



UNITED NATIONS  
INDUSTRIAL DEVELOPMENT ORGANIZATION

## **TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)**

<b>Title:</b>	National Programme Development and Partnership Expert
<b>Main Duty Station:</b>	Praia, Cabo Verde
<b>Mission/s to:</b>	To be approved separately
<b>Start of Contract (EOD):</b>	1 March 2021
<b>End of Contract (COB):</b>	30 April 2021
<b>Type of contract:</b>	Regular
<b>Duration:</b>	2 months (with a possibility of extension)

### **ORGANIZATIONAL CONTEXT**

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mandate of UNIDO is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition.

As per the Director General's Administrative Instruction No. 24, UNIDO Country Programmes (CPs) are a framework that will provide the Organization with a means for checking its operations. They provide Project Managers with a common frame of reference during project identification and enable them to address the identified goals of the Organisation at the country level, in a coherent manner. This ensures that national priorities are properly addressed, and promotes the ownership of Member States. UNIDO's technical cooperation activities should, as a matter of practice, address the specified scope of the Country Programme. Exceptions would only be considered in the case of dramatic changes in national circumstances, such as a change of Government or catastrophic natural disasters or conflict, which would render the Country Programme's context so substantially inappropriate that non-programmed activities would need to be implemented.

Furthermore, and following the launch of the Administrative Instruction on UNIDO Country Programmes of 4 June 2019, the Organization also committed to incorporating key Programme for Country Partnership (PCP) features, as much as possible, throughout its modalities of technical cooperation and services to Member States, in line with the recommendations of the Independent Mid-Term Evaluation of the PCP.

### **PROJECT CONTEXT**

On 20 February 2019, the Government of Cabo Verde, through H.E. Minister of Industry, Trade and Energy, requested UNIDO via an official letter of request to formulate a new Country Program (CP). The Government highlighted industrialization as one of its key priorities to accelerate and diversify economic growth, given its key role in exports increase, imports dependency reduction, creation of jobs and generation of wealth. The received letter also acknowledged the importance of strong partnerships, as well as UNIDO's role in partnership

and resource mobilization and its valuable contribution to the country's economic development and inclusive growth through provision of technical assistance and support since 2009.

It is also important to underline that the Government of Cabo Verde, through the Ministry of Economy and Employment, sent an official letter dated 19 December 2017 requesting implementation of UNIDO Programme for Country Partnership (PCP) in Cabo Verde. In the letter, H.E. Minister of Industry, Trade and Energy, mentioned the Government's interest in the PCP. However, considering a more demanding and consequently longer preparation process, it was decided to move first with the Country Program whilst integrating the key PCP features into the CP and potentially upgrading to a PCP at a later stage. The overall strategic goal of the future Country Programme for Cabo Verde will thus be to contribute to a knowledge-driven, sustainable and inclusive economic growth of the country. The impact of the preparatory (programming) phase will thus be to develop a Country Programme document, with relevant actions contributing to the overall objective and prepare the terrain for its implementation. The CP Screening Form, approved by the UNIDO Executive Board in August 2020, will serve as the basis for the preparation of the programme document, in addition to the consultation with relevant national counterparts, stakeholders and UNIDO's technical departments.

Responding to the relevant challenges and opportunities in Cabo Verde, the Country Programme will be structured in three main focus areas:

1. Institutional and Trade Capacity Building;
2. Industrial Upgrading towards Industry 4.0; and
3. Energy Access and Environmental Management.

The CP focus areas and their pertinent components will be further elaborated during the CP programming phase. In addition, relevant interventions will be identified for each of the components, in coordination with UNIDO's technical departments. In parallel, the partner mobilization strategy will be prepared and the mobilization efforts launched, which will also entail communication with relevant funding partners and preparation of project proposals and concept notes. Nonetheless, the planned CP is not envisioned as a rigid portfolio of projects. It is rather flexible and will allow integration of potential new projects at a later stage as well, in line with the country's needs for UNIDO's technical assistance.

The National Programme Development and Partnership Expert will provide substantive support on the development of the CP Cabo Verde. He/she will work under the direct supervision of the Country Programme Manager at the Regional Coordination Division – Africa, UNIDO. In addition, the post will include provision of support the UNIDO National Coordinator in Cabo Verde. He/she will also carry out the relevant duties in full coordination with the UNIDO Country Representative, based in Senegal. His/her duties shall be performed in accordance with all applicable rules and regulations of UNIDO and these Terms of Reference.

Specifically, the National Programme Development and Partnership Expert will be responsible for the following tasks:

MAIN DUTIES	Concrete deliverables/outputs	Duration	Location
1. Assist in the socio-economic analysis and preparation of the Country Industry Profile (CIP) that will serve as the country diagnostic report for the future CP. Performs research and studies related to thematic areas of the UCP. The task is to be carried out in coordination with UNIDO' Research and Policy Department. Assists with the follow-ups with national counterparts to obtain validation of the draft CIP report.	Relevant inputs delivered timely. Regular participation in team coordination meetings for successful finalization of the exercise.	March 2021	Home-based Missions as required
2. Assist in the development of the Country Programme document, including the preparation of the Theory of Change (ToC) and the results framework of the future CP, in line with UNIDO's IRPF and QAF and in coordination with the National Coordinator (NPC) and the Programme Manager.	Relevant inputs delivered timely. Regular participation in team coordination meetings for successful finalization of the exercise.	March – April 2021	
3. Assist the UNIDO programming team in the management and technical implementation of the programming phase and helps to maintain a conducive project environment. This includes management of the project team meetings calendar and assistance in the preparation and management of meetings and seminars as necessary.	Communication conducted with technical project teams as relevant. Calendar updated regularly. Meeting minutes elaborated	March – April 2021	
4. Support the UNIDO Representation in all UN Cabo Verde and UNSDCF related activities, including the UN INFO.	UNIDO participates effectively in the UN Cabo Verde and UNSDCF and its contribution is recognized	March – April 2021	
5. Prepare a CP communication plan and a CP partner map (including an action plan) and supports their implementation.	Communication Plan elaborated and implemented Partner Map elaborated and partner mobilization undertaken through meetings, briefings, communication outreach	April 2021	
6. Assist the UNIDO Representative (UR) and the project managers (PM) in the technical departments with the organization of potential missions to the country in order to coordinate and	Administrative arrangements and logistics completed, meetings with national counterparts settled.	February – March 2021	

MAIN DUTIES	Concrete deliverables/outputs	Duration	Location
gather relevant inputs for the CP document. This includes preparation of travel requests, visa requirements, security clearance, payments, expense reports and travel summaries.	Official missions in line with UNIDO rules and procedures, and UN security		Home-based Missions as required
7. Assist in financial record keeping and reporting by using prescribed formats, in accordance with UNIDO financial policies, rules and procedures.	Administrative actions in line with UNIDO rules and procedures	March – April 2021	
8. Prepare and follow-up on procurement of products and services, in accordance with UNIDO financial policies, rules and procedures.	Procurement actions timely and in line with UNIDO rules and procedures	March – April 2021	
9. Manage office correspondence and archive system for the project.	Correspondence and archive system for the project	March – April 2021	
10. Coordinate with and regularly report to the CP Manager and the UR on the progress of the assignment.	Participation in weekly coordination meetings with the CP Manager	March – April 2021	
11. Perform any other duties at the request of the UR and CP Manage.	Duties carried out timely	March – April 2021	
12. Prepare End-of-Assignment report	End-of-Assignment report	April 2021	

## REQUIRED COMPETENCIES

### *Core values:*

1. We live and act with Integrity
2. We show Professionalism
3. We respect Diversity

### *Core competencies:*

1. We focus on people
2. We deliver our results and responsibilities
3. We communicate and earn trust
4. We think outside the box and innovate

## MINIMUM ORGANIZATIONAL REQUIREMENTS

**Education:** University degree in economics, business management, industrial engineering or equivalent that is relevant for private sector promotion.

**Technical and Functional Experience:**

- A minimum of 4 years practical experience in the areas of economic or private sector development.
- Excellent writing and analytical capabilities, experience in project management.
- Experience in the area of private sector development. Knowledge of public and private sector institutions, local social and economic conditions, particularly in industry, investment, agribusiness, ICT, blue economy, entrepreneurship, energy and environment.
- Demonstrated effective skills in communicating with stakeholders in private sector, national and local government.
- Computer literacy (MS Office, data base management).

**Languages:** Fluency in written and spoken English. Knowledge of Portuguese is an asset.