TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

Vacancy No: ITC/ICA/42/2023

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Programme Management Unit (PMU) Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category/Grade</td>
<td>UNOPS – LICA 11</td>
</tr>
<tr>
<td>Requesting Division / Section</td>
<td>Sector and Enterprise Competitiveness Section (DECI/SEC)</td>
</tr>
<tr>
<td>Duty station</td>
<td>Islamabad, Pakistan</td>
</tr>
<tr>
<td>Duration</td>
<td>ASAP, Until 25 December 2024, with possibility of extension</td>
</tr>
<tr>
<td>Application period</td>
<td>01-15 December 2023</td>
</tr>
</tbody>
</table>

BACKGROUND

The Growth for Rural Advancement and Sustainable Progress (GRASP) – funded by the European Union (EU) and implemented by the International Trade Centre (ITC) – will contribute to the reduction of poverty through development of rural SMEs in selected districts within two provinces of Pakistan: Balochistan and Sindh. GRASP will focus on selected product lines within livestock and horticulture. GRASP will take a holistic approach to building SME competitiveness in agribusiness value chains starting from a deep understanding of markets and working back through the value chain to enable SMEs and ultimately producers to create and capture additional value. To do this, GRASP will intervene in three main ways:

- Improving the eco-system for rural SME development through building institutional capacity and improving the business environment
- Building production and quality of primary products through support to SME agribusiness service providers and business intermediary organizations in rural areas
- Increasing added-value and marketed volumes through developing value chains and supporting SMEs to improve management, increase access to finance, apply sustainable technology to add value and improve quality and reduce waste throughout the system.

At the impact level, GRASP will create employment and income opportunities in rural areas of Sindh and Balochistan. Outcome and outputs of GRASP include measurable improvement in the business environment for SMEs, improved agricultural productivity in selected areas, better access for farmers to market information and agricultural services, increase in revenue and financing for selected SMEs and increased value added and adoption of environmentally sustainable technology. GRASP has a very strong focus on women’s economic empowerment.

The PMU Lead will oversee the operations of the Islamabad office, ensuring seamless coordination between the federal government, the European Union, and Islamabad-based partners. As a pivotal member of the GRASP leadership team, the PMU Lead will manage workplanning exercises, oversee project deliverables, and foster strategic partnerships to advance GRASP’s goals.

The outputs expected from this job are:

- Facilitate strategic partnerships and maintain robust alliances with federal government entities, while coordinating with Karachi and Quetta offices to align provincial and district-level stakeholder engagement.
- Devise a comprehensive operational strategy for the PMU that complements the broader GRASP objectives and enhances synergy across the Islamabad, Karachi, and Quetta offices.
- Coordinate efforts of the Chief Technical Advisor and Provincial Leads for better linkages across various GRASP results.
- Lead the Islamabad PMU team in a supportive role for the monitoring, quality assurance, and result reporting.
- Promote capacity building within the PMU and across GRASP offices, sharing best practices and fostering an environment of continuous improvement and knowledge sharing.
FUNCTIONS

Under the direct supervision of the Chief, Sector and Enterprise Competitiveness Section, and in close collaboration with the Programme Management Officer GRASP, the PMU Lead will be responsible for the following duties:

Leadership and facilitation:

- Closely collaborate between Pakistan and Geneva offices for smooth implementation of GRASP outputs, communication strategies, monitoring work in line with broader project objectives and adhering to ITC’s mandate.
- Lead discussions and maintain open channels of communication with the European Union as the primary donor, providing regular updates on GRASP and coordinate delegation requirements across the project.
- Engage with the Ministry of Commerce and the UN Resident Coordinator's office, advocating for policies and partnerships that support GRASP and strategic vision and operational needs.
- Represent GRASP with key stakeholders, including the federal government, to ensure the program's interests are advanced and its goals are understood and supported at the highest levels.
- Spearhead collaborative efforts with international and national partners ensuring GRASP integration within the larger context of rural development.

Team Supervision and Management:

- Direct and supervise the Policy Lead in shaping and executing GRASP's policy initiatives at federal and provincial levels, ensuring that policy activities contribute to Output 1 of GRASP.
- Oversee the Communication Specialist to ensure that GRASP's communication efforts are coherent, effective, and in line with ITC and EU guidelines.
- Guide the M&E Lead and their team in establishing robust monitoring and evaluation systems, ensuring accurate reporting and quality assurance of GRASP activities.
- Manage the Operations Assistant to support project logistics and administration, ensuring seamless coordination between the Islamabad, provincial, and Geneva offices.

Partnership Coordination:

- Coordinate partner meetings, ensuring a regular exchange of insights and alignment of objectives between ITC team and partners including PPAF, FAO, and SMEDA.
- Act as a liaison to connect partners with the appropriate teams within ITC, facilitating access to resources and expertise that support their collaborative efforts within the GRASP framework.
- Proactively support work among partners by identifying synergies and, through provincial leads, fostering an environment of cooperation to enhance program outcomes and effectiveness.
- Drive results-oriented collaboration and encouraging timely and impactful achievements in line with agreed-upon targets and milestones.

Advocacy and Stakeholder Engagement:

- Actively engage in dialogue and advocacy in support of GRASP objectives.
- Establish and maintain constructive relationships with key UN agencies, leveraging their expertise and aligning efforts to maximize the impact of GRASP interventions in SME competitiveness.
- Engage with regulatory organizations to streamline processes, reduce barriers to operations, and promote conducive environment for GRASP and its partners.
- Actively participate in and host multi-stakeholder forums, workshops, and roundtable discussions to advance GRASP’s agenda, share insights, and gather feedback to inform ongoing and future programmatic decisions.
- Advocate for the integration of environmentally sustainable and gender-responsive practices within all levels of government policies, to support GRASP's focus on women's economic empowerment and environmental sustainability.

Support and Collaborative Leadership:
• Collaborate with CTA, Provincial Leads and Geneva based technical teams to streamline project initiatives, ensuring that activities are well-integrated with GRASP objectives, thus enhancing the project's coherence and impact.
• Drive the exploration of new opportunities for expanding GRASP’s impact, working collaboratively with all levels of the project team to pilot innovative approaches, scale successful initiatives, and generate additional value for the target communities.
• Facilitate knowledge exchange between Pakistan and Geneva offices, leveraging international expertise to enhance local execution of project activities and fostering a culture of continuous learning and adaptation.

KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS
The PMU Lead will be instrumental in ensuring the strategic planning and effective implementation of GRASP. The incumbent will facilitate coherent execution across various operational domains, maintaining constant communication with federal, provincial, and Geneva based teams including the European Union Delegation. This role entails a thorough oversight of activities, ranging from detailed reporting and financial management to oversight of monitoring, evaluation, and risk assessment processes, thereby guaranteeing that the project deliverables meet the intended targets and standards.

RECRUITMENT QUALIFICATIONS
Minimum of education and qualifications (level and fields of study)
Advanced university degree (Master’s degree or equivalent) in Business Administration, Public Administration, Agri Economics, Agronomy or related field.
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 experience (nature, length and field of experience)
A minimum of seven (7) years of relevant experience in project or programme management, administration, including project planning, monitoring, implementation, and reporting, or related area.
Experience in the agribusiness sector desirable.
Experience in public/private sector partnership development desirable.
Experience working with international institutions, governments and donors desirable.
Experience with value chain development projects in Pakistan desirable.
Experience with EU-funded projects desirable.

Minimum language requirement
Advanced knowledge of English. Knowledge of local languages such as Urdu, Sindhi, and Balochi is an asset.

Mandatory skills
• Demonstrated knowledge of developing public / private agri value chain projects.
• Demonstrated Knowledge of challenges and opportunities for agriculture/ rural SME development in Pakistan
• Very good understanding of business environment, climate change issues, gender, and public & private institutions relating to SME and agricultural development
• Very good understanding of project result-based management and coordination

Desirable Skills and knowledge
• Knowledge of the UN system and procedures
Critical job-specific competencies

ITC core values: Professionalism, Integrity, Respect for Diversity

Professionalism: Ability to identify key strategic issues, opportunities and risks. Ability to generate and communicate broad and compelling organizational direction. Ability to communicate clearly links between the Organization’s strategy and the work unit’s goals. Demonstrated ability to provide innovative technical leadership by performing and/or overseeing the planning, development, and management of operation. Demonstrated ability to negotiate and apply good judgment. 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.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Managerial Competencies

Leadership: Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

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.