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. Among other activities, ITC supports 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 (TFA). In this context, ITC wish to recruit an International Consultant to support the implementation of the technical trade facilitation activities.

**DESCRIPTION OF DUTIES/RESPONSIBILITIES**

The International Consultant will work under the overall supervision of the Chief, Trade Facilitation and Policy for Business, and the direct guidance of the Trade Facilitation Programme Officer at ITC-Headquarters in Geneva, Switzerland.

The International Consultant is expected to:

1. Provide various technical inputs, and review and update official project documents such as strategies, background papers, reports or study, concept notes and training material
2. Contribute to the design, implementation and analysis of needs assessment interventions in the area of trade facilitation, including surveys, diagnostic assessments, consultations, semi-structured interviews, etc.
3. Collect (and, if needed, translate) relevant data and documents/policies/laws that are connected to trade facilitation reforms
4. Support planning, execution and reporting activities for project trainings, workshops, public-private dialogues, seminars, etc. and prepare/deliver presentations
5. Arrange consultations/meetings with local and international project stakeholders, as required, to ensure a smooth flow of information and effective collaboration

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**BACKGROUND**

The International Trade Centre (ITC) is looking for a:

**Trade Facilitation Expert**

<table>
<thead>
<tr>
<th>Division/Section:</th>
<th>Division of Market Development, Trade Facilitation and Policy for Business Section (DMD/TFPB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of assignment:</td>
<td>International Consultant</td>
</tr>
<tr>
<td>Type of contract:</td>
<td>Delivery contract</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>HQ (Geneva, Switzerland)</td>
</tr>
<tr>
<td>Duration of assignment:</td>
<td>20 August 2023 – 20 December 2023, 4 months (with possible extension)</td>
</tr>
<tr>
<td>Application period:</td>
<td>24.07.2023 – 07.08.2023</td>
</tr>
</tbody>
</table>

Terms of Reference

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6. Attend project events (virtual and/or physical) and stakeholder consultations, take notes and develop summary reports with the meeting results.

7. Assist in the development, review and update of planning, monitoring and reporting documents such as workplans, budget, logframe, reporting sheets, progress reports, annual reports, etc.

8. Support the preparation of missions for ITC experts, international and national consultants, and provide interpretation from/to English.

9. Provide technical support for outreach and external communications activities, including presentations, press releases, web stories, success stories, etc.

10. Liaise with relevant project stakeholders at the national and international level and conduct follow-up activities.

11. Keep abreast of global and regional trade facilitation initiatives and submit informative notes to ITC.

The results, products and reports produced under this assignment must not be handed over to third parties. The project has the exclusive ownership of all the reports and documents produced under this assignment and further dissemination of relevant information is prohibited, if not officially requested by the project.

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**

All above duties need to be completed by 20 December 2023.

The International Consultant will deliver duties 1 to 11, as mentioned above, as well as a monthly report on the progress under each of the above-mentioned duties together with an end-of-assignment report.

**Travel:** Possible travel involved
REQUIREMENTS

EDUCATION:

Master’s Degree or higher in development studies, law, international business, international trade, economics, international trade law or related fields is required.

REQUIRED EXPERIENCE:

Minimum of 5 years of relevant experience in the matters that are the object of this consultancy is required. In particular, experience in trade-related technical assistance is required.

ADDITIONAL EXPERIENCE:

Previous experience in trade facilitation projects – especially related to digitization of trade procedures – is highly desirable. Previous experience in implementing trade-related projects in the Middle East and North Africa (MENA) region will be considered a strong asset.

SKILLS:

- Excellent understanding of international trade, trade-related policies and multilateral trade agreements required.
- Good knowledge of trade facilitation measures and of the WTO Trade Facilitation Agreement (TFA) required.
- Excellent analysis, communication and writing skills.
- Ability to network with officials from the public and private sector.
- Ability to multi-task and meet tight deadlines.
- Very organized and meticulous with a great sense of detail.
- Ability to work independently under limited supervision.

LANGUAGE:

Excellent proficiency in English is mandatory. Proficiency in Arabic is an advantage.

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.