

NATIONAL CONSULTANT

TERMS OF REFERENCE FOR NATIONAL SHETRADES COORDINATOR

SheTrades West Africa - Improving Women's Livelihoods through Inclusive Value Chains

Title of post:	SheTrades National Coordinator for Liberia - SheTrades West Africa project
Duration:	80 workdays from February 2022 – August 2022 (with the possibility of extension)
Duty station:	Monrovia, Liberia; with travel in-country
Contract type:	Work day contract (payment upon delivery of agreed timesheet) – rate depending on work experience
Expected start:	February 2022

THE SHETRADES WEST AFRICA PROJECT

SheTrades West Africa project is financed by the Korea Development Cooperation Agency and implemented by the International Trade Centre (ITC) until 2023. The project aims to contribute to improving the livelihoods of women working in selected agricultural value chains in Côte d'Ivoire, Guinea, Liberia and Sierra Leone.

The project's primary beneficiaries are women in agricultural value chains in farming households that grow cash crops (such as cashew, shea, cassava) and associated crops as part of an integrated farming system. By 2023 the project will improve the livelihoods of 10,000 women farmers and help to increase their incomes by addressing gender relationships, building their technical capacity and expanding their markets through trained supply chain intermediaries.

Targeted country level interventions in Liberia are focused on the **cassava value chain**, including:

- Raising awareness of policy makers and developing policy options to boost women's economic empowerment
- Developing the capacity of business support institutions & service providers to serve women producers & SMEs, improving service delivery to be gender inclusive and equipping them with necessary gender tools and approaches
- Developing the competitiveness of value chain operators (particularly women-owned businesses as producers, processors, traders, exporters) through technical training to reach new business/market connections, create local value addition, facilitate investment opportunities, etc.
- Facilitate and support creating market linkages between SMEs & domestic, regional & international buyers
- Increase the capacity of women farmers in production, quality, standards, processing, local value addition etc.

Duties and responsibilities

The consultant will support the implementation of activities of the project under the supervision of the SheTrades West Africa project manager, based in Geneva.

1. Coordination of Capacity development activities with project Partners and beneficiaries

- Mobilise potential beneficiaries, national government entities, Business Support Organizations (BSOs), local service providers and other relevant stakeholders in the cassava value chain and identify needed support and modes of collaboration;
- Liaise with beneficiaries (SMEs –coops and exporters to compile data for potential buyer/investor connections)
- Develop and update work plan in collaboration with SheTrades West Africa and other HQ technical experts, as well as relevant stakeholders for 2022 based on project targets and update continuously as project progresses
- Prepare and deliver a monthly project update briefs to the Cassava Sector Coordination Committee and provide a report to STWA on the outcome of the briefing including any actions to be taken.
- Coordinate organisation of workshops and capacity building activities for BSOs, value chain operators and women SMEs/entrepreneurs with support of the local and international experts including selection of participants, invitations, field outreach, logistical preparations and monitoring prior and post event
- Prepare and inform partner government institutions, and selected project beneficiaries on planned activities and work with them to prepare a schedule for activities that accommodates the schedules of the various stakeholders (SMEs, cooperatives, and TISIs).
- When applicable, identify and organize local and regional B2B event and/or delegation of export ready entrepreneurs attending B2B event;
- Liaise regularly with key ministries to identify specific policy areas for technical support, plan and support implementation of stakeholder consultation and training workshops
- Attend key governmental events with major implications for trade, agriculture and gender (for example consultations to develop new national policies or strategies related to trade or agriculture) and report back to ITC

2. Communication

- Prepare press releases and communication materials for relevant events and as information material for project related stakeholders;
- Prepare briefing notes, communication materials (with support of ITC HQ) and visibility for project activities (press releases, input to social media/newsletter);
- Attend the weekly team meeting to update the SheTrades West Africa team on status of activities, results achieved, emerging opportunities/risks/challenges, and lessons learned in the targeted value chain;

3. Monitoring and evaluation

- Ensure continuous monitoring and evaluation of conducted activities (workshops, capacity building activities, events). Template will be provided by ITC;
- Report all needs, results and impact to the SheTrades- West Africa team and HQ technical staff and contribute to donor reports
- Document success stories/ testimonials for Shetrades West Africa beneficiaries in Liberia;

Expected Outputs & Timeline

- A monthly comprehensive report on all project activities implemented with project beneficiaries and partners relating to project approach and targets and main results based on project action plan;
- Submit a comprehensive proposed action work plan (including an M&E plan) for the project partners and beneficiaries for 2022 based on context analysis and needs assessment findings;
- Prepare success stories/ testimonials of at least four SheTrades West Africa beneficiaries and partners and contribute to social media and communication.

All activities must be conducted in close coordination with the SheTrades West Africa project team and must work closely with the technical consultants on the ground.

The consultant is expected to provide his/her own IT equipment (laptop, phone and reliable internet connection) and a suitable working space.

EXPERIENCE REQUIRED:

- At least 7 years of relevant work experience in institutions or businesses related to trade, agricultural value chains, women's economic empowerment
- Excellent networks and contacts with governments, private sector, business associations, farmers cooperatives and women networks in Liberia
- Experience in institutional development and gender mainstreaming
- Experience in project management and administrative procedures for timely preparation of activities and work planning
- Experience of managing small teams and relationship with stakeholders

EDUCATION

- Advanced degree (MA/MSc or other) in International Economics, International Trade, Development Studies, Social Science or related field or 10 years of relevant work experience in one of the fields.

SKILLS AND COMPETENCIES

- Ability to coordinate with various partners and increase outreach to stakeholder
- High motivation and commitment to the project and its deliverables
- Ability to keep tight deadlines
- Computer literate in MS office applications (PowerPoint, Excel and Word)
- Experience Project coordination, reporting, monitoring and evaluation
- Excellent oral and written communication skills, with report writing experience

LANGUAGES:

- Proficiency in English

The position is open for Liberian nationals only.

HOW TO APPLY?

To apply, please register your details on the [ITC Consultants Roster](#) and contact **Ms. Anna Summer, Project Manager, by e-mail (asummer@intracen.org)**, notifying them of your application and stating "SheTrades National Coordinator in Liberia" as the subject line.