Terms of Reference – International consultant

Assignment title: Event Management Advisor
Contract duration: from asap until August 1st
Duty station: home-based
Travel: no travel required
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 marketing strategy, geared to increase awareness on the story behind each product and allowing people to make informed choices in their purchasing behaviour. EFI aims to reduce global poverty by strengthening the capacities of developing country micro producers and social enterprises for export trade, connecting them to the international fashion industry. The European Union (EU) funds PCTP's Identity Building and Business Sharing Initiative, which showcases creativity and talent in cultural sectors like art, photography, cinema and music, in seven dynamic countries: Cote d'Ivoire, Eritrea, Mali, Uganda, Iran, Uzbekistan and Tajikistan.

Given the shift in the fashion industry for more sustainable activities (less waste, less carbon footprint, more digital) due to COVID-19, EFI is organizing a Hackathon to involve institutional stakeholders, impact investors to implement the brainstormed ideas in practice.

This consultancy relates to the development, execution of materials for the second Hackathon, curating, facilitating the event, providing technical support and tools for EFI. The consultant will develop an overall strategy, produce, brief the technical team, deliver a series of high-quality materials and tools for the event.

Description of Duties/Responsibilities:

Under the general supervision of the Poor Communities and Trade Programme (PCTP)'s Chief Technical Adviser and overall guidance of the Senior Programme Officer and the Associate Programme Management Officer the consultant will perform the following tasks:
1. Support EFI team in creating challenges and goal mapping of the Hackathon 2;
2. Support in managing the agenda of the Hackathon 2 event;
3. Identify foundation standard draft template and create samples;
4. Curate Draft Template vs Draft Articles;
5. Create facilitators pack – template;
6. Tech preparation (Zoom + Miro + Figma);
7. Facilitator support.

Note: The consultant 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 individual contractor contract and for the subsequent dissemination by ITC in any form. Documentary proof will be submitted to ITC. S/he has further to ensure to obtain accreditation to the event(s) as required. 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.

Expected Deliverables:

1. A document with challenges and goal mapping of the Hackathon 2;
2. Finalised templates and samples;
3. Finalised facilitators pack – template;
4. Completed the Tech preparation (Zoom + Miro + Figma);

Competencies:

Experience in organizing Hackathons in zoom

Education:
Undergraduate degree (BA/BSC or other) in economics or finance

Experience:
At least 7 years of professional experience in a related field in lieu of diploma.

Languages:
Fluency in written and spoken English, French is an asset