



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE
AGREEMENT (ISA)

Title:	Office and Field Assistant
Main Duty Station and Location:	Beirut with travel to project sites
Mission/s to:	Not applicable
Duration and type of contract	3 months with possible extension
Start of Contract (EOD):	1 March 2020
End of Contract (COB):	31 May 2020
Number of working days	3 w/ms

ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mandate of UNIDO is to promote and accelerate inclusive and sustainable industrial development in developing countries and economies in transition.

The Programme Development and Technical Cooperation Division (PTC) of UNIDO is responsible for providing technical cooperation services on technological and economic issues. Within PTC, the AGRI Branch through its technical assistance, links resources and markets in the agribusiness value chains and strengthens forward and backward industrial linkages in order to leg up the economic transformation of countries, improve employment and income opportunities, and reinforce sustainable livelihoods.

Technical cooperation and capacity-building services are provided to agro-based and agro-related businesses and industries, inter alia, in the food, leather, textiles, wood and agricultural equipment sectors.

PROJECT CONTEXT

Since 2011, UNIDO has been supporting the agro-industrial sector through the CELEP project by helping local micro and small industries to cope with the crisis and training unemployed affected communities on market oriented professional skills in technical sectors.

Through the three phases of the CELEP, 68 MSMEs and 20 agricultural cooperatives were directly supported by specialized equipment, civil works and capacity building development and more than 2000 Households benefited indirectly from the project activities.

Therefore, the Ministry of Industry has requested UNIDO to support its efforts towards the development of agro-industry value-chains and expressed its support in developing a follow up phase for CELEP I&II&III aiming at improving the competitiveness and value of a number of Lebanese authentic products, the areas affected by the high influx of Syrian refugees.

In addition to upgrading the quality and quantity standards of the products as previously done during phases I&II&III, this follow up phase will focus on innovation and creativity. An in-depth assessment of the Lebanese agro-food value chains will be done during the inception phase, which will help understanding the export capacity of small producers and cooperatives and identifying the barriers for trade. This project will be the first focusing on product development, introduction of creativity tools and innovation for Lebanese products.

Building on UNIDO's expertise, this project will target a number of MSMEs and agricultural cooperatives and will mainly consist of (i) the identification of a number of Lebanese authentic agro-food value chains having the potential to compete locally and internationally based on a technical study to be conducted; (ii) the provision of technical assistance and inputs to upgrade selected agro-processing facilities especially micro, small- and medium-enterprises (M&MSMEs) and agricultural cooperatives; (iii) the development of creativity tools and new products; and (iv) the development of marketing tools in order to facilitate market access.

Under the overall supervision of the Project Manager (PTC/AGR/RJH) at the UNIDO Headquarter and the National Project Coordinator in Beirut, the office and field assistant will be responsible of the following tasks:

More specifically, the office and field assistant will carry out the following duties:

<u>MAIN DUTIES</u>	Concrete/ measurable Outputs to be achieved	Expected duration	Location
Supporting in the preparation of administrative and financial authorization in accordance to UNIDO rules and regulations.	Project activities conducted as planned in the project document	3 months	Beirut with travel to project sites as required.
Arranging appointments and meetings, screening telephone calls and answer queries.			
Assist the National Project Coordinator in implementing the project activities.			
Assist in the reporting and paper work preparation.			
Follow up on project activities (civil works, equipment delivery, product development and installation in the beneficiary's enterprise and implementation of capacity building activities).			
Logistic preparation of all project related activities.			
Preparations of all the coordination meetings related to the project activities.			
Perform other duties as required and deemed necessary.			

MINIMUM ORGANIZATIONAL REQUIREMENTS

- **Education:** Advanced university degree, with diploma in management, marketing, engineering, communication or any other related field.

Technical and Functional Experience:

- At least 1 prior relevant experience (1+ year) in administrative and financial assistance.
- Ability to work with minimal supervision and strong problem solving skills.
- Ability to work as a member of a team with good inter-personal communication skills.
- Familiarity with the UN mandate and activities in Lebanon as well as with Lebanon's current socioeconomic context.
- Strong knowledge of Microsoft Office.
- Strong planning and organization skills.
- Strong communication skills (oral & written).

Languages: Fluency in written and spoken English and Arabic is required. Working knowledge of another official UN language (French) would be an asset.

REQUIRED COMPETENCIES

Core values:

1. Integrity
2. Professionalism
3. Respect for diversity

Core competencies:

1. Results orientation and accountability
2. Planning and organizing
3. Communication and trust
4. Team orientation
5. Client orientation
6. Organizational development and innovation

APPLICATION

Interested applicants should submit their CVs to n.barakat@unido.org and point out to the reference of the announcement: **UNIDO – Office and Field Assistant**

Deadline for receiving applications: 10 February 2020