

## Terms of reference

<i>Job Opening number</i>	:	25-International Trade Centre-264878-Consultant
<i>Job Title</i>	:	National Consultant (Africa - Caribbean: Strengthening AfriCaribbean Trade and Investment )
<i>General Expertise</i>	:	Programme Management
<i>Category</i>	:	Trade
<i>Department/ Office</i>	:	International Trade Centre
<i>Organizational Unit</i>	:	ITC ODED DMD BTIF

## Purpose

Interested candidates should email their CVs and motivation letter to Mr Mohamed Issa ([missa@intracen.org](mailto:missa@intracen.org)).

## Duties and Responsibilities

The International Trade Centre (ITC) assists developing and transition economy countries to take advantage of expanding trade opportunities in an increasingly complex global environment. ITC supports Trade Impact for Good, promoting sustainable and inclusive development goals through trade.

Within this framework, ITC is implementing Africa - Caribbean: Strengthening AfriCaribbean Trade and Investment project, in collaboration with the African Export-Import Bank (Afreximbank), that aims to build a more conducive AfriCaribbean business ecosystem for MSMEs in Africa and the Caribbean, which provides meaningful market intelligence services to MSMEs of both regions, resulting in increased knowledge of AfriCaribbean trade market opportunities.

Under this project, ITC will gather feedback from the private sector based in Africa and the Caribbean on potential opportunities and challenges to strengthening trade between the two regions. These firsthand insights will help shape future trade projects and initiatives that support MSMEs and strengthen cooperation between Africa and the Caribbean.

In this context, ITC is looking for national consultants across Africa and the Caribbean to interview local businesses (exporters) and gather their inputs.

## Duties

The Consultant will work under the guidance and direct supervision of ITC's project manager at

the Business-driven Trade and Investment Facilitation (BTIF) section. Activities will include:

1. Conduct short interviews with 20\* businesses in his country in Africa or the Caribbean
  - o Each interview is expected to last approximately 10-15 minutes.
  - o Interviews can be conducted via telephone, online or in-person.
  - o The national consultant shall ensure that all questions from the online form are answered and the testimonies from the respondents are documented completely.
  - o All responses must be digitalized in an online form provided by ITC.
  - o Data received from the national consultant will be reviewed by ITC. The consultant shall review feedback received from ITC and make necessary changes to the data.
  - o The national consultant shall provide regular updates to ITC on the number of interviews completed.

### Copyright

The personnel 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.

ITC champions workforce diversity, inclusion, gender equality and gender parity and considers all qualified persons - of all genders - equally, including those with disabilities, without discrimination or prejudice of any kind.

### Ultimate result of service

#### Output 1:

A total of 10\* interviews are completed and submitted (30 October 2025) \*\*

#### Output 2:

A total of 10\* interviews are completed and submitted (30 November 2025) \*\*

All outputs to be provided through timely and continuous communication with ITC team, and as agreed with the hiring manager.

\*The actual number of interviews may vary depending on the country.

\*\*The final timeline will depend on the assignment's start date and the number of interviews required.

### Travel Details

Home-based (Africa & Caribbean)

Travel	Per Diem	Other	Total
0	0	0	0

### Output/Work Assignments

#### Contract Duration

Overall Contract Duration: ASAP to 15.12.25

Estimated amount of actual time to worked (days, weeks, months):

Regular Working Hours (if applicable):

Total Remuneration:

Payment Terms:

#### Qualification Requirements/Evaluation Criteria

*Education:*

University degree in international economics, political sciences, or related field.

*Language:*

Excellent written and oral communication skills in English/French and national (Africa/Caribbean) language(s).

*JFQ/JSQ:*

A minimum of 2 years of professional experience in economics, business, trade, or related fields



Skills:

- Ability to work reliably and independently with minimum supervision.
- Strong analytical capabilities, preferably related to trade.

**Supervisor Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_