
Contractor Opening No.: ITC/CIC/51/2022

Date: 26 September 2022

The International Trade Centre is looking for a/an:

EFI Data Collection for Reporting Expert

Division/Section:	Division of Sustainable and Inclusive Trade – Women, Youth and Vulnerable Communities
Type of assignment:	International Consultant
Type of contract:	Delivery Based
Duty Station:	Home-Based
Duration of assignment:	35 working days
Application period:	26.09.2022 – 03.10.2022

Terms of Reference

BACKGROUND:

The ITC Poor Communities and Trade Programme (PCTP) and its Ethical Fashion Initiative (EFI) aims at reducing global poverty by involving micro-entrepreneurs from the developing world in international and regional trade. In other words, the Programme enables marginalised communities of micro-entrepreneurs to be part of the international fashion value chain through a business infrastructure tailored around a unique system of work that enables these communities – mostly women – to thrive in association with the talents of the fashion world. This system of work also involves consumers, through the application of a specific communication strategy that aims to increase awareness on the story behind each product and allow people to make informed choices in their purchasing behaviour.

EFI's B542 project, "EU Identity Building and Sharing Business Initiative: An ethical and 'glocal' approach to Job Creation and Sustainable Development", financed by the European Union (EU), implies interventions in the following countries: Uganda, Kenya, Mali, Ivory Coast, Uzbekistan, Tajikistan and Iran by supporting the creation of a new market for creative goods in these countries, thus contributing to job creation and poverty reduction.

EFI's work involves the promotion of its activities through different means: social media, printed materials and cultural events that are a strong platform to raise awareness about fair labour, sustainable consumption, ethical lifestyle, migration and various other themes linked to EFI's work. This job description outlines the work of the International Consultant that will collect data on project results to communicate to external stakeholders, particularly the EU. Travel within Europe is possible.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

Under the general supervision of the Poor Communities and Trade Programme (PCTP)'s Chief Technical Adviser and the direct supervision of the Senior Programme Officer, the consultant will perform the following tasks:

- Connect with each of EFI consultants, stakeholders and staff responsible for activities in the Culture project via email and through online meetings to understand

project results and collect data for donor reporting. The data collection tool shall follow the template provided by EFI;

- Based on meetings with relevant EFI stakeholders, analyse data provided and develop written inputs to quarterly donor reports and annual reports. Quarterly reports should be developed in the month after end of the quarter. The annual report shall be produced within the last 2 months of project implementation. EFI will provide the template for the quarterly and annual reports.
- Coordinate with project stakeholders to align on results being presented to donor by sending project report for revision and inputs. Once stakeholders are aligned on report, consultant is responsible for sharing report with Senior Programme Officer for inputs, feedback and eventual onwards transmission to donor.

Copyright

The Consultant has to ensure that s/he has obtained the necessary permissions with regard to intellectual property rights required to perform his/her services under this consultancy contract and for the subsequent dissemination by ITC in any form. Documentary proof is to be submitted to ITC. Should any license fee be due for the use of copyrighted materials of third parties, the Consultant shall request the prior written permission from ITC. S/he has further to ensure to obtain accreditation to event(s), if required.

EXPECTED OUTPUTS AND TIMELINES

- **Output 1:** Meetings with project stakeholders implemented, data for reporting collected and analyzed and **2nd quarterly report** delivered to Senior Programme Officer in alignment with project stakeholders;
- **Output 2:** Meetings with project stakeholders implemented, data for reporting collected and analyzed and **3rd quarterly report** delivered to Senior Programme Officer in alignment with project stakeholders;
- **Output 3:** Meetings with project stakeholders implemented, data for reporting collected and analyzed and **Annual Report** delivered to Senior Programme Officer in alignment with project stakeholders

TRAVEL

- Travel to Europe possible

SKILLS

- Good analytical skills;
- Capacity to synthesize a large amount of information and complex data;
- Pro-active and initiative-driven behaviour;
- Strong capabilities to synthesize a large amount of complex data and information;
- Capacity to travel and to network with stakeholders and partners;
- Excellent interpersonal, presentation, written and oral communication skills. At ease interacting at all levels (ministers to vulnerable individuals) and in highly technical environments (IT, finance, academia).

EDUCATION

- Postgraduate degree (MA/MSc/MBA, PHD or other)
- Postgraduate degree in Communications and Media, Development Communication or Project Management.
- Extensive relevant experience may be accepted in lieu of the university degree.

EXPERIENCE**REQUIRED EXPERIENCE:**

- At least 10 years of experience

Other Experience:

- Proven experience working in development.
- Proven expertise in the social and economic issues affecting poor communities;
- Knowledge in the issues created by the economical relationships between the developed and the developing world is an asset;
- Know-how in designing communication campaigns.
- Research and evidence-based communications and reporting for development, and extensive experience of living and working in multicultural environments

LANGUAGE

- Fluency in written and spoken English

Ethical Fashion Initiative is looking for a Data collection and reporting expert that will collect data on project results to communicate to external stakeholders, particularly the EU. To apply please send your CV and 1 relevant example of training designed by you to mukai@intracen.org or by 3rd October 2022.