



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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

Title:	National Coordinator
Main Duty Station and Location:	Dar es Salaam, United Republic of Tanzania (URT)
Mission/s to:	Travel within the United Republic of Tanzania (URT) to be authorized by the Project Manager
Project WBS Code:	150054-1-51-01
Start of Contract (EOD):	01 August 2015
End of Contract (COB):	31 December 2015

ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is a specialized agency of the United Nations. Its mandate is to promote and accelerate sustainable industrial development in developing countries and economies in transition, and work towards improving living conditions in the world's poorest countries by drawing on its combined global resources and expertise. The Business, Investment and Technology Services Branch of the Programme development and Technical Cooperation Division (PTC/BIT) provides a range of technical cooperation and capacity-building services to enhance the contribution of the private sector to industrial development and poverty reduction. As such, it supports the formulation and implementation of technical cooperation and institutional capacity-building initiatives to promote private sector development and improve the competitiveness of enterprises, mobilize investments, and facilitate access to appropriate technologies for developing countries. The Investment and Technology Unit is responsible for supporting developing countries and countries with economies in transition in improving their investment climate by assisting governments and institutions at the national and regional levels to analyse investment needs, assess the investment climate, and enhance the flow and impact of foreign and domestic investments.

The expert will work in the Investment and Technology Unit (PTC/BIT/ITU), part of the Business, Investment & Technology Services Branch (PTC/BIT). The Investment and Technology Unit is responsible for supporting developing countries and countries with economies in transition in improving their investment climate by assisting governments and institutions at the national and regional levels to analyse investment needs, assess the investment climate, and enhance the flow and impact of foreign and domestic investments.

The project "Enhancing Youth Employability and Entrepreneurship in Tanzania" is part of the United Nations Joint Programme (UNJP) on Youth Employment 2015 – 2016 of the United Republic of Tanzania [URT]). UNIDO will contribute to Outcome 4 "Increased employability among young women and men in both rural and urban areas" of the UNJP. Precisely, UNIDO intends to contribute to UNJP output 4.1.3, "Linkages created between businesses and universities" and UNJP output 4.1.4, "Strengthen institutional capacities of local BDS supporting youth entrepreneurship initiatives". Thus, the overall UNIDO objective is twofold, it comprises (i) to increase the employability of young graduates in industry and (ii) to foster youth entrepreneurship as a means of self-employment.

MAIN DUTIES

The National Coordinator will report to the Project Manager at UNIDO HQ in Vienna and is expected

to carry out the following activities. The national coordinator will work in close cooperation with the international project coordinator (IPC) of the project.

Main duties	Expected duration	Location	Expected results
Overall Responsibilities			
UNIDO HQ – field: 1.1. Provide input to and support the regular monitoring of project activities of the UNIDO ITU project under the Joint Programme on Youth Employment (JPYE)	throughout	URT	Monthly monitoring reports (together with IPC) submitted to PM in a timely manner
JPYE and OneUN coordination: 1.2. Ensure timely correspondence with concerned audiences on results and engage with relevant constituencies (other UN agencies, Government entities, and other relevant JPYE stakeholders) to ensure coordination and coherence in project implementation in the context of the JPYE Actively participate in the joint programming meetings of the JPYE and adjust project work plan accordingly if needed	throughout	URT	JPYE reports submitted in a timely manner to PM and JPYE stakeholders Meeting minutes and follow up work plan shared with PM
Organizational/administrative: 1.3. Design, organize and carry out national workshops/ stakeholder meetings/ expert group meetings/ trainings Follow-up on administrative tasks if required	throughout	URT	Workshops/ stakeholder meetings/ expert group meetings/ trainings successfully held Follow-up ensured
1. University of Dar es Salaam Entrepreneurship Centre (UDEC)			
2.1. Carry out the “needs assessment” of the UDEC incubator		URT	Needs Assessment report submitted to PM in a timely manner
2.2 Review of the UDEC entrepreneurship curriculum and provide inputs		URT	Entrepreneurship curriculum review consolidated in report and suggested action plan presented to PM and relevant stakeholders
2.3 Identify incubator BDS needs and provide capacity building in consultation with project team		URT	BDS needs identified in report and submitted to PM in a timely manner;

			Work plan for capacity building shared with PM and executed in a timely manner
2.4 Support the incubator management in the identification and selection of UDEC first incubates Prepare adequate outreach strategy for incubates call for expression of interest Assist in the development and editing of incubate guidelines and assessment procedures	50%	URT	Selection ToR developed; Incubates identified and selected; Promotion material developed and published Guidelines developed and submitted to PM in a timely manner
2.5 Support the UDEC management with adequate training and capacity building		URT	Training programmes delivered; Capacity building delivered as upon prior analysis (see 2.1)
2. “Linkages between businesses and universities”			
3.1 Together with international project coordinator, regularly monitor the subcontractor and ensure effective output implementation according to TOR Follow-up on the sub-contractor’s implementation plan and agreed milestones Schedule regular meetings with the sub-contractor	50%	URT	Monthly monitoring report on subcontractor performance as per ToR submitted to PM in a timely manner

REQUIRED COMPETENCIES

Core values:

1. Integrity
2. Professionalism
3. Respect for diversity

Core competencies:

1. Results orientation and accountability
2. Planning and organizing
3. Communication and trust
4. Team orientation
5. Client orientation
6. Organizational development and innovation

Managerial competencies:

1. Strategy and direction
2. Managing people and performance
3. Judgement and decision making
4. Conflict resolution

QUALIFICATIONS

- Advanced university degree in economic studies, international studies, entrepreneurship, development studies
- A minimum of 7 years of professional work experience in the UNIDO mandated thematic areas
- Deep knowledge of entrepreneurship training, development and policies in the United Republic of Tanzania
- Coordination experience highly desirable
- Highly output-oriented
- Strong initiative-taker
- Strong abilities and proven record in drafting, editing
- Strong ability to work independently
- Strong communication skills
- Networking skills and partnership building among stakeholders, paired with strong interpersonal and diplomatic skills
- Working experience with Incubators, the private sector and line ministries (industry, commerce, economy, planning, empowerment) highly preferred

Languages: Fluency in written and spoken English and Kiswahili is a must.