

CALL FOR EXPRESSION OF INTEREST

Consultancy Vacancy for the

ITC's 2023 Annual Evaluation Synthesis Report

Background: The ITC [Independent Evaluation Unit](#) (IEU) of the [International Trade Centre](#) (ITC) plans to conduct the 2023 Annual Evaluation Synthesis Report (AESR). The purpose of this call for expression of interest is to identify a qualified evaluation consultant to conduct the 2023 AESR. Therefore, individuals (or teams of consultants) are invited to apply for this assignment. The AESR development process, including the preparation designing the approach, data analysis and collection, report writing and communication, is expected to take place in the timeframe from February to June 2023.

2023 AESR objectives, and scope: The IEU has produced an AESR since 2013. The purpose of these reports is to contribute to improving the performance and results of ITC in delivering trade-related technical assistance. The AESR provides ITC stakeholders with an analytical synthesis of the key messages emerging from all types of ITC-related evaluations. Its role is to pave the way for an informed conversation and to support evidence-based decision-making. It is presented to ITC Member States and discussed at the annual ITC Joint Advisory Group meeting. Since 2017, ITC senior management issues a management response to address AESR recommendations.

The 2023 AESR will assess ITC's performance against the corporate objectives defined in the 2022-2025 Strategic Plan:

- Alignment to ITC's vision, mission, and principles, ITC's framework for MSMEs competitiveness, and ITC's value proposition.
- Achievement of results within ITC's matrix approach across core services and impact areas.
- Response to country needs, engagement with the WTO and the UN, partnering for purpose, and leadership on MSME competitiveness, trade and development issues.
- Enhancement of a purpose-driven corporate identity, building on lessons learned and focusing on cross-cutting development objectives and people-centred approach, gender equality, diversity and inclusion, and environmental sustainability.
- Improvement of ITC's organizational strengths (trust, expertise, connectedness, and agility) and mobilization of resources to deliver tangible results.

Using the methodological framework developed in the [2022 AESR](#), the 2023 AESR will study, categorize, contextualize, synthesize, and convey key learnings emerging from all types of ITC-related evaluations undertaken in 2022, including IEU evaluations and reviews, self-evaluations (including project completion reports), external project evaluations (commissioned by ITC funders), and other external corporate assessments. It will also build on interviews / survey of ITC evaluation stakeholders.

Application process: To apply, please send your expression of interest to evaluation@intracen.org, with a copy to mfarag@intracen.org, indicating in the title '2023 AESR'. Only short-listed candidates will be contacted for an interview.

The application should include an updated CV and 2-3 exemplary reports of evaluations conducted. In addition, applicants are encouraged to address the following questions in their cover letter:

- Why are you interested in this assignment?
- What expertise and experience do you have that qualifies you for this specific assignment?
- What are the daily rates that would apply?

The terms of reference for this consultancy are attached in the annex of this document.

--- The closing date for this call is Sunday 29 January 2023 ---

ANNEX**Terms of Reference****Evaluation Consultant**

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|---------------------------|---|
| Assignment title: | 2023 AESR |
| Vacancy job title: | Evaluation Consultant |
| Duty station: | Home-based |
| Travel: | Possibly once to Geneva |
| Total workdays: | about 40 days, from February to June 2023 |

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 Independent Evaluation Unit (IEU) of ITC seeks an evaluation consultant, with proven experience in evaluation, trade and development, and knowledge management in the aforementioned areas, to design and conduct the 2023 AESR.

Duties and responsibilities

The evaluation consultant will work under the supervision of the Head of the IEU who is directly responsible for the final AESR report and its presentation to the Senior Management Committee and the Joint Advisory Group.

The consultant will be responsible for the delivery of the outputs as set out below:

- *Preparation and inception phase:* conduct a desk review and additional exploratory data collection as needed to prepare the AESR; design the AESR approach in alignment with the overall 2022-2025 Strategic Plan methodological framework, identify complementary data collection instruments, and prepare a draft inception report; revise the inception report based on comments received.

The inception report should include (i) an initial analysis based on data reviewed, including key issues within the overall 2022-2025 Strategic Plan methodological framework to be assessed by the AESR and likely data gaps, and (ii) the envisaged AESR approach including the design, complementary data collection methods to validate performance and results related to the 2022-2025 Strategic Plan corporate objectives, the AESR matrix and the suggested timeline for the AESR.

(approx. 5 days)

Main deliverable: draft inception report

- *Analysis of findings and complementary data collection:* In-depth analysis of independent evaluation and reviews, self-evaluations, including the Project Completion Reports, funder-led evaluations, other types of evaluations, and other relevant ITC reports, conduct complementary interviews with different relevant stakeholders and if appropriate use other data collection methods, which may include a survey; prepare a synthesis paper summarizing findings.
- (approx. 10 days)

Main deliverable: synthesis paper

- *Report drafting:* prepare an outline of the AESR report, indicating the report structure and key findings, conclusions and recommendations to be integrated; prepare a draft evaluation report based on the findings from ITC-related evaluations and from complementary data collection. (approx. 20 days)

Main deliverable: draft AESR report

- *Finalization and dissemination:* Revise the draft report based on comments received; prepare a draft communication product that highlights the most significant learning points generated by the AESR, and a presentation to be delivered to key stakeholders. (approx. 5 days)

Main deliverables: revised AESR report;
draft communication products

Required profile

Education

- Postgraduate degree (MA/MSc/MBA, PHD or other) in economics, social science, international trade, business administration, development studies, evaluation, or other related areas. (Extensive relevant experience may be accepted in lieu of the university degree.)

Experience and skills

- Minimum of eight years' experience in conducting evaluations, including experience in evaluating activities in the area of development cooperation;
- Experience in the area of trade and development is required; specific experience related to knowledge management is highly desirable;
- Work experience with UN agencies or international organizations is an asset;
- In-depth knowledge of qualitative and quantitative data collection and analytical methods;
- Knowledge of UNEG Norms and Standards for Evaluation, the UNEG Ethical Guidelines for Evaluation and the Guidance Document on Integrating Human Rights and Gender Equality in Evaluations is desirable;
- Proven client-focus approach. Strong communication and interpersonal skills, with the ability to use data-visualgraphics and to communicate clearly and effectively key points succinctly to a diverse stakeholder audience;
- Excellent report writing skills, being able to write clear and concise analytical reports.

Languages

- Excellent analytical and synthetic English writing skills.