TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

Vacancy No: ITC/ICA/36/2023

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>National Project Coordinator</th>
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<td>Category/Grade</td>
<td>UNOPS – LICA 11</td>
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<tr>
<td>Requesting Division / Section</td>
<td>Division of Country Programmes/Office for Asia and the Pacific (DCP/OAP)</td>
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<tr>
<td>Duty station</td>
<td>Vientiane, Lao PDR</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>7 August – 14 August 2023</td>
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BACKGROUND

ITC is the joint agency of the World Trade Organization and the United Nations. As part of the ITC mandate of fostering sustainable development through increased trade opportunities, the ARISE Plus Lao People's Democratic Republic project promotes inclusive economic growth, climate change resilience, mitigating vulnerability and job creation in the country. ARISE Plus – Lao PDR is the national Lao PDR component of the regional ARISE Plus Programme supporting regional economic integration under focal sector 1 of the 2014-2020 Multiannual Indicative Programme for Asia. The project is funded by the European Union (EU). In line with the new European Consensus on Development "Prosperity" chapter and its focus on inclusive and sustainable growth and jobs, it supports the Government of Lao PDR to reap the benefits of regional integration in line with multilateral trade frameworks such as the WTO Agreement on Trade Facilitation (TFA).

The Overall Objective is to promote inclusive economic growth, increased climate change resilience, mitigation of vulnerability (especially due to dependence on a limited number of sectors and markets) and job creation in Lao PDR. The Specific Objectives are: a) to improve the business environment in targeted sectors with a focus on regional economic integration (ASEAN); and b) to increase trade and participation in global value-chains in targeted sectors. The three Expected Outputs (results) of the project are:

ER 1. Increased regional economic integration by addressing specific constraints in targeted sectors through support for the implementation of measures contained in the ASEAN Trade in Goods Agreement (ATIGA) and other commitments under the ASEAN Economic Community Blueprint 2025;

ER 2. Increased awareness on trade preferences for exports, including to the European Union, with greater use of Everything But Arms (EBA), and on the requirements for placing products on the EU market; advanced preparation of Lao PDR to shift to a new trade preference scheme (post-EBA);

ER 3. Strengthened support services (especially for smallholders and SMEs, with a focus on women), reduction of supply-side constraints, and trade and investment promotion in targeted sectors (e.g. wood processing and agro-based products).

The Office for Asia and The Pacific (OAP) of ITC is responsible for the management of the project. The project will come to an end in December 2023.

The UKTP Programme aims to increase trade from developing countries to the United Kingdom (UK) and the European Union (EU) by maximizing the benefits of UK and EU Economic Partnership Agreements (EPAs) and the UK’s Developing Countries Trading Scheme (DCTS). The UKTP Programme works in partnership with government agencies, private sector organisations, public sector institutions, small and...
medium-sized enterprises and other local stakeholders. Target beneficiaries of the programme will be export-ready SMEs that are committed to securing new trade opportunities with the UK. Working with high UK export potential sectors and export-ready companies in EPA and DCTS countries (Cambodia, Ethiopia, Lao PDR, Nepal, Nigeria, Pakistan, Senegal, Sri Lanka, Tanzania, Uganda), UKTP will provide a package of activities for each sector comprised of:
- UK market access advisory, trade fairs and market tour for SMEs.
- Select advisory in areas such as marketing, branding, product development and packaging, and gender equality.

**FUNCTIONS**

Under the supervision of the Project Managers for the respective projects – ARISE Plus Lao PDR and UKTP – Lao PDR, the incumbent will be responsible for the following duties:

- Develops, implements and evaluates assigned projects, etc.; monitors and analyzes project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures 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.
- Coordinates policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Generates survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identify problems/issues and prepares conclusions.
- Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Initiates and coordinates outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Leads and/or participates in large, complex field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Provides leadership and work direction to assigned work team.
- Performs other duties as required.

**KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS**

**Outputs and Delivery Timelines:**
Develops, implements, evaluates, effective leadership and management of major projects and teams; demonstrates timely delivery of outputs in accordance with overall objectives and policies. Plays a lead role in identifying significant issues and develops well-reasoned, innovative approaches to deal with these issues. Serves as an effective spokesperson internally and externally and forms strong partnerships with relevant parties.
RECRUITMENT QUALIFICATIONS

Minimum education and qualifications (level and field of study)
Advanced university degree in International Trade, Business Administration, Development Studies or related field.

Minimum experience (nature, length and field of experience)
Minimum of seven years of relevant experience in project or programme management, administration or related area.
A first-level university degree in the specified field of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Minimum language requirement
Advanced English is required. Knowledge of Lao is an advantage.

Mandatory skills and knowledge
- Knowledge of trade-related and development assistance issues, economic and social issues in Asia.
- Knowledge of challenges to trade and private sector development in Lao PDR.
- Previous working experience with UN, EU and other development agencies.
- Previous working experience in Asia and Lao PDR.

Critical job-specific competencies
- Professionalism: 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 assist with 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.
- 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.
- Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

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.