



## TERMS OF REFERENCE –INDIVIDUAL CONTRACTOR AGREEMENT

Vacancy No: ITC/ICA/09/2019

<b>Assignment Title</b>	Project Coordinator
<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>	Yangon, Myanmar
<b>Duration</b>	1 year, with possibility of extension
<b>Application period</b>	23 Sep 2019 – 13 Oct 2019

### BACKGROUND

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization for trade-related technical cooperation in developing countries. 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 Headquarters is located in Geneva, Switzerland.

ITC projects and programmes contribute to the global efforts to achieve UN Global Goals for Sustainable Development and the Aid for Trade agenda.

ITC is the implementing agency for the Arise Plus Myanmar project funded by the European Union (EU). The Ministry of Commerce (MoC) is the focal point for the project in Myanmar.

Project objectives:

- Overall Objective: Inclusive and sustainable trade growth in Myanmar
- Specific Objective: Increase trade diversification and integration, regionally and internationally

Project outputs:

1. Support to MSMEs in selected value chains: Strengthened capacities of the private sector, notably MSMEs, to exploit the business opportunities offered by the ASEAN single economic space (AEC), EU and global markets, with a focus on a market-led and gender-inclusive value chain approach.
2. Food Safety and SPS compliance: Improved Sanitary and Phytosanitary Measures (SPS) regulatory, control systems and quality compliance in line with ASEAN and international commitments, with a focus on selected value chains within the context of a developing harmonised National Food Safety Policy / Structure in Myanmar.
3. Trade policy formulation and implementation: Strengthened trade policy formulation and implementation for meeting regional (ASEAN) and international (World Trade Organisation - WTO, EU) commitments and addressing non-tariff barriers (NTBs) along value chains.

Project beneficiaries:

- Direct beneficiaries:
  - MOC which is in charge of the country's trade policy, trade promotion and ASEAN agenda for both trade in goods and services,
  - Other line Ministries will benefit from trainings and capacity building,
  - The private sector and MSMEs will be trained and skilled to improve their competitiveness and increase exports in regional and international markets.
- Final beneficiaries: Stakeholders, including women, along selected sector value chains

**Project team:**

The Office for Asia and the Pacific (OAP) of ITC is responsible for the management of the project.

The project team will work under the overall guidance of the Chief, OAP, and the direct supervision of the Senior Trade Promotion Officer, OAP, based in Geneva, Switzerland.

ITC is establishing two project offices in Myanmar, one in Nay Pyi Taw and one in Yangon. The project office in Yangon will be located within the premises of the MOC. The project office will consist of a Project Coordinator and a National Project Assistant.

## FUNCTIONS

Under the direct supervision of the Senior Trade Promotion Officer and in close collaboration with the Department of Trade of the Ministry of Commerce, the Project Coordinator will be responsible for the following duties:

- Liaise and maintain a working relationship with the Ministry of Commerce, especially the Department of Trade, maintain regular communication, ensure good and constant information sharing on the project content, progress and activities; ensure ownership of the project by country stakeholders, including the private sector and project beneficiaries in Yangon, Nay Pyi Taw and provinces; liaise with the relevant government departments, ministries and private sector institutions to obtain support for project implementation, as necessary and in coordination with the Department of Trade;
- Review and prepare annual project workplans with Myanmar counterparts, present and validate them with the Ministry of Commerce/Department of Trade;
- Coordinate project activities and events in Yangon and in regions/States, ensuring coherence and synergies during project implementation as per validated work plans;
- Organize Project Steering Committee meetings, prepare meeting agendas and other documents required for the review of the committee, draft and submit meeting reports; Follow-up on the adoption/implementation of the recommendations/inputs provided by the Project Steering Committee and ITC Headquarters;
- Provide technical inputs required by the project team and experts,
- Ensure regular meetings and consultations with working groups per project output in coordination with the Ministry of Commerce/Department of Trade, monitor the regular organization of group meetings, contribute to the meetings and report on meeting outcomes and recommendations to ITC Headquarters;
- Prepare project progress reports and organize the collection of data and information for project reporting against the project monitoring and results framework;
- Prepare and submit short monthly reports summarizing project activities, event details and any risk/mitigation action, to ITC Headquarters and the Ministry of Commerce/Department of Trade;
- Support monitoring missions to assess, analyse and report on project progress, results and impact;
- Identify risks to project implementation and propose mitigation actions;
- Keep abreast with economic and trade-related developments in Myanmar and identify synergies and opportunities with other projects and initiatives;
- Ensure efficient communication and outreach at the national level, in regions and provinces, including representation of the project at national events as necessary and in coordination with the Ministry of Commerce/Department of Trade;
- Prepare reporting inputs, after review by ITC Headquarters, and provide information on project activities and events to the EU Delegation in Myanmar as required;

- Coordinate closely and organize regular meetings and constant information sharing with the other project coordinators and staff working on other EU-funded and ITC-implemented projects in Myanmar and the ASEAN region (e.g. Arise Plus projects);
- Maintain close coordination with the UN Resident Coordinator Office, represent the project at UN Country Team meetings and Development Partners Group Meetings on behalf of ITC.
- Ensures the uninterrupted functioning of the project office in Yangon through effective planning and managing of local staff and office operations
- Performs other duties as required.

NOTE – The selected candidate must be available for duty travel for short periods within the country and to other countries in the region.

### KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS

#### Outputs and Delivery Timelines:

Coordinates, implements and monitors assigned project activities; Provides thorough, well reasoned written contributions, e.g., background papers, analysis, sections of reports, inputs to project reports; Monitors and report project activities and impact, including alliances established; Develops and maintains effective relationships with project partners. Define coherent, participatory local project implementation procedures, and ensures consistent adherence to these. Efficiently uses of resources.

### RECRUITMENT QUALIFICATIONS

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

Advanced university degree (Master's degree or equivalent) in international trade, business administration, development studies or related field.

*Note: A first-level university degree in international trade, business administration, development studies or a related field 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 five (5) years of relevant professional experience in the field of technical assistance including some experience in project management, administration or related field

#### Desirable experience

Experience supervising staff. Experience of working with international/donor organizations or in national development agencies.

#### Minimum language requirement

Advanced knowledge of English. Knowledge of Myanmar language is an advantage

#### Mandatory skills and knowledge

- Demonstrated knowledge of challenges to trade and private sector development in Myanmar
- Very good understanding of public and private trade support institutions in Myanmar and their mandates as well as of private sector needs and expectations in Myanmar
- Very good understanding of project results-based management and coordination
- Knowledge of the UN system and procedures or experience of EU-related projects would be an asset

#### Functional Competencies

- Proven project management or coordination skills
- Excellent interpersonal and advocacy skills and ability to establish and maintain effective partnerships in a multicultural, multi-ethnic environment
- Strong problem solving and analytical skills

#### Technical Competencies

- Computer literacy

**Critical job-specific competencies**

- Communication
- Planning and Organizing
- Teamwork
- Respect for diversity

**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.