

**TERMS OF REFERENCE –INDIVIDUAL CONTRACTOR AGREEMENT**

Vacancy No: ITC/ICA/35/2024

<b>Assignment Title</b>	Regional Technical Expert – Digital Trade
<b>Category/Grade</b>	UNOPS – ICSC 10
<b>Requesting Division / Section</b>	Division of Country Programmes/ Office for Asia and the Pacific (DCP/OAP)
<b>Duty station</b>	Jakarta, Indonesia
<b>Duration</b>	One year, with possibility of extension
<b>Application period</b>	26 November to 10 December 2024

**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](http://www.intracen.org))

ITC is currently seeking for a Regional Technical Expert for Digital Trade 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 overall guidance of the Project Manager/Coordinator, the direct supervision of the Regional Team Leader, and in close collaboration with the Digital Trade experts in HQ, Geneva, the Regional Technical Expert will be responsible for the following duties to support the implementation of Output 2:

**Capacity building and technical content:**

- Provide technical support to the roll-out of Output 2 activities, including defining activity content with ITC technical experts, producing and reviewing activity and event concept papers,

identifying and mobilizing partners and beneficiaries, organizing preparatory and follow-up meetings and consultations, presenting activity content, objectives and expected results to stakeholders, moderating technical meetings.

- Provide advisory support and guidance for capacity building, ensuring needs driven interventions, skills transfer and exchange of best practices.

**Relationship and Stakeholder Management:**

- Liaise and manage relationships with focal points and contact persons for Output 2 activities in ASEC and related working groups/bodies to obtain support for project implementation; ensure regular contact and dialogue with partners in the public and private sectors to ease and facilitate smooth implementation of activities.
- Ensure ownership of stakeholders, project partners and beneficiaries in ASEAN Member States; maintain regular communication, ensuring good information sharing; hold regular working level meetings with project partners; convey issues arising to ITC HQ.
- Keep abreast with developments of relevance to Output 2 in the ASEAN region.

**Project implementation:**

- Keep detailed track of progress of each activity, prepare and provide updates on status to project stakeholders and partners. Provide inputs to monitor, evaluate and report on Output 2 activities of the project; prepare minutes of meetings, and draft reports of activities held as needed.
- Support planning and organization of training programmes, including identifying participants with relevant expertise/needs to ensure maximum impact and regional coverage.
- Contribute to the effective coordination and synergy with the implementation of activities under Output 1 and Output 3 of the project, gender mainstreaming activities and other relevant initiatives
- Ensure effective coordination and logistical arrangements of Output 2 activities, events and missions including planning, scheduling and organization.
- 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, 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 five (5) years of experience in result-based project/programme management, administration or related area is required.

Experience related to digital trade in ASEAN is required.

Experience working with governments, trade-related institutions and/or private sector networks in ASEAN is required.

Experience working with MSMEs (micro, small and medium-sized enterprises) is desirable.

Experience in capacity building is desirable.

Experience working with ASEC is desirable.

Experience working with UN, EU and/or other development agencies is desirable.

**Minimum language requirement**

Advanced knowledge of English.

**Critical job-specific competencies**

**Professionalism:** Expertise in digital trade in the ASEAN region (incl. e.g. digital economy, e-commerce development, digital services, tech sector and tech startups) and related emerging issues and trends in ASEAN. Solid understanding of institutions and regulatory frameworks in ASEAN related to digital trade as well as related private sector needs and expectations in the region. 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.

**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.