



**UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION**  
**TRADE RELATED TECHNICAL ASSISTANCE - PAKISTAN**

**JOB DESCRIPTION**

**Post Title** National Expert in Coordination

**Duration** 12.0 w/m

**Date required** February 2010

**Duty Station** Islamabad, Pakistan (With travel within the country)

**Duties** The National Expert in Coordination will work under the overall guidance of the UNIDO Project Manager in Vienna and the direct supervision of the Chief Technical Advisor (CTA). The Coordinator is specifically be expected to:

<b>Main Duties</b>	<b>Expected Results</b>
<b>1. PROGRAMME LAUNCH</b>	
1.1 Obtain briefing from CTA on the background to trade capacity building issues, UNIDO methodologies, the background of the EC funded TRTA programme and project implementation modalities	Programme briefing done, execution methodologies established
1.2 Assist in setting up of Project Management Office (PMO) for TRTA II programme	PMO office set up
1.3 Assist in establishing working contacts with project partners, direct beneficiaries and stakeholders concerned	Project partners briefed and associated to the programme delivery
<b>2. PROGRAMME INCEPTION PHASE</b>	
2.1 Assist in conducting needs assessment and institutional analysis of partners of each of the three components of TRTA II in respect of critical capacity gaps, compliance requirements, legal framework, budgets, staffing, infrastructure, equipment, corporate plans/work targets, institutional linkages, demand for services and services delivered	Needs assessment and institutional analysis of partners conducted
2.2 Assist in defining institutional development objectives, work targets that can be reasonably achieved within the programme funding and timeframe. Identify inputs and any pre-conditions that need to be fulfilled by the Government and partners/beneficiaries to achieve these objectives	Targets established. Counterpart inputs and pre-conditions indentified
2.3 Assist in elaboration of, based on 2.1 and 2.2 above, a detailed work plan for each of the three components of TRTA II and a time plan for fielding experts, training, fellowships, subcontracts, equipment, purchases etc.	Detailed work plans developed
2.4 Assist in formulating detailed Terms of Reference (TOR) for the Programme Steering Committee (PSC)	Detailed TOR for the PSC formulated
2.5 Assist in preparation and issuance of Inception Reports for each of the three components of the programme and for the overall TRTA II programme based on studies and analysis made in 2.1, 2.2, 2.3 and 2.4 above	Inception Reports for each component and for overall TRTA II programme prepared and approved

3. PROGRAMME COORDINATION	
3.1 Maintain day-to-day contact between the three TRTA programme components and all concerned stakeholders at national and provincial levels	TRTA II programme and activities coordinated and streamlined
3.2 Coordinate with the EC Delegation in Pakistan and representatives from other sub-contracted implementing agencies of the TRTA II programme and develop the mechanisms and modalities cooperation between the programme components of the participating agencies	Coordinated modalities for implementation of TRTA programme components with EC Delegation and implementing agencies established
3.3 Ensure effective overall coordination and delivery of the three components of TRTA II programme	Overall coordination and delivery of TRTA II programme maintained
3.4 Ensure consistency and complementarities within the UNIDO programme component result areas and activities	Coherent TRTA programme components delivery effected
3.5 Ensure coordination between all actors at national level within the TRTA programme components	Effective cooperation with national actors maintained
4. PROGRAMME IMPLEMENTATION	
4.1 Assist in preparation of detailed Annual Work Plans (AWPs) for each of the Programme Components based on the Programme Inception Reports and establish timelines for delivery of project inputs at the field	Detailed Annual Work Plans (AWPs) established and approved. Timelines for field delivery of project inputs elaborated
4.2 Assist the CTA in the day-to-day management of the Programme Management Office (PMO) and the disbursement of local expenditure, based on standard UNIDO field disbursement procedures	Fluent day-to-day management and administration of local expenditure according to UNIDO procedures maintained
5. PROGRAMME MONITORING, REPORTING AND PROMOTION/VISIBILITY	
5.1 Record all programme activities against work plan and coordinate the monitoring activities with the designated consultants/EC Delegation	Programme monitoring activities coordinated
5.2 Assist in ensuring the administrative and financial monitoring of the programme and its activities at the field level	Continuous monitoring according to UNIDO/donor specifications conducted
5.3 Prepare bi-annual and annual reporting for the programme according to the donor specifications and UNIDO requirements	Reports produced and made available
5.4 Assist in keeping the EC Delegation and the key counterpart ministries and partners regularly briefed of the project progress	Regular briefings to EC Delegation and key counterparts carried out
5.5 Prepare the documentation for the Project Steering Committee (PSC) meetings (2 times a year). Participate in the meetings, keep the minutes and be responsible for follow up actions	PSC meetings efficiently prepared and follow-up actions taken
5.6 Assist the CTA/PMO in organizing and conducting seminars, trainings and workshops and publicize project results, and ensuring sustainability	Public awareness on the programme and publicity of project results achieved
5.7 Take initiatives to disseminate the project technical assistance to a wider group of scientists, academics and industrialists, through formal and informal briefings, meetings and seminars, particularly in the local language	Wider dissemination of project results accomplished
5.8 Prepare promotional material including Newsletter on the project and ensure that sufficient exposure is made about the project in the media as per guidelines for visibility of EU and implementing agencies (UNIDO, ITC & WIPO)	Publicity and media exposure of the programme carried out
5.9 Develop rapport with the donor community to publicize the project results and seek funding for additional areas not covered under the EC project	Donors made aware of the programme achievements and interested in complementary activities

**Qualification:** University degree or equivalent qualification in Science/Business Administration. Good project management and report writing skills essential. Experience in coordinating/managing technical cooperation projects and exposure to international organization an asset.

**Language:** English & Urdu

**Background: Background:**

The TRTA- II programme has three complementary components aimed at improving the trade and investment policy climate and enhancing trade development, strengthening standards and quality capacity, and improving the protection of intellectual property rights. The programme is broader in scope than the previous TRTA I, addressing regional negotiations and WTO, trade development and trade policy, and involving the private sector and civil society as well as the GoP.

The TRTA-II programme has the following three Components:

- Component 1: Trade Policy Capacity Building**
- Component 2: Export development through improvement of the quality infrastructure**
- Component 3: Strengthening of the Intellectual Property Rights**