

Terms of Reference – International consultant

Assignment title: Partnerships and Production Coordinator

Contract duration: asap for 4 months

Duty station: Kampala, Uganda

Travel: local travel

Background: The ITC Poor Communities and Trade Programme (PCTP) and its Ethical Fashion Initiative (EFI) aim to reduce global poverty by involving micro-entrepreneurs from the developing world in international and regional trade. In other words, the Programme enables marginalised communities of micro-entrepreneurs to be part of the international fashion value chain through a business infrastructure, tailored around a unique system of work that enables these communities - mostly women - to thrive in association with the talents of the fashion world. This system of work also involves consumers, through the application of a specific communication strategy, geared to increase awareness on the story behind each product and allowing people to make informed choices in their purchasing behaviour.

The EFI and EU Identity Building and Sharing Business Initiative: an Ethical and "Global" Approach to Job Creation and Sustainable Development project aims at bringing about socio-economic development in the participating countries through human capital investment in the cultural and creative sectors, which are mobilized as factors of business development and identity building.

This job description relates to the implementation of the Opportunities are Here (OAH) project in Uganda, which requires a Local Coordinator.

Description of Duties/Responsibilities:

- 1) Liaison with local partners & media;
- 2) Assist in the organization of the OAH programme and related administrative work;
- 3) Monitor OAH contestants, keeping track of training developments;
- 4) Assist in the management of projects OAH UG and its partnerships: implementation, liaison, translations, and logistics;
- 5) Coordinate communication, including liaison with jurors, trainers, media partners, incubators, contestants and networks;
- 6) Liaison with the editors and media partners for the production of the episodes and video content.

Expected Deliverables:

- 1) Networks with local creative industry & youths established, by 01/06/2020;
- 2) OAH programme scheduling delivered, by 01/06/2020;
- 3) Calendar of Incubator Master classes delivered, by 01/07/2020;
- 4) Live streaming executed, by 01/08/2020;
- 5) Media partner production assisted and reported with a weekly email;
- 6) Jurors deliverables tracked with a weekly report.

Competencies: Procurement and logistics Management, Communications Management, Project Management and Promotion.

Education: BA in logistics management or similar.

Experience: 2 Years of related work experience in Africa.

Languages: Fluency in English.