TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing Sri Lankan nationals ONLY.

ITC/ICA/02/2024

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>National Project Coordinator</th>
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<tr>
<td>Category/Grade</td>
<td>UNOPS – LICA 10</td>
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<tr>
<td>Requesting Division / Section</td>
<td>Division of Enterprises Competitiveness and Institutions / Sector and Enterprise Competitiveness (DECI/SEC)</td>
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<tr>
<td>Duty station *</td>
<td>Colombo, Sri Lanka</td>
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<td>* possibility of teleworking two days per week</td>
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<td>Duration</td>
<td>One year with the possibility of extension</td>
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<td>Application period</td>
<td>25 January – 25 February 2024</td>
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ORGANIZATIONAL CONTEXT

The National Project Coordinator will be part of the Fibres, Textiles and Clothing (FTC) team that is an integral part of the Section of Sector and Enterprise Competitiveness (SEC). The Sector and Enterprise Competitiveness (SEC) Section helps developing country MSMEs address the challenges around sustainable value-chain development, catalysing sector-wide transformation, and improving market linkages – including using new digital channels.

The Fibres, Textiles and Clothing (FTC) Unit implements, among others, the Global Textiles and Clothing (GTEX) Programme, which supports Sri Lankans as well as the four MENA countries of Egypt, Jordan, Morocco and Tunisia to stay on top of emerging market requirements for the textiles and clothing (T&C) sector by moving towards greener practices and being able to adhere to strict forthcoming EU regulations for T&C products sold in Europe. Being a key sector for exports and employment in all five countries, the project will ensure that employment is retained and new higher value-added decent jobs are being created through the exports of quality, socially and environmentally-conscious products. The project will also contribute to the required systemic change of the T&C industry towards more environmental sustainability, circularity and digitalization.

GTEX Phase I increased the competitiveness of the T&C sector in the MENA region plus Central Asia along the value chain in a broad manner addressing all aspects of production and trade. Phase II builds on the achievements of the first phase, consolidates them where required, while narrowing down on the most important competitiveness factors of environmental and social sustainability, circularity and digitalization. The programme will seek to be transformational, addressing the twin transition of environmental sustainability and digitalization as well as the expected radical shift in demand in Western markets towards “green” quality products with lower volumes of fast fashion. This will be done by working at the enterprise, institutional as well as policy levels. A regional component targeting MENA countries as well as a Global component will ensure regional and global linkages as well as knowledge creation that can be shared with a wider audience beyond the project.

In line with these requirements that are expected to have far reaching implications last seen during the
quota phase out in 2005, the overall expected impact of the programme is to contribute to economic growth and poverty reduction through sustainable trade and decent job creation along the T&C value chain. Increased exports of quality products will lead to retention of employment in the T&C sector and creation of additional higher value-added jobs, including in supporting sectors such as on environmental technology and recycling. Through economic growth and employment creation, the programme will have a direct and indirect impact on reducing poverty in the countries concerned. The direct impact refers to job retention and creation, including for vulnerable groups as well as increase in skills of employees and managers and promotion opportunities. Indirect impact refers to economic growth and increased productivities for higher wages, as well as improved labour conditions and environmental performances that benefit workers and surrounding communities.

The programme will also contribute to structural change beyond employment creation and poverty reduction. It contributes to the required systemic change of the T&C industry towards more environmental sustainability and inclusiveness. This includes adopting important climate actions and well as resource efficiency and circularity improvements at sector level.

To achieve this, the programme will pursue two outcome objectives: One related to the enterprise level and one to the level of the sector ecosystem, including important changes at Business Support Organization (BSO) and policy level, namely:

- Increased competitiveness of T&C enterprises through sustainable trade
- More effective ecosystem able to direct the T&C sector towards systemic change, addressing sustainability and circularity.

Without such responsible practices, manufacturers will likely not be able to export anymore to key markets such as the EU, US, or Japan. “Dumping” low quality fast fashion products to other markets would also not be an option.

At country level, work at the enterprises, institutional, and policy level will be pursued to achieve the required transformational change in the countries concerned.

This Sri Lanka programme is funded by the Government of Switzerland and implemented by the International Trade Center (ITC). The position will be hosted by the Joint Apparel Association Forum Sri Lanka (JAAFSL). At the global level, the programme will continue to create linkages with programmes and initiatives, address global aspects that concern the sector in developing countries overall and create knowledge important for developing country manufacturers to manage the twin transition.
FUNCTIONS

Under the overall direction of the Chief, Sector and Enterprise Competitiveness, and under the direct supervision of the Fiber, Textile and Apparel Programme Manager and GTEX MENATEX Programme Officer at the International Trade Centre (ITC) headquarters, the National Project Coordinator will undertake the following tasks regarding the implementation of implementation of the GTEX / MENATEX project in Sri Lanka:

- Participate in the development, implementation, and evaluation of assigned projects, especially with regard to GTEX phase II; Oversee and analyze the development and implementation of these; Review relevant documents and reports; identify problems and take corrective actions required; liaise with the parties concerned; identify and follow up.
- Conduct consultation missions in collaboration with the client, through animation workshops, or through other interactive sessions to support the development of the action plan that the client will use to manage change.
- Research, analyze and present information collected from various sources. This includes data collection at sector and beneficiary level for reporting purposes for the progress reports under GTEX II
- Participate in policy development, including review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Undertake survey initiatives; design data collection tools; review, analyze and interpret responses, identify issues / questions and prepare conclusions.
- Prepare various texts and communication materials such as the writing of information documents, analyzes sections of reports and studies, contributions to publications, social media posts, etc.
- Provide technical support to consultation and other meetings, and conferences, etc., including proposing agenda items, identifying participants, preparing documents and presentations, etc.
- Undertake awareness activities; organize training workshops, seminars, etc. make presentations on assigned topics / activities.
- Participate in or lead field missions, including providing advice to external consultants, government officials and other parties, and writing mission summaries, etc.
- Coordinate budget and funding activities (preparation and submission of programs / projects, progress reports, financial statements, etc.) and prepare related documents / reports (announcements, work program, program budget, etc.).
- Write draft progress reports on GTEX II based on stakeholder consultations and results data collected.
- Ensure continuous mobilization of project stakeholders and beneficiaries and conduct outreach activities towards potential new partners and/or stakeholders
- Perform other duties as required.

KEY RESULTS

The key results expected from the National Project Coordinator have an impact on the successful implementation and achievement of the expected results at the GTEX II - Sri Lanka project expectations levels.

The key results expected from the National Project Coordinator are:

- Effective and sustainable mobilization of donors, partners and beneficiaries in Sri Lanka
- Implementation of the results-based management project to closely monitor the project's progress and set up an adjustment plan, if necessary
- Monitoring of results and implementation of the baseline, mid-line and end-line survey of companies and institutions according to the logical framework and the instructions given by ITC
- Development of reports and official documents in line with the expectations of the Programme Manager in terms of content, quality and punctuality
- Effective and targeted visibility of the project and its results

QUALIFICATIONS

Education
International relations, economics or textile and clothing related degrees, business administration or related field. Extensive relevant experience may be accepted in lieu of the university degree.
**Experiences**
A minimum of five (5) years of professional experience in the planning, management and implementation of technical cooperation projects in developing countries in general and Sri Lanka in particular, preferably in the development of foreign trade and the textiles and clothing sector. Practical experience in establishing interrelationships in the private sector, national government and international organizations.

**Desired Experiences**
Professional experience in supporting companies in the textile and clothing sector.

**Linguistic Requirement**
Fluent in English and in Sinhala or Tamil.

**Knowledges**
Knowledge of project management, business development, business planning, group dynamics, agricultural and rural development, cotton sector development and value addition and exports, including knowledge of participatory approaches (desirable).

**Competences**

**CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

**Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**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.

**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.