

## TERMS OF REFERENCE –INDIVIDUAL CONTRACTOR AGREEMENT

Vacancy No: ITC/ICA/36/2024

<b>Assignment Title</b>	Associate Programme Officer
<b>Category/Grade</b>	UNOPS – ICSC 9
<b>Requesting Division / Section</b>	Division of Sustainable and Inclusive Trade/ Green and Inclusive Value Chains (DSIT/GIVC)
<b>Duty station</b>	Kampala, Uganda
<b>Duration</b>	One year, with possibility of extension
<b>Application period</b>	28 November to 12 December 2024

### BACKGROUND

The position is based in Kampala, Uganda. The Associate Programme Officer reports to Programme Management Officer based at ITC HQ in Geneva. The focus of this position is on monitoring and evaluation, communication and partnership engagement with implementing partners and the donor agency KOICA.

The Strengthening Agribusiness Resilience and Competitiveness (STAR) project is financed by the Korea International Cooperation Agency (KOICA) and is being implemented by the International Trade Centre (ITC) from 2022 - 2026. The project is working towards increasing resilience to natural disasters and competitiveness of producers and micro, small and medium sized enterprises (MSMEs) in ten districts in Northern and North-Eastern Uganda. The project focuses on the cassava, shea and oilseed value chains and is working with all actors along the value chain for increased resilience and competitiveness of MSMEs.

The outcome will be achieved through the implementation of the following 4 outputs:

- Output 1: Capacity of producers and SMEs to become more competitive and resilient to natural disaster risks increased
- Output 2: Community based disaster risk management structures enhanced
- Output 3: Service offering of Business Support Organisations (BSOs) and other service providers to build SME natural disaster risk resilience and competitiveness improved
- Output 4: National strategies and policies to improve the natural disaster risk resilience and competitiveness of target agricultural value chains strengthened

The project is adopting a gender-responsive approach to support the inclusion and increased benefits for women the value chains. By building partnerships with national institutions and private sector actors, the project creates lasting change within the business eco-system, enabling MSMEs and producer groups to continue benefiting from trade beyond the time frame of the project.

## FUNCTIONS

Under the direct supervision of the Programme Management Officer, the Associate Programme Officer will be responsible for the following duties:

- Assists in monitoring and evaluating the implementation of programmes and projects, including supporting data collection, analysis, and reporting; helps review reports and documents to identify issues and suggest improvements.
- Contributes to the preparation of internal and external reports on programme progress; supports the development and implementation of Monitoring and Evaluation (M&E) tools and frameworks for both internal use and with implementing partners.
- Provides support and guidance to implementing partners on M&E activities, including assisting with data collection, reporting, and tracking project progress.
- Contributes to the preparation and distribution of communication materials for the project, such as newsletters, videos, and promotional content, ensuring clear and accurate messaging.
- Assists in drafting and reviewing grant agreements, MoUs, and other partnership documents, ensuring they align with programme goals and objectives.
- Supports the day-to-day management of activity implementation, helping monitor the progress of implementing partners, identifying any challenges, and providing input to improve outcomes.
- Conducts research and analysis on programme operations, gathering and presenting statistical data to support decision-making.
- Contributes to the preparation of written outputs, including draft reports, background papers, and presentations, ensuring they are accurate and well-organized.
- Supports the development of partnerships with implementing partners, helping to ensure smooth communication, collaboration, and ongoing support.
- 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 training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities.
- Participates in field missions, including provision of substantive and administrative support, data collection, etc.
- Performs other duties as required.

NOTE – The selected candidate must be available for frequent duty travel to rural areas in the country.

## KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS

Provides well researched and sound analysis of issues and developments affecting programme/project development, administration and implementation, etc. Provides thorough, well reasoned written contributions. Effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

## RECRUITMENT QUALIFICATIONS

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

Advanced university degree (Master's degree or equivalent) in business management, economics, environmental science, environmental engineering, international development 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 (2) years of relevant experience in project or programme management, administration or related area. Experience in climate resilience. Experience in agribusiness development.

Experience working with development institutions and/or NGOs. Experience working with the Korean International Cooperation Agency (KOICA) projects would be an advantage.

### Minimum language requirement

Advanced knowledge of English. Knowledge of Korean 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.

**Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

## 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.