TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing Eswatini nationals ONLY.

Vacancy No: ITC/ICA/04/2024

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<tr>
<th>Assignment Title</th>
<th>MSME Sustainability Advisor</th>
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<td>Category/Grade</td>
<td>UNOPS – LICA 9</td>
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<tr>
<td>Requesting Division / Section</td>
<td>Division of Sustainable and Inclusive Trade/ Green and Inclusive Value Chains (DSIT/GIVC)</td>
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<tr>
<td>Duty station</td>
<td>Mbabane, Eswatini</td>
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<tr>
<td>Duration</td>
<td>12 months, with possibility of extension</td>
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<td>Application period</td>
<td>14 February 2024 – 10 March 2024</td>
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BACKGROUND

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization (WTO) for trade-related technical cooperation in developing countries.

The Eswatini Government identifies agriculture as one of the main drivers of growth and jobs as stipulated in the Eswatini National Development Strategy and Vision 2022 and developed the Economic Recovery Plan 2020 which identifies the private sector as an engine for economic growth. In collaboration with the Eswatini Government and through funding from the European Union, ITC is supporting the Eswatini Government to achieve its development objectives through the implementation of a Programme comprised of three interconnected programmes, namely: “Support for Job Creation and the Investment Climate (JC & IC); Support to the implementation of the EU-SADC Economic Partnership Agreement (EPA) and the Eswatini Livestock Value Chain Development Programme (ELVCDP)”.

The programme aims to unlock the key constraints to competitiveness in Eswatini by improving the policy and regulatory framework for private sector development and through the development of selected value chains; and supports the ease of doing business environment in Eswatini.

With major focus on the development of agriculture and agri-business value chains and crafts, the Eswatini programme is designed to achieve these key outcomes: (1) adopting and implementing business-friendly, inclusive, and responsible national policies and legal frameworks, and (2) strengthening productive, processing, promoting, and marketing capabilities and value chains.

The Programme is overseen by the ITC Division of Sustainable and Inclusive Trade (DSIT) which leads ITC’s work about sustainable and inclusive value chains. The Green & Inclusive Value Chains section (GIVC) within DSIT is responsible for sector-wide transformation and improving market linkages and private sector competitiveness linked to responsible production and consumption, climate resilience, food security, sustainable standards, and market systems.

The section utilizes the Alliances for Action (A4A) methodologies to implement the programme in Eswatini. The A4A is a participatory partnership model that engages smallholder farmers and MSMEs to manage risk and facilitate networks that provide the required technical expertise and capacity building. It aims to increase the competitiveness of value chain actors while ensuring compliance with environmental, economic, and social requirements through mapping of the key environmental, economic, and social risks affecting value chain operations in Eswatini.
The **direct beneficiaries** are:

- **Target value chain operators:**
  - MSMEs
  - Social enterprises
  - Producer Associations including cooperatives, farmers’ organisations and farmers/artisans groups
  - Smallholder farmers
  - Arts and crafts producers

- **Support institutions:**
  - Trade and Investment Support institutions (TISI)
  - Business support and training institutions
  - Professional associations
  - Farmers support institutions
  - Financial institutions

The programme seeks to generate a private sector-led export and competitive drive, with implementation relying on the “Alliance for Action” (A4A) approach below:

1) **Understand** (markets and value chain systems, business environment under evidence based multi-stakeholder processes);
2) **Convene** (establish responsible and inclusive public-private production and commercialization alliances)
3) **Transform** (build competitiveness for MSME and enabling policy to put alliances into action);
4) **Invest** (promote investment in the alliances); and
5) **Impact** (monitoring and evaluation, traceability, communication, promotion and learning).

The MSME Sustainability Advisor will focus on all segments of the selected value chains, from farmer and farmer associations up to consumers and consumer facing companies. The Sustainability Advisor will assess and implement opportunities for productive and commercial alliances for sustainable jobs creation, income generation and growth for MSMEs, ensuring Environmental, Social and Governance (ESG) principles are applied.

**FUNCTIONS**

**Responsibilities:** The MSME Sustainability Advisor will work under the direct supervision of Project Manager in close collaboration with the Project National team, and under the overall guidance of the Head of Inclusive Agribusiness to undertake for the following duties:

- Work with key clients to facilitate the development, implementation, and evaluation of assigned programmes/projects, etc.; monitors and analyzes specific aspects of programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Carries out basic research on selected aspects of programmes, operations and other activities, etc., to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources.
- Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies.
• Assists in performing consulting assignments, in collaboration with the client, by planning and facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
• Participates in survey initiatives; assists with design of data collection tools; issues data collection tools, reviews, analyzes and interprets responses, identifies problems/issues and prepares preliminary conclusions.
• Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
• Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
• Undertakes outreach activities; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities.
• Participates in field missions, including provision of substantive and administrative support, data collection, etc.
• Coordinates activities related to programme/project preparation and submissions, progress reports, and preparation of related documents/reports
• Performs other duties as required.

NOTE – The selected candidate must be available for travel to project field sites within Eswatini.

KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS

Provides targeted capacity development support to MSMEs, provide well researched and sound analysis of issues and developments affecting programme/project development related to MSMEs, administration, and implementation, etc. Provides thorough, well-reasoned written contributions. Effectively, and in a timely manner, liaises and interacts with project team, stakeholders and concerned parties internally and externally.

RECRUITMENT QUALIFICATIONS

Minimum education and qualifications (level and field of study)
Advanced university degree (Master’s degree or equivalent) in agribusiness, business administration, management, economics or a related field.

Note: A first-level university degree in agribusiness, business administration, management, economics or a related field may be accepted with an additional two years of relevant professional work experience

Minimum experience (nature, length and field of experience)
A minimum of two (2) years of relevant experience in project or programme management, administration or related area. Experience in value chain development and agri-business. Experience with MSME development models. Experience with development projects in Africa required, ideally in Eswatini.

Minimum language requirement
Advanced knowledge of English. Knowledge of local languages.

Mandatory skills and knowledge
Understanding and direct knowledge of the MSME sector in Eswatini and the region
Knowledge in the areas of agro-food processing, value addition, food technology, appropriate technologies, quality compliance, and related areas, knowledge of arts and crafts sector is an asset.

Critical job-specific competencies

ITC’S VALUES are: 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 assist with 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.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**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.

**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.

**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.