

## TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing nationals of Senegal ONLY.

Vacancy No: ITC/ICA/38/2021

<b>Assignment Title</b>	National Project Officer (NTF V)
<b>Category/Grade</b>	UNOPS – LICA-9
<b>Requesting Division / Section</b>	Division of Enterprises and Institutions/ Sector and Enterprise Competitiveness (DEI/SEC)
<b>Duty station</b>	Dakar, Senegal
<b>Duration</b>	12 months, with possibility of extension
<b>Application period</b>	23 September – 30 September 2021

### BACKGROUND

The Netherlands Trust Fund V (NTF V) programme was approved in July 2021 and will run until June 2025. The programme is based on a partnership agreement signed by the Ministry of Foreign Affairs of The Netherlands and the International Trade Centre. Its ambition is to contribute to rebuilding back better in the targeted countries with a focus on MSMEs in the digital technologies and agribusiness sectors, linking up both for synergies and business opportunities.

The programme covers both sectors in Ethiopia, Ghana, Senegal, as well as a multi-country approach aimed at the digital technologies sector in Ivory Coast, Benin, Mali and Uganda.

### FUNCTIONS

Under the direct supervision of the Tech Sector Development Coordinator and NTF V Programme Manager and the overall guidance of the Chief, SEC, the incumbent will be responsible for the following duties:

- Works with key clients to facilitate the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes specific aspects of programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Carries out basic research on selected aspects of programmes, operations and other activities, etc., to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources.
- Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies.
- Assists in performing consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Participates in survey initiatives; assists with design of data collection tools; issues data collection tools, reviews, analyzes and interprets responses, identifies problems/issues and prepares preliminary conclusions.
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.

- Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
- Undertakes outreach activities; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities.
- Participates in field missions, including provision of substantive and administrative support, data collection, etc.
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

## RECRUITMENT QUALIFICATIONS

### Minimum education and qualifications (level and field of study)

Advanced university degree (Master's degree or equivalent) in business administration, management, economics or a related field.

*Note: A first-level university degree in international trade, business administration, management, economics or a related field in combination with an additional two 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 two years of relevant experience in project/programme management, administration or related area. Experience in the information technology (IT) and IT-enabled services sector with trade-related technical assistance. Experience working with developing countries. Previous commercial experience would be an asset.

### Minimum language requirement

Advanced knowledge of French. Knowledge of Wolof or other languages spoken in Senegal. Knowledge of English an advantage.

### Mandatory skills and knowledge

- Knowledge of the Senegalese IT/ITES industry;
- Familiarity with project management, technical assistance and result based management (RBM);
- Sound knowledge of international trade issues with particular reference to intra- and inter-regional trade; involvement in international marketing at both company and institutional level;
- Computer literacy.

### Critical job-specific competencies

**PROFESSIONALISM:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**PLANNING& ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and

resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**CLIENT ORIENTATION:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

### **ADDITIONAL INFORMATION**

For information on how to apply please click [here](#). Applicants will be contacted only if they are under serious consideration. Applications received after the deadline will not be accepted.