The International Trade Centre is looking for a:

**UKTP National Coordinator for Sri Lanka**

C293 Trade Centre of Expertise: UK Trade Partnerships Programme

<table>
<thead>
<tr>
<th>Division/Section:</th>
<th>Division of Enterprise Competitiveness and Institutions, Sector and Enterprise Competitiveness Section (DECI/SEC)</th>
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<tbody>
<tr>
<td>Type of assignment:</td>
<td>National 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 (Colombo, Sri Lanka)</td>
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<td>Duration of assignment:</td>
<td>1 September 2023 - 31 March 2024 (75 work days)</td>
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<td>Application period:</td>
<td>07.08.2023 – 17.08.2023</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.

The United Kingdom Trade Partnerships (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). In Sri Lanka, the UKTP Programme works in partnership with national Ministries and business support organizations to increase the capacities of SMEs and activate market linkages with the UK. It is funded by the Foreign, Commonwealth & Development Office (FCDO) of the United Kingdom of Great Britain and Northern Ireland and implemented by the International Trade Centre (ITC).

To support implementation and understanding of the DCTS, UKTP will support SMEs to improve their competitiveness and access organic markets in the UK and the EU, including for organic food and beauty and natural living products.

**OBJECTIVE**

The objective of this assignment is to manage UKTP stakeholder relationships in Sri Lanka, assess needs and monitor progress of the activities and results.
DESCRIPTION OF DUTIES/RESPONSIBILITIES

The Consultant will work under the direct supervision of the UKTP Programme Officer, in close collaboration with the Technical Lead of Coffee and gender mainstreaming adviser and under the overall supervision of the Programme Manager for the UK Trade Partnerships Programme.

The Consultant will have the following responsibilities:

1. Regularly liaise with national stakeholders, including government and agency officials, representatives of business support organisations (BSO) and particularly the Sri Lankan Export Development Board, SMEs, the High Commission of the UK:
   ▪ UKTP programme interests are mapped, and relevant stakeholders prioritized for engagement in each sector in government and business support organizations (BSOs).
   ▪ UKTP and ITC have full support from stakeholders in carrying out its activities.
   ▪ ITC is aware of the latest intelligence regarding relevant policy and commercial developments for the target sectors and beneficiaries.

2. Assess and monitor progress of SME beneficiaries, including:
   ▪ List potential SME beneficiaries
   ▪ Baseline SME profile
   ▪ SME due diligence
   ▪ SME needs assessment and UK market access action plan
   ▪ SME progress tracking
   ▪ SME outcome survey
   ▪ SME strengthening technical assistance work plan for the following year

3. Assess and monitor progress of BSO beneficiaries, including:
   ▪ List potential BSO beneficiaries
   ▪ Baseline BSO profile
   ▪ BSO due diligence
   ▪ CUBED assessment and action plan
   ▪ BSO progress tracking
   ▪ BSO strengthening technical assistance work plan for the following year

4. In collaboration with the gender mainstreaming adviser, contribute to the gender action plans, including:
   ▪ Identification of gender constraints
   ▪ Identification and prioritization of the response actions

5. Coordinate and monitor progress of in-country activities through:
   ▪ Plan in-country delivery of activities
   ▪ Working closely with national consultants
   ▪ Participating and following up on in-person/remote training and advising
   ▪ Preparing SMEs for trade fairs and market tours
   ▪ Identify success stories to be disseminated in programme communications materials
6. Facilitate UKTP operations in Sri Lanka, including:
   ▪ Plan, organize, facilitate, and accompany an inward trade mission of UK buyers to Sri Lanka.
   ▪ Plan, organize, facilitate, and accompany ITC and UK FCDO missions.
   ▪ Act as a local focal point with local vendors and source documentation for ITC to process.
   ▪ Review documentation and official correspondence, including MOUs, official letters and other written material to comply with ITC’s style guide and other requirements.
   ▪ In the case of financial authorizations with UNDP, liaise with the local UNDP office to ensure project transactions are duly recorded and all invoices/rosters are completed.
   ▪ Provide support to the project administration team on ULO review, including verifying activities, deliverables and issuance of invoices.

The Consultant should ensure that gender equality and women’s empowerment are mainstreamed in all activities.

The Consultant should ensure that UKAID visibility guidelines are upheld.

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**

**Deliverable 1.** Inception report, including progress on national stakeholder liaison, BSO and SME engagement, in-country activity delivery planning and monitoring, and operations report, and stakeholder mapping, list of potential SMEs and selection, SME baseline, SME due diligence, SME needs assessment and action plan for up to 5 SMEs, and gender action plan, of no more than 20 pages sent in electronic format by 30 September 2023 (20 workdays).

**Deliverable 2.** Monthly report, including progress on national stakeholder liaison, BSO and SME engagement, in-country activity delivery planning and monitoring, and operations report, sent in electronic format by 30 November 2023 (10 workdays).

**Deliverable 3.** Monthly report, including progress on national stakeholder liaison, BSO and SME engagement, in-country activity delivery planning and monitoring, and operations report, sent in electronic format by 30 November 2023 (10 workdays).

**Deliverable 4.** Quarterly report, including summing up progress on national stakeholder liaison, BSO and SME engagement, in-country activity delivery planning and monitoring, and operations report, sent in electronic format by 10 January 2024 (10 workdays).
Deliverable 5. Monthly report, including progress on national stakeholder liaison, BSO and SME engagement, in-country activity delivery planning and monitoring, and operations report, sent in electronic format by 28 February 2024 (10 workdays).

Deliverable 6. Annual report, including progress on national stakeholder liaison, BSO and SME engagement, in-country activity delivery planning and monitoring, and operations report, and the SME outcome survey, and year 2 BSO and SME work plans sent in electronic format by 31 March 2024 (15 workdays).

**TRAVEL:** Domestic travel within Sri Lanka

**REQUIREMENTS**

**EDUCATION:**

Undergraduate degree in business administration, natural and social sciences.

**REQUIRED EXPERIENCE:**

At least 8 years of professional work experience in stakeholder engagement, project management and administration is required.

**ADDITIONAL EXPERIENCE:**

Knowledge of key government and institutional stakeholders in trade and SME development would be preferred. Previous work within the UN system or international development finance institution would be an asset.

**SKILLS:**

Good communication skills for the stakeholder engagement (required). Good analytical skills for the enterprise assessment and programme monitoring, (desired).

Expertise required in at least 2 of the following areas of:

- International trade
- Private sector and enterprise development
- Public-private dialogue
- Marketing

**LANGUAGE:**

Excellent command of English and Sinhala is required.
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.