The International Trade Centre is looking for a:

**Digital Skills and Online Freelancing Trainer**

<table>
<thead>
<tr>
<th>Division/Section:</th>
<th>Division of Sustainable and Inclusive Trade, Section for Women, Youth and Vulnerable Communities (DSIT/WYVC)</th>
</tr>
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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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<tr>
<td>Duty Station:</td>
<td>Kakuma, Kenya</td>
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<tr>
<td>Duration of assignment</td>
<td>6 months, 9 October 2023 – 9 April 2024 (with possible extension)</td>
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### Terms of Reference

**BACKGROUND**

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization, focusing, in particular on developing the export capabilities of small and medium-sized businesses in developing and transition economies. ITC is 100% "Aid for Trade", supporting trade that delivers inclusive and sustainable development results.

The Refugees Empowerment through Markets Programme (REMI) is International Trade Centre’s response to support people affected by displacement. REMI is housed in the Section for Women, Youth and Vulnerable Communities (WYVC) of the Division of Sustainable and Inclusive Trade (DSIT).

**OBJECTIVE**

The approach deploys innovative ways to harness the productive potential of refugees and local communities in the displacement contexts to enhance shared growth through promoting the development of commercially valuable skills and supporting local small and medium-sized enterprises (SMEs) in creating value and employment in the host countries through increased national, regional and international business.

The new REMI roadmap envisages supporting at least 20,000 individuals affected by displacement-related vulnerabilities by 2025. To this end, ITC will continue to scale up its programme in the displacement spaces by strengthening existing collaborations and fostering new partners in areas of its operations.

Additionally, ITC will be launching a new project in Kakuma in partnership and with funding support from Visa Foundation. This project seeks to promote economic empowerment through support in the digital service sector to increase income and business opportunities for refugees and MSMEs, with a particular focus on women and youth. It will provide digital and entrepreneurship skills development and online freelancing support for potential freelancers, business coaching to MSMEs and support their connection to market opportunities.
After joining the team, the Digital Skills and Online Freelancing Trainer will primarily deliver demand-driven digital upskilling, provide customized mentorship support and connect trained youth to online markets.

**DESCRIPTION OF DUTIES/RESPONSIBILITIES**

The Consultant will work under the overall supervision of the ITC Chief of the Women, Youth and Vulnerable Communities Section (WYVC). He/she will closely be supported by REMI National Coordinator and Reporting and Communication Consultant.

The Individual Consultant will carry out the following activities:

- Review, adapt and enrich the existing training content and develop an updated training curriculum relevant to the participants of digital and online freelancing in Kakuma.
- Develop a content delivery plan (timetable for each content module, learning objectives) and learner’s assessment tools for sequencing the content and assessing learning outcomes.
- Provide digital upskilling training on technical skills and online freelancing to local trainees.
- Provide interactive and customized online freelancing and digital mentorship support to learners through in-person sessions on technical areas such as opening online work accounts, bidding for online jobs, client communication and quality assurance, etc.
- Compile a database of potential local and international clients and provide market connections and linkages to youth trained in the digital services value chain.
- Conduct collection and compilation of reporting information on online freelancing mentorship and related mentorship support.
- Support continuous learning by collecting feedback from participants, identifying gaps, documenting best practices, and providing inputs to the project team to help tailor the upskilling and mentorship support activities as needed.

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**

- **Output 1**: Updated Digital Upskilling and Online Freelancing Training manual developed and shared by 30.10.2023.
- **Output 2**: Digital Upskilling and Online Freelancing Training for first cohort of learners satisfactorily delivered by 30 November 2023.
- **Output 3**: Interactive and in-person technical and online freelancing mentorship support for first cohort of trainees provided by 15 December 2023.
• **Output 4:** Comprehensive data for reporting of digital upskilling training and mentorship support for first cohort collected and compiled by 30 December 2023.

• **Output 5:** Lessons learned and feedbacks in upskilling and mentorship support for cohort 1 documented and shared by 20 January 2024.

• **Output 6:** Database of clients and pipelines of jobs in Kenya and internationally for trainees developed by 30 March 2024.

**TRAVEL:** The position will be based in Kakuma with a possibility to travel within Kenya

**REQUIREMENTS:**

**EDUCATION:**

Bachelor’s degree in Computer Science, Information Communication & Technology (ICT) or any other relevant areas. Technical Diploma with extensive relevant experiences may be accepted in lieu of the university degree.

**REQUIRED EXPERIENCE:**

3-4 years of progressive experience working in digital-related fields required. Experience working with displaced populations in Kenya particularly with youth in the digital services value chain is required. Familiarity with developing, facilitating and delivering trainings online and in person is required.

**ADDITIONAL EXPERIENCE:**

Good contacts and existing networks in the online freelancing sector in Kenya are desired.

**SKILLS:**

High proficiency in computer skills, particularly MS Office is required. Ability to work independently, with flexibility and deliver results under time pressure is desired. Excellent verbal and written communication is desired. Proven planning and facilitation acumen are required. Ability to work as a team player in a project with different partners involved is desired. Strong attention to detail is desired.

**LANGUAGE:**

Written and spoken fluency in English and Swahili 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.