TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing Kenyan nationals ONLY

Vacancy No: ITC/ICA/20/2024

<table>
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<tr>
<th>Assignment Title</th>
<th>Associate Programme Adviser</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/ Women, Youth and Vulnerable Communities (DSIT/WYVC)</td>
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<td>Duty station</td>
<td>Nairobi, Kenya</td>
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<td>Duration</td>
<td>ASAP, Five (5) months with possibility of extension</td>
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<td>Application period</td>
<td>19 July – 28 July 2028</td>
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BACKGROUND

The Sustainable Development Goals provide an opportunity to deliver change, with women’s empowerment as a prerequisite for achieving the Goals. The Women & Trade programme delivers on ITC’s commitment to the Global Goals, particularly Goal 5 (achieving gender equality and empowering women) and Goal 8 (inclusive and sustainable economic growth). The International Trade Centre (ITC) launched the SheTrades Initiative to ensure that the right capacities and conditions are present to foster inclusive and sustainable trade. Within the framework of the initiative, the outputs of the programme are:

- Facilitating the improvement of the policy and regulatory environment in which women entrepreneurs operate
- Strengthening the institutional support framework and improve trade related support to women entrepreneurs
- Developing sectors critical to the economic empowerment of women producers in target countries
- Enhancing women entrepreneurs’ capacity and the competitiveness of their products and services
- Making buyers and partners (including investors) more accessible to women entrepreneurs

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.

Under output 2.2.2: Connect MSMEs to retail and wholesale markets, including through intra-regional e-commerce, online auctions, backward linkages and export consortia and sub-activity 2.2.2.4 Train sector support institutions to support the development of e-commerce skills the project will improve capacity of institutions so that they are better equipped to train and support enterprises to sell through online channels. ITC is deploying the E-commerce Learning Programme in partnership with Strathmore University to 6 counties in Kenya.
**FUNCTIONS**

Under the direct supervision of the SheTrades Partnerships Lead, the overall guidance of Head, Women and Trade programme, and in close collaboration with the ITC e-commerce expert, the Associate Programme Adviser will be responsible for the following duties:

- Works with key clients to facilitate the implementation and evaluation of assigned programmes activities, etc.; monitors and analyzes specific aspects of programme activities development and implementation; reviews relevant documents and reports; identifies opportunities, problems and issues to be addressed and recommends actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Assists in performing consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Assist in researching partnerships to support SMEs engaging in e-commerce across Kenya and in the 6 counties where the ELP will be deployed in particular.
- Provides substantive support in the organization and implementation of key events such as trade fairs, workshops, and inward trade missions for women and trade projects.
- 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 substantially to programme/project monitoring and evaluation activities ensuring timely collation of programme/projects results and presenting results in a coherent format.
- Carries out research on selected aspects of the programme/project including collecting, analyzing and presenting statistical data and other information gathered from diverse sources.
- 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 online training and awareness raising sessions with relevant partners for trainers and SMEs; participates in and makes presentations on assigned topics/activities; Manage trainer activities on ELP.
- Participates in field missions, including provision of substantive and administrative support, data collection, etc.
- Performs other duties as required.

**KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS**

Develops, implements, monitors and evaluates assigned programme/projects. Provides thorough, well reasoned written contributions, e.g., background papers, analysis, sections of reports and studies, inputs to publications, etc. Develops and maintains effective working relationships. Promulgate coherent policies, and consistent adherence to these by clients. Efficiently uses of resources.

**RECRUITMENT QUALIFICATIONS**

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

Advanced university degree (Master’s degree or equivalent) in business management, environmental economics, agriculture, international trade or a related field.

*Note: A first-level university degree in combination with an additional two years of qualifying relevant professional experience may be accepted in lieu of the advanced university degree.*
Minimum experience (nature, length and field of experience)
A minimum of two years of progressively responsible experience in project/programme management, administration or related area.
Experience implementing women and trade projects desirable.
Experience with Trade Related Technical Assistance (TRTA) would be an asset.
Partnerships experience desirable.

Minimum language requirement
Advanced knowledge of English. Knowledge of another UN official language is an advantage.

Critical job-specific competencies

ITC core values: Professionalism, Integrity, Respect for Diversity

Competencies:
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.

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.

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.

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.