participants will be requested to develop a small grant proposal in favor of women-led SMEs from developing and least developing countries in the Textile and Apparel sector. Through online coaching sessions, the consultant will provide technical support to BSO’s staff in drafting the proposal and feedback on their project documents.

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. Materials for training developed (by 31 August 2023)
2. Successful facilitation of the online training to staff of beneficiary BSOs (by 30 September 2023)
3. Technical advice and feedback on the project documents provided to a minimum of three institutions (by 15th October 2023)
4. Minimum three completed project proposals (by 15th October 2023)
5. Provide a summary note on the overall delivery of the training highlighting recommendations and future actions ITC should take to continue improving this capacity-building offer to BSOs (by 15th October 2023)

**TRAVEL:** No travel

**REQUIREMENTS**

**EDUCATION:**

Undergraduate degree (BA/BSC or other).
University degree in economics, business, international relations, economic development or any other relevant areas.
Extensive relevant experience may be accepted in lieu of the university degree.

**REQUIRED EXPERIENCE:**

At least 5 years of experience in partnership development and grant proposal writing is required.

**ADDITIONAL EXPERIENCE:**

Experience in designing and delivering partnership development courses is desirable.

**SKILLS:**

Excellent analytical and report-writing skills are desirable.
Ability to work independently with a minimal level of supervision is desirable.
Experience in running workshops is desirable.
Capacity to conceptualize, write well and communicate ideas effectively is desirable.
Experience to develop a coaching relationship with participants that enables a strong learning environment is desirable.
**LANGUAGE:**

Very good command of oral and written English is essential (other languages are 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.*