**TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT**

This vacancy is open for locally residing Jordanian nationals ONLY.

Vacancy No: ITC/ICA/06/2024

<table>
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<tr>
<th>Assignment Title</th>
<th>National Project Coordination Officer (MENATEX)</th>
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<tr>
<td>Category/Grade</td>
<td>UNOPS – LICA 9</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>Amman, Jordan</td>
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<tr>
<td>Duration</td>
<td>Until 31 December 2024, with possibility of extension</td>
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<td>Application period</td>
<td>18 March 2024 – 17 April 2024</td>
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**BACKGROUND**

This national position based in Jordan offers an opportunity to work within the International Trade Centre's Section on Sector and Enterprise Competitiveness, part of the Division of Enterprise Competitiveness and Institutions. The Sector and Enterprise Competitiveness (SEC) Section focuses on supporting MSMEs in developing countries to overcome challenges related to sustainable value-chain development, catalyzing sector-wide transformation, and enhancing market linkages, including leveraging digital channels. The selected candidate will primarily work with the Fibres, Textiles, and Clothing (FTC) programme, which aims to enhance the international competitiveness of the fibres, textiles, clothing, and leather sector in developing countries. Specifically, the candidate will contribute to managing and coordinating the second phase of the MENATEX programme, which aims at assisting four countries in the MENA region (Jordan, Egypt, Morocco, and Tunisia) and Sri Lanka to meet emerging market requirements in the textile and apparel sector while adopting environmentally friendly practices and complying with future EU regulations.

MENATEX Jordan Phase 2, funded by the Swedish International Development Cooperation Agency (SIDA), represents a strategic continuation building upon the achievements of Phase 1 in the country. The overarching objective of the second phase is to enhance income along the T&C value chain by fostering a more productive, inclusive, and environmentally conscious sector. The project will focus on two key outcomes: enhancing the competitiveness of inclusive T&C enterprises through green and sustainable trade and improving the ecosystem to drive systemic change addressing inclusiveness and circularity. To achieve these outcomes, efforts will be directed at the enterprise, institutional, and policy levels.

These terms of reference relate to the implementation of the MENATEX project in Jordan. The project aims to recruit a national coordinator responsible for implementing and coordinating activities in the field. The coordinator will work closely with the local counterparts, namely the Ministry of Industry and Trade, the Jordan Chamber of Industry, the Syndicate of Garments and Textile Factory Owners in Jordan, vocational institutes supporting the sector, as well as the Swedish embassy in Jordan, the ITC headquarters team, and technical advisors and experts. The office will be located at the Jordan Chamber of Industry.
FUNCTIONS

Responsibilities: Under the overall direction of the Programme Manager for Fibres, Textiles, and Apparel at the headquarters of the International Trade Centre (ITC), and under the direct supervision of the Trade Promotion Advisor (Project manager), the National Project Coordination Officer will undertake the following tasks regarding the implementation of the MENATEX project in Jordan:

- Works closely with companies, government, counterparts, institutions, consultants, and other stakeholders to facilitate the development, implementation and evaluation of assigned programmes/projects in particular the second phase of MENATEX Project; follows-up, 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 research on selected aspects of programmes activities, etc., to include collecting data, 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 process, or research activities and studies.
- Assists in performing consulting assignments by planning and facilitating workshops, through other interactive sessions and assisting in developing the action plan the beneficiaries will use to manage the change.
- Participates in survey initiatives; assists with design of data collection tools; issues data collection tools, collect data, analyzes and interprets responses, identifies problems/issues and prepares preliminary conclusions.
- Contributes to the preparation of various written outputs, e.g. draft reports, background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provides administrative and substantive support to consultative and other meetings, workshops, conferences, etc., to include handling the logistics, proposing agenda topics, identifying and proposed participants, ensuring good participation, preparation of background documents and presentations, keeping track of participation and evaluation of each of the activity.
- Undertakes outreach activities; participates in the development and organization of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities.
- Participates and organize field missions, including provision of substantive and administrative support, data collection, provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress and annual reports, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.).
- Ensure the implementation of specific actions recommended to beneficiary institutions and companies. Maintain a close positive working relations with project partners and with the beneficiary SMEs. get in touch with the beneficiaries regularly to collect their feedback on the provided interventions.
- Performs other duties as required.

KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS

Ensuring the successful execution and active involvement in project endeavors through intimate engagement and efficient mobilization of project beneficiaries throughout the project's implementation phase. This involves delivering results in alignment with the project Logframe and employing a Results-Based Management approach. This necessitates consistent and thorough monitoring of progress towards indicators and specified targets, with prompt adjustments proposed as necessary to ensure desired outcomes. Regular analysis of achieved results is essential, utilizing the ITC survey to collect baseline data from beneficiaries and regularly comparing it to subsequent data to accurately gauge progress.
Additionally, meticulous preparation of reports and official documents is paramount, meeting the Programme Manager's expectations regarding content, quality, and timeliness. Lastly, ensuring the project and its results receive effective and targeted visibility is critical for maximizing impact and stakeholder engagement.

## RECRUITMENT QUALIFICATIONS

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

*Note: A first-level university degree in 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 the clothing or leather sector is desirable.
- Experience working on projects on environmental sustainability is desirable.
- Experience working on projects related to climate change is desirable.
- Experience working on projects related to supply chain due diligence is desirable.
- Experience in managing and implementing Trade-Related Technical Assistance projects is desirable.

### Minimum language requirement
Advanced knowledge of English and Arabic is required.

### Mandatory skills and knowledge
- Understanding of the value chain within the clothing sector and/or any other manufacturing sectors in Jordan.
- Understanding of topics related to sourcing and production management, particularly within the context of export markets.

### 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.

**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.
**Client Orientation**: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**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.