TERMS OF REFERENCE –INDIVIDUAL CONTRACTOR AGREEMENT

Vacancy No: ITC/ICA/18/2024

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Associate Regional Project Monitoring and Communication Expert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category/Grade</td>
<td>UNOPS – ICSC 9</td>
</tr>
<tr>
<td>Requesting Division / Section</td>
<td>Division of Country Programmes / Office for Asia and the Pacific (DCP/OAP)</td>
</tr>
<tr>
<td>Duty station</td>
<td>Jakarta, Indonesia</td>
</tr>
<tr>
<td>Duration</td>
<td>One year, with possibility of extension</td>
</tr>
<tr>
<td>Application period</td>
<td>From 1 July 2024 to 21 July 2024</td>
</tr>
</tbody>
</table>

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 an Associate Regional Project Monitoring and Communication Expert 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.

FUNCTIONS

Under the overall guidance of the Project Manager/Coordinator of OAP, based in Geneva, Switzerland, and the direct supervision of the Regional Team Leader, the Associate Regional Project Monitoring and Communication Expert will be responsible for the following duties:

Project monitoring:

- Assist in the design and implementation of a monitoring plan in alignment with the project objectives,
results chain and logical framework.

- Participate in the development, review and improvement of project monitoring mechanisms, tools and templates to collect, record and track quantitative and qualitative data to feed into the project logical framework, progress reporting and communication materials.

- Assist project experts with adapting the monitoring tools vis-à-vis their respective project outputs and activities in alignment with the monitoring strategy and requirements.

- Conduct regular, systematic quantitative and qualitative data collection on project activities using the developed monitoring tools (incl. questionnaires, evaluation forms, follow-up surveys, beneficiaries’ interviews, etc.), in liaison and coordination with project team members, beneficiaries and partners.

- Record, process and analyse the data collected using appropriate formats (spreadsheets, reports, etc.); identify, highlight and extract relevant results vis-à-vis the project logical framework and its indicators, as well as broader relevant results and milestones.

- Prepare project brochures and quarterly monitoring reports, detailing results achieved, focusing on impact on project beneficiaries.

- Contribute to the review of results vis-à-vis the project logical framework, identify trends or patterns, make recommendations and provide draft insights for data-driven planning, decision-making, presentation and reporting, through a variety of means incl. graphs, charts, tables and reports using data visualization methods.

**Project communication:**

- Organize, with the support of the project team, and conduct interviews (written, photo, video) of project beneficiaries and produce related success stories.

- Manage and coordinate photographic and video coverage of selected project events, for use in project promotional materials.

- Support the development, production and dissemination of project communication content incl. but not limited to press releases, success stories, brochures, videos, social media posts, media invitation to project events.

- Perform other duties as required.

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

---

**RECRUITMENT QUALIFICATIONS**

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

An advanced university degree (Master’s or equivalent) in International Trade, Economics, Journalism, Communications, Social Sciences 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 two (2) years’ experience in monitoring and information or communication related work is required.

Experience working with the ASEAN region is required.

Experience in trade-related technical assistance, business support or related field is an advantage.

Experience of implementing result-based project/programme management, administration or related area is desirable.

Experience working with UN, EU and/or other development agencies 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: Data management and analytics skills. Knowledge of project monitoring. Knowledge of various media channels, including social media in ASEAN region. Skills in graphic design. Understanding of development, trade, private sector or related subjects. Knowledge of communications software and online file-sharing applications. Ability to plan, execute and monitor public communication campaigns, e.g. campaign management, market research, message targeting, impact evaluation. Ability to research and analyze issues and topics related to current events. 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.

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.