Contractor Opening No.: ITC/CIC/162/2023

Date: 15 September 2023

The International Trade Centre is looking for a:

**MSME Development Officer**

<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>
</thead>
<tbody>
<tr>
<td>Type of assignment:</td>
<td>National Consultant</td>
</tr>
<tr>
<td>Type of contract:</td>
<td>Daily contract</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Kakuma, Kenya</td>
</tr>
<tr>
<td>Duration of assignment</td>
<td>6 months, 9 October 2023 – 9 April 2024 (with possible extension)</td>
</tr>
<tr>
<td>Application period:</td>
<td>15.09.2023 – 26.09.2023</td>
</tr>
</tbody>
</table>

**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 MSME Development Officer will provide localized trainings to businesses and digital entrepreneurs using ITC methodologies and content for entrepreneurship and business development. He/she will provide trainings, workshops, mentorship and market linkages to digital micro-entrepreneurs and small businesses in Kakuma to improve their capacities and contribute to building a competitive and inclusive business environment including linking them to local, national, and international markets.

**DESCRIPTION OF DUTIES/RESPONSIBILITIES**

The Consultant will work under the overall supervision of the 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 and adapt the existing materials for business and entrepreneurship development for digital micro-entrepreneurs and other established MSMEs to Kakuma context.
- Develop a comprehensive training curriculum and delivery plan (timetable for module delivery, learner's assessment tools etc)
- Mobilize the broader business and host community to participate in the ITC’s business and entrepreneurship development program e.g. eCourse on “Introduction to Entrepreneurship”.
- Deliver digital Entrepreneurship and business development training for micro-entrepreneurs in digital services and others in the value chains targeted by the project.
- Provide customized business and entrepreneurship advisory and mentorship services to micro-entrepreneurs to improve business competitiveness e.g., on business topics such as business plan development, client communications, business management and quality assurance, etc.
- Organize and deliver market linkage to targeted MSMEs within and outside Kakuma to enhance their growth and connection to the business ecosystem.
- Support the preparation and reporting on digital entrepreneurship and business development activities.
- Develop and administer learning assessments and trainees’ feedback tools to collect feedback and document lessons learned including contents gaps and best practices.

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 business and entrepreneurship Development Training manual developed and shared by 30 October 2023.

• **Output 2**: Digital Entrepreneurship Training for the first cohort of digital skills learners satisfactorily delivered by 30 November 2023.

• **Output 3**: MSMEs development training for 50 local businesses delivered and customized business development advisory support provided by 30 December 2023.

• **Output 4**: Tailored digital entrepreneurship advisory support to the first cohort of digital skills trainees provided by 30 December 2023.

• **Output 5**: Two MSMEs linkage tours, one within Turkana County (for local businesses) and the other outside the County (digital micro-entrepreneurs) organized. Approximately by 20 January 2024.

• **Output 6**: Reporting data on digital entrepreneurship and business development activities collected, compiled and shared by 30 March 2024.

• **Output 7**: Lessons learned including gaps and feedback in business and digital entrepreneurship development documented and shared by 9 April 2024.

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

**REQUIREMENTS:**

**EDUCATION:**

Bachelor’s degree in Economics, Commerce, Business Administration or any other relevant areas is required.

**REQUIRED EXPERIENCE:**

2-4 years of progressive experience working on business development or entrepreneurship in a project similar in scope and mission required.

**ADDITIONAL EXPERIENCE:**

Experience working with the business community in a displacement context, particularly in Kenya, is desired. Familiarity in developing, facilitating, and delivering trainings online and in person is desired.
SKILLS:

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