TERMS OF REFERENCE –INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing nationals of South Sudan.

Vacancy No: ITC/ICA/35/2023

<table>
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<tr>
<th>Assignment Title</th>
<th>National Coordinator – MARKUP II</th>
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<tr>
<td>Category/Grade</td>
<td>UNOPS – LICA 10</td>
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<tr>
<td>Requesting Division / Section</td>
<td>Division of Country Programmes/ Office for Africa (DCP/ OA)</td>
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<tr>
<td>Duty station*</td>
<td>Juba, South Sudan</td>
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<tr>
<td>Duration</td>
<td>Until 31 December 2023, with possibility of extension</td>
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<td>Application period</td>
<td>02 August to 16 August 2023</td>
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**BACKGROUND**

The Market Access Upgrade Programme (MARKUP II) is funded by the European Union (EU) and runs from 2023-2027. With a view to contribute to economic development in the East African Community (EAC) through increased sustainable intra-African and EU-Africa trade, MARKUP II has been designed to improve livelihoods, employment, export competitiveness for MSMEs and economic growth in Africa through supporting the development and strengthening of key export-oriented priority value chains with high potential. The programme will cover activities in Burundi, Kenya, Rwanda, South Sudan, Tanzania and Uganda through the provisions of partnerships with national, regional and international institutions.

The outputs expected from this job are:

• Supporting MARKUP II’s programme management and coordination at regional level.

• Supporting the achievement of targets set for implementation through support to the programme regional managers in particular on local recruitments, official travels within EAC and abroad, partnership agreements with EACS and other stakeholders, local procurement, local staff administration and related administrative actions.
Under the direct supervision of the Regional Coordinator (MARKUP II) based in each EAC partner state and the overall supervision of the Senior Programme Officer (MARKUP II) based in Geneva, Office for Africa, Division of Country Programmes (DCP) and in close collaboration with other project team members, the National Coordinator may be responsible for the following duties:

- Coordinate the delivery of all project activities and events at national level, ensuring coherence and synergies between components and other related interventions;
- Represent the project in relevant trade-related technical assistance (TRTA) coordination networks to ensure project visibility and effective linkages and synergies with other relevant initiatives.
- Ensure regular contacts with EU Delegation in the country to create synergies and align project interventions with the strategic technical direction of MARKUP national projects;
- In close cooperation with partner institutions, identify SMEs/participants/trainees with relevant expertise/needs to ensure maximum impact and country coverage, incl. in provinces;
- Provide technical inputs to develop customized capacity building tools and materials, ensuring coherence between the various results, with other capacity building projects targeting the same beneficiaries, and against beneficiaries’ needs and expectations;
- Mobilize beneficiaries and partners organizations to participate in project events and technical workshops;
- Support national institutions in the delivery of technical capacity building exercises so that efficient project delivery and sustainability are guaranteed;
- Provide coaching support to national experts and provide technical guidance as required;
- Maintain permanent liaison with local EU Offices and national Government authorities for MARKUP visibility as well as technical and communication needs;
- Assist international/national consultants as well as ITC technical and coordination staff in the implementation of project deliverables;
- Collect information for project monitoring, feedback and evaluations from project beneficiaries and analyse the results as inputs to project reporting and lessons learned;
- Develop local MARKUP specific communication strategy, in line with ITC corporate strategy and needs of EU and EAC;
- Translate working document into local languages as required.
- Performs other duties as assigned.

**KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS**

- Annual detailed workplan available and approved by stakeholders (yearly);
- Participation in Technical Committee Meetings (monthly);
- Represent MARKUP and ITC in national implementation meetings (weekly);
- Deliver trainings and provide technical guidance, advice and counselling (as required);
- Technical documents and training material available (as required);
- Communication material available (as required);
- Performance assessment of technical consultants and international/national experts available (as required);
- List of SMEs to participate in training events available (as required).

**RECRUITMENT QUALIFICATIONS**

**Minimum education and qualifications (level and field of study)**
Advanced university degree (Master's degree or equivalent) in business administration, international relations, international trade/business, management, economics or agriculture development or quality and standards or a related area.

A combination of a first university degree (bachelor’s or equivalent) with an additional 2 years of relevant work experience may be accepted in lieu of the education requirements outlined above.
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<th><strong>Minimum experience (nature, length and field of experience)</strong></th>
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<td>A minimum of five (5) years of progressively responsible work experience in providing advisory and technical services on programme management and/or agro-processing services for exports.</td>
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**Desirable experience**
Experience working with African development partners desirable.
Experience working with regional trade integration project desirable.
Experience in agro-processing and value chain enhancement for selected sectors: coffee and cocoa desirable.

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<th><strong>Minimum language requirement</strong></th>
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<td>Advanced knowledge of English is required.</td>
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**Critical job-specific competencies**

**Professionalism:** Knowledge of trade finance and investment, quality and standard issues desirable. Familiarity with the REC/UN system and EU reporting requirements desirable. Knowledge of EAC rules, strategy and functioning desirable. Computer literacy (Microsoft Suite). 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.

**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.

**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.

**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.

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**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.