

TERMS OF REFERENCE

Assignment Title	National Project Coordinator
Requesting Division / Section	Division of Country Programmes / Office for Latin America and the Caribbean (DCP/OLAC)
Duty station	Paramaribo, Suriname
Duration	1 year, with possibility of extension
Application period	26 October 2020 – 15 November 2020

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.

The Office for Latin America and the Caribbean (OLAC), as a geographical section of the Division of Country Programmes (DCP), is responsible for defining the ITC strategy in the region, either for individual countries or at the sub-regional and regional levels. OLAC is also responsible for coordinating all ITC interventions, including the work of ITC technical sections in the region. The Sector competitiveness Unit is responsible for developing and disseminating sector level expertise and methodologies in ITC, including the Alliances for Action methodology.

The European Union funded project “Caribbean Alliances for Coconut Industry Development (II)” aims at enhancing competitiveness of small-scale farmers in coconut value chains through more sustainable production and commercialization performance and better local, regional, and global markets integration. This involves the implementation of an integrated and coordinated approach that results in enhanced competitiveness and resilience for the farmers, MSMEs and value chain operators involved in coconut and associated crops value chains. The work is structured around ITC’s Alliances for Action approach.

The Alliances for Action approach brings together private and public actors to empower smallholder farmers, processors and manufacturers. The methodology is designed to facilitate networks that provide technical expertise, build capacity, and target catalytic investment to address systemic challenges.

FUNCTIONS

Under the direct supervision of the Senior Trade Promotion Officer, Office for Latin America and the Caribbean, Division of Country Programmes, ITC and of the Head of Inclusive Agribusiness Systems, Sector and Enterprise Competitiveness in the Division of Enterprises and Institutions (DEI) the National Project Coordinator will be responsible for the following duties:

- Provides substantive support to consultative and other meetings, including the National Stakeholders Platform (NSP), which includes the implementation of multiple Value Chain Alliances, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc
- Participates in the development, implementation and evaluation of assigned programmes/projects, (including support to the delivery of Outcome 1 - Production and direct implementation of Outcome 2 – Market alliances); monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties including relevant counterparts in the coconut sector; identifies and tracks follow-up actions.
- Performs consulting assignments, in collaboration with clients, stakeholders and partners (in particular CARDI, local public institutions and private sector companies), by planning facilitating workshops, through other interactive sessions and assisting in developing participatory multi-stakeholder approaches that enable inclusive stakeholder decision making and action plans. This will also include development of market linkages between suppliers and buyers for prioritised

products in key target markets, and support the delivery of extension and market based support services to small holder farmers

- Researches, analyzes and presents information gathered from diverse sources.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties, including partner organisations, trade promotion/ support institutions, farmer-based organizations part of the value chain support environment, and drafting mission summaries, etc.
- Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.), provides oversight on the use and accountability of funds for the implementation of activities and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

NOTE – The selected candidate must be available for duty travel for short periods to rural areas in 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, etc; 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 agronomy, agricultural engineering, business administration or related field.

Note: A first-level university degree in business administration, agronomy, agricultural engineering or a related field in combination with an additional four 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 project management, business development, business planning, group dynamics, agricultural and rural development, agro-processing and exports, including knowledge of agri-business and participatory approaches.

Desirable experience

Experience of working with international/donor organizations or in national development agencies.
Experience in data collection and survey administration.

Minimum language requirement

Advanced knowledge of English, Dutch and local languages

Mandatory skills and knowledge

Ability to produce documents for official circulation among institutions and international stakeholders (memos, reports, business proposals);
Ability to design, develop, monitor and coordinate work plans and business plans;
Good understanding and direct knowledge of the country Public Sector functioning and dynamics;

Good understanding and direct knowledge of the coconut sector in the country;
Good understanding of the agri-business sector;
Good understanding of international development project functioning and dynamics;
Good knowledge of Microsoft Office.