TERMS OF REFERENCE –INDIVIDUAL CONTRACTOR AGREEMENT

Vacancy No: ITC/ICA/14/2024

<table>
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<tr>
<th>Assignment Title</th>
<th>Regional Team Leader</th>
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<tr>
<td>Category/Grade</td>
<td>UNOPS – ICSC 11</td>
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<tr>
<td>Requesting Division / Section</td>
<td>Division of Country Programmes/ Office for Asia and the Pacific (DCP/OAP)</td>
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<td>Duty station</td>
<td>Jakarta, Indonesia</td>
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<tr>
<td>Duration</td>
<td>One year, with possibility of extension</td>
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<td>Application period</td>
<td>From 1 July 2024 to 04 August 2024 - Deadline extended</td>
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BACKGROUND

The International Trade Centre (ITC) is the joint agency of the World Trade Organization (WTO) and the United Nations (UN). It is the only multilateral agency fully dedicated to supporting the internationalization of SMEs. ITC’s mission is to foster inclusive and sustainable growth and development through trade and international business development. ITC projects and programmes contribute to the global efforts to achieve UN Global Goals for Sustainable Development and the Aid for Trade agenda. ITC Headquarters is located in Geneva, Switzerland. (website: www.intracen.org)

ITC is currently seeking for a Regional Team Leader for the new ‘EU-ASEAN Sustainable Connectivity Package – Trade’ (SCOPE Trade) project implemented by ITC and funded by the European Union (EU).

The overall objective (impact) of the 5-year project is to improve sustainable connectivity between the EU and ASEAN, and within ASEAN with a focus on trade, economic connectivity and sustainable value chains.

The specific objective (outcome) of the project is to improve regulatory frameworks, dialogue and institutional capacities in key areas of trade and economic connectivity with a focus on resilient, socially, economically and environmentally sustainable value chains and on better conditions for trade and investment flows.

The three outputs of the project are:

Output 1: Improved policies and regulatory environment for fair and sustainable market, trade and investment in ASEAN;

Output 2: Improved capacities of ASEAN for digital connectivity;

Output 3: Increased knowledge and capacities for ensuring environmental, economic and social value chain sustainability among ASEAN/ASEAN Member States institutions and the private sector.

The Office for Asia and the Pacific (OAP) of ITC is responsible for the overall management of the project. The ASEAN Secretariat (ASEC) is the main project counterpart. The project will also work with several ASEAN Working Groups and Sub-Committees.

The position is located within the project office set-up within the premises of the ASEAN Secretariat in Jakarta, Indonesia. The function will involve frequent travels within the region.

FUNCTIONS

Under the general guidance of the Chief of OAP and the direct supervision of Project Manager/Coordinator of OAP, both based in Geneva, Switzerland, the Regional Team Leader will be responsible for the following duties:

Partner and Client Relationship Management and Project Outreach:

- Engage tactfully, develop partnerships and manage relationships with the ASEC, relevant ASEAN bodies and all project partners and beneficiaries, maintaining constant liaison, information sharing and communication, obtaining support for project implementation, ensuring
Hold regular meetings with the ASEC and ASEAN Working Groups and bodies as relevant, supporting the organization of meetings, incl. providing guidance on meeting objectives, agendas and presentations.

• Facilitate interactions, exchanges and cooperation among project stakeholders, including between the public and private sectors.

• Represent the project and deliver presentations and interventions at regional events and meetings.

• Identify and manage linkages and synergies with other programmes and initiatives in the ASEAN region, including those funded by the EU and other development partners.

**Project Implementation, Monitoring, and Reporting:**

• Coordinate and monitor the implementation of project activities and events within the ASEAN region and as per agreed workplans.

• Ensure synergies between and across activities, outputs and stakeholders, with due consideration to beneficiaries' needs and expectations, skills transfer and exchange of best practices.

• Keep detailed track of progress of project activities, prepare and provide updates on status and progress to ITC HQ, and as required to project stakeholders and partners.

• Provide technical support to the roll-out of project components, provide guidance for capacity building, ensure needs driven interventions, and the effective coordination of gender mainstreaming activities.

• Develop, review and finalize annual project workplans with ITC project team, technical experts and the ASEC, for approval by project governance bodies.

• Oversee project monitoring and reporting against the project logical framework, assessment and evaluation missions.

• Contribute to the drafting of result-based project progress reports for governance bodies, produce and submit monthly reports to ITC HQ.

• Identify risks to project implementation and propose mitigation actions, discuss and agree on them with ITC HQ and project partners.

• Manage the ITC project office in Jakarta and organize regular team meetings, provide guidance for the work of the regional experts, attend and contribute to project management meetings led by the Project Manager/Coordinator and involving the whole project team.

**Support for Project Governance:**

• Organize the meetings of project governance bodies, including Project Steering Committee (PSC) meetings and Project Monitoring Group meetings and other meetings as relevant (incl. planning the meetings with project partners, devising meeting contents, preparing agendas and notice of meetings, preparing and undertaking presentations).

• Make the necessary follow-ups on the adoption/implementation of the recommendations/inputs provided by project governance bodies, in liaison with the project team in ITC HQ.

NOTE – The selected candidate must be available for duty travel for short periods within the ASEAN region.

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**RECRUITMENT QUALIFICATIONS**

**Minimum education and qualifications (level and field of study)**

An advanced university degree (Master's or equivalent) in International Trade, Economics, Business Administration, Development Studies, or related field.

A first-level degree (Bachelor's degree or equivalent) in the specified fields 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 experience in result-based project/programme management, administration or related area is required.

- Experience in regional economic integration in ASEAN is required.
- Experience in trade-related technical assistance, business support or related field is required.
- Experience working with trade-related institutions and/or private sector networks in ASEAN is required.
- Experience working with ASEC is desirable.
- Experience working with UN, EU and/or other development agencies is desirable.
- Experience of implementing European Union (EU) projects is desirable.

### Minimum language requirement

- Advanced knowledge of English.
- Knowledge of language(s) spoken in ASEAN member states is desirable.

### Critical job-specific competencies

**Professionalism:** In-depth knowledge of international trade and economic regional integration in ASEAN, incl. of the region’s institutional and private sector level challenges for effective participation in trade. Knowledge of emerging issues in trade, particularly trade policy and facilitation, digital trade, sustainable value chains, inclusive trade in ASEAN. Solid understanding of trade-related technical assistance environment and related initiatives, results-based management or coordination of development projects. 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.

**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.

**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.

**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.