The International Trade Centre is looking for a:

**National Project Coordinator UKTP Côte d'Ivoire**

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<tr>
<th>Division/Section:</th>
<th>Division of Country Programmes, Office for Africa, (DCP/OA)</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</td>
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<td>Duration of assignment:</td>
<td>31 August 2023 – 31 March 2024 (50 work days)</td>
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<td>Application period:</td>
<td>19.08.2023 – 30.08.2023</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 UKTP Programme is funded by the Foreign, Commonwealth & Development Office (FCDO) of the United Kingdom of Great Britain and Northern Ireland under the UK’s Trade Centre of Expertise. EPA and DCTS countries participating in the UKTP Programme are provided with high quality trade-related technical assistance through sector initiatives.

The UKTP Programme works in partnership with government agencies, private sector organisations, public sector institutions, small and medium-sized enterprises and other local stakeholders.

**OBJECTIVE**

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).

UKTP Programme aims to promote exports through facilitating access to markets, providing advisory to SMEs to improve their products and business operations, and strengthening business support organizations.

UKTP Côte d’Ivoire is looking for a National Coordinator to advance the coordination and implementation of the project’s outputs in the country.
DESCRIPTION OF DUTIES/RESPONSIBILITIES

The Consultant will work closely with the Associate Programme Officer in Geneva and will be under the direct supervision of UKTP Côte d’Ivoire Project Manager.

a) Monitoring, Reporting and communication

- Regularly follow-up with the various stakeholders to ensure convergence towards the results/objectives of the programme.
- Development of implementation reports, as required.
- Collaborate on work plan readjustments needed, in close collaboration with ITC Headquarters and stakeholders in the country and ensure its effective implementation.
- Oversee and coordinate the implementation of activities in accordance with ITC’s current administrative procedures/rules.
- Support trainers with the administrative parameters of workshops.

b) Stakeholder engagement and management

- Maintain close coordination/collaboration with programme partners and other development partners operating in the same areas of the programme to ensure synergies and avoid duplication in the implementation of activities.
- Coordinate the distribution of ITC written guides to distribute to relevant BSOs and institutions.
- Develop an implementation monitoring structure to measure results according to the programme document’s logical framework and compare results against defined indicators. Make recommendations to address new challenges requiring programme reorientation as appropriate.
- Prepare selected companies to attend trade fairs.

c) In collaboration with the Programme Steering Committee:

- Plan (including the reports and other documentation necessary for the smooth running of the meetings) and participate in the meetings of the Committee.
- Participate in potential cooperation meetings with other development partners
- Ensure wide dissemination and visibility of results.

The National Coordinator will facilitate the collection of information and the communicate on the project activities and achievements through its various communication channels (press, social networks, etc.).

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. Activity report on SME reengagement, finalization of the A2F guide and of the guide on trade fairs organization, as well as on the distribution of the developed guides to relevant BSOs and entities, by September 15th, 2023 (10 workdays).

Deliverable 2. Activity report on capacity building trainings on product quality for export and on contract issuance. The activity report should also include a detailed summary on the start of the certification process for selected companies by November 30th, 2023 (10 workdays).

Deliverable 3. Activity report on preparation of selected companies for certification audits and companies’ preparation for trade fairs attendance by January 15, 2024 (10 workdays).

Deliverable 4. Activity report on follow up with companies on business contacts established and on distribution and follow up of completion of the UKTP annual monitoring survey. The activity report should also include a part on status of Steering Committee preparation by February 15, 2024 (10 workdays).

Deliverable 5. Activity report on selected companies annual export to the targeted markets and update on deals status. The activity report should also include an analysis of UKTP annual survey results, lessons learnt and areas for improvement of the UKTP Programme. Furthermore, the activity report should cover the minutes of the Steering Committee meeting and its main points, by March 31, 2024 (10 workdays).

TRAVEL: Domestic travels possible even to the North of the country.

REQUIREMENTS

EDUCATION:

Postgraduate degree (MA/MSc/MBA, PHD or other) or Graduate degree in Development Economics, Rural Development, International Relations or other related field or recognized experience. Extensive relevant experience may be accepted in lieu of the university degree.

REQUIRED EXPERIENCE:

At least 5 years of relevant professional experience is required.

ADDITIONAL EXPERIENCE:

At least 5 years of practical experience supporting technical assistance projects, ideally in the UN system and/or development agency or any other public or private national trade support structure.
**SKILLS:**

Ability to produce documents for official circulation among institutions and international stakeholders (reviews, memos, reports, business proposals) is required.

Ability to design, develop, monitor and coordinate work plans and business plans is required.

Good understanding and direct knowledge of the country Public Sector functioning and dynamics is required.

Good understanding of agri-food sector value chains analysis and in particular of the Cashew nuts and Tropical Fruits (Mango, Pineapple) value chains is required.

Good understanding of the agri-business sector is required.

Good understanding of international development project functioning and dynamics is required.

Good knowledge of Microsoft Office is required.

**LANGUAGE:**

Fluent French and basic English are 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.*