TERMS OF REFERENCE –INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for nationals of EAC Partner States¹.

Vacancy No: ITC/ICA/13/2024

<table>
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<tr>
<th>Assignment Title</th>
<th>Associate Communication, Monitoring and Evaluation Officer (MARKUP II)</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 Country Programmes/ Office for Africa (DCP/ OA)</td>
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<td>Duty station*</td>
<td>Arusha, Tanzania</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>23 May to 16 June 2024</td>
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BACKGROUND

The Market Access Upgrade Programme (MARKUP II) is funded by the European Union (EU) and runs from 2023-2027. With a view to contribute to economic development in the East African Community (EAC) through increased sustainable intra-African and EU-Africa trade, MARKUP II has been designed to improve livelihoods, employment, export competitiveness for MSMEs and economic growth in Africa through supporting the development and strengthening of key export-oriented priority value chains with high potential. The programme will cover activities in Burundi, Kenya, Rwanda, South Sudan, Tanzania and Uganda through the provisions of partnerships with national, regional and international institutions.

Leading the operations of the Programme Coordination Unit (PCU) based at the EAC Secretariat in Arusha, and supporting all operations in close cooperation with the Director General Customs and Trade, the outputs expected from this job are:

- To coordinate the overall MARKUP II programme Arusha-based operations in order to reach its overall and specific objectives in close cooperation with the EAC Secretariat.
- To ensure that the PCU is well and transparently managed by providing the required managerial, technical and administrative support to coordinate and implement programme activities at the regional and national levels in an effective manner.

The Associate Communication, Monitoring and Evaluation Officer will assume full responsibility for the effective field-based delivery of the MARKUP II Programme communication, monitoring and evaluation needs within a results-based management framework. To this end, s/he will support the work of ITC’s regional/national implementation units established in Arusha and Partner States and work in close cooperation with the MARKUP II Officers based in Geneva and colleagues in the EAC’s member states.

¹ Applicants must be authorized to work in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station.
FUNCTIONS

Under the direct supervision of the Programme Coordinator and the general guidance of the Senior Programme Officer (MARKUP II) based in Geneva, Office for Africa, Division of Country Programmes (DCP) and in close collaboration with other project team members, the Associate Communication, Monitoring and Evaluation Officer may be responsible for the following duties:

**Monitoring and Evaluation:**
- Participate in the implementation of MARKUP II M&E Framework and System in line with ITC’s official requirements and as per the donor’s needs.
- Assist in elaboration of annual work plans and implement planned activities for M&E and support compliance with ITC’s Evaluation Unit requirements.
- Support the coordination team, EAC and EU in conducting verification missions; and midterm and final evaluation(s) of MARKUP II, when required and as per the requirements.
- Facilitate the learning and exchange of good practice among MARKUP II Partners and key stakeholders and organize information sharing events on good practice among MARKUP II partners and key stakeholders.
- Advise in the recruitment and supervision of external experts in charge of monitoring, evaluation as required in the workplan.
- Perform any other monitoring and evaluation tasks at the request of management

**Communication and Visibility:**
- Participate in the implementation of the Communications and Visibility Plan, as per the approved Action Document and operate in close cooperation with ITC staff in HQ.
- Provide inputs in the conceptualization process of media campaigns, press releases, newsletters, brochures, twitter feeds and other communication and visibility materials. This includes the Web site, social media, official events, and ad-hoc communications needs.
- Collaborate with the EAC Secretariat Communications to align MARKUP II with the EAC’s needs and official guidelines including leveraging EACS’s communication / dissemination channels.
- Compile information packs for general and specific purposes and ensure distribution to target groups
- Support the project in identifying and undertake flagship communication campaigns.
- Convene regular physical and virtual meetings of MARKUP II Communications Working Groups, take the Minutes; follow up on the implementation of the agreed recommendations and requests.
- Perform any other communication and visibility tasks at the request of management

RECRUITMENT QUALIFICATIONS

**Minimum education and qualifications (level and field of study)**
Advanced university degree (Master’s degree or equivalent) in communication, journalism, international relations, public administration or related field.
A first-level degree (Bachelor’s degree or equivalent) in the specified fields of studies with two (2) 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 two (2) years of relevant work experience in public information, journalism, international relations, public administration or related area.
Experience in monitoring, evaluation and reporting.
Experience in project or programme management.
**Minimum language requirement**
Advanced knowledge of English is required. Knowledge of French and Swahili desirable.

**Critical job-specific competencies**

**Professionalism:** Knowledge of regional trade integration issues, value chain support, trade policy and facilitation, export promotion and market access desirable. Knowledge of value chain enhancement, trade promotion, regional integration, trade finance and investment, quality and standard issues desirable. Familiarity with the REC/UN system and EU reporting requirements desirable. Knowledge of EAC rules, strategy and functioning desirable. Computer literacy (Microsoft Suite). 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.

**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.