



TERMS OF REFERENCE –INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for nationals of EAC Partner States¹.

Vacancy No: ITC/ICA/33/2024

Assignment Title	Project Adviser, Value Chain Engagement
Category/Grade	UNOPS – LICA 9
Requesting Division / Section	Division of Market Development/ Strategies and Policy for Trade and Investment (DMD/SPTI)
Duty station	Arusha, Tanzania
Duration	one year, with possibility of extension
Application period	21 October to 04 November 2024

BACKGROUND

The International Trade Centre (ITC) is implementing the Market Access Upgrade Programme (MARKUP II) funded by the European Union (EU) and runs from 2023-2027 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.

Output 1.3 of Markup II aims to activate regional value chain review mechanisms (VCRMs) and the national Value Chain working groups supported to serve as platforms for alignment of workplans and interventions of implementing agencies. The project aims to facilitate the development of a collective strategic regional vision concerning future business trends, challenges, opportunities, and potential policy interventions for the prioritized value chains. This will involve conducting value chain assessment and organizing Public-Private Dialogues (PPDs) to engage key institutions, including the EAC Secretariat, national governments, agencies, and prominent private sector associations. While rooted in the value chain review mechanisms, the primary emphasis will be on articulating a shared regional vision for the priority value chains. This entails consolidating insights from various strategic documents, institutions, and forums, mobilizing key stakeholders around the established regional vision, and offering advisory services to assist stakeholders in navigating relevant changes and addressing challenges aligned with the strategic vision.

This position is located in the Strategies and Policy for Trade and Investment Section (SPTI), the ITC. It aims to support the implementation of the Market Access Upgrade Programme in East Africa, funded by the EU and runs from 2023-2027 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. The programme covers activities in Burundi, Kenya, Rwanda, South Sudan, Tanzania and Uganda through provision of support and facilitation of partnerships with national, regional and international institutions.

The duties of the Project Adviser will be mainly focussed on activation of regional VCRMs for Leather, Avocado and Coffee, and liaising with national platforms for alignment of workplans and interventions with the regional agenda.

¹ Applicants must be authorized to work in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station.

FUNCTIONS

Under the direct supervision of the Strategy Adviser and in close collaboration with Regional Coordinator MARKUP II, the Project Adviser, Value Chain Engagement will be responsible for the following duties:

- Work with the designated unit of the EAC Secretariat, or the nominated regional agency/institution for programming and organizing regional VC platforms meetings, preparing technical documents - reports, concept notes, technical notes, policy briefs, workplans, power point presentations and more.
- Work with designated regional and national focal points to facilitate the implementation of regional value chain review mechanisms for Leather, Avocado and Coffee; support coordination of value chain development activities, ranging from programming regional interventions; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Carry out research on the implementation of the regional strategy for Leather and Leather Product and the regional strategic priorities for avocado and coffee sectors, to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources; monitor and analyse specific aspects of activities implementation; reviews relevant documents and reports.
- Support the EAC Secretariat and national focal points to enter the data to a strategy tracking tool and update the progress and record success stories on a regular basis, based on communication with focal points from the country states.
- Provides substantive support for policy advocacy coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies.
- Contributes to the preparation of various written outputs, such as consolidate progress report and communication briefs for each sector on the status of strategy/operational plans' implementation; prepares press releases, social media posts.
- Provides administrative and substantive support to platform meetings, to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
- Undertakes outreach activities; support communication efforts of results of work (prepare press releases, social media posts, etc.); communicate with national and international funding partners to ensure their engagement with and sustainability of the platforms;
- Participates in field missions, including provision of substantive and technical support, data collection, etc.
- Performs other duties as required.

RECRUITMENT QUALIFICATIONS

Minimum education and qualifications (level and field of study)

Advanced university degree (Master's degree or equivalent) in economics, trade, business management, public policy or related field.

A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two (2) 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 of relevant work experience in economic research and analysis, policy/strategy formulation, application of economic principles in development programmes or related area.

Experience in value chain and sector development is desirable.

Experience in project monitoring and reporting desirable.

Minimum language requirement

Advanced knowledge of English is required. Knowledge of other EAC languages desirable.

Critical job-specific competencies

Professionalism: Understanding of project monitoring and reporting mechanisms. Knowledge of EAC processes and procedures considered an asset. Ability to interface economic theories and concepts with practice in different sectors of economic and sustainable development. Ability to conduct independent research on economic topics, determine suitability, validity and accuracy of data provided by different sources. Shows skill in developing sources for data collection. Computer skills and proficiency in Microsoft Office software. 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. Able to analyze and interpret data in support of decision-making and convey resulting information to management.

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.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

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.