

Request for Expression of Interest (Call for CVs)

| | |
|--------------------------------|---|
| Consultant Position: | Project Officer - Advocacy, Gender & Trade |
| Country: | Tanzania |
| Duration: | 24 months |
| Name of Project: | Enhanced Market Access by Women SMEs in EAC Region |
| Expression of Interest: | EAWiBP/EABC/EOI/2019/01 |
| Deadline: | 20th August, 2019 |

1. Background

The East African Business Council (EABC) established the East African Women in Business Platform (EAWiBP) in 2011. The platform was officially launched in May 2012 by the East African Community (EAC) Secretary General. Drawing its mandate from the Treaty for the Establishment of the East African Community, (and particularly Article 121 and 122, and the 4th EAC Development Strategy for 2011 to 2016, which outline the commitment of the EAC in enhancing women's socio-economic status and their role in business), EABC started the process in 2010. With the support of partners that included TradeMark East Africa (TMEA), the Platform was created to ensure that the concerns of East African women in business are effectively addressed, and opportunities presented by the East African Community integration processes are maximised.

As the pioneer EAC regional platform for women in business, EAWiBP brings together national apex bodies / associations / networks of business women (including associations of women formal and informal cross-border traders); professional women associations; and regional civil society organizations' working to promote business women and women's socio-economic advancement. EAWiBP continues to link and connect women entrepreneurs to markets opportunities, information, skills, capital and technology as well as influence policy reforms towards a favorable business environment that takes into consideration the needs and priorities of business women especially access to resources (e.g. finance / credit) and access to opportunities (e.g. information on business / trade /

investment opportunities). The Platform's main two objectives are: Increased participation of women in intra-regional trade in EAC and Enabling environment for trade for women SMEs in the EAC.

With the support of TradeMark East Africa (TMEA), EAWiBP is implementing a project to **“Enhanced Market Access by Women SMEs in EAC Region”** from 2019-2022.

2. Overall Aim / Purpose

The scope and focus of the assignment is to strategically support the roll out and the implementation of TMEA/EAWiBP project in Increasing in Trade value of women SMEs in EAC intra-regional trade through Advocacy in Gender and Trade, supporting access to markets for women owned SMEs developing fundraising strategies and effective communication of the project to EAC Partner states stakeholders.

3. Terms of References (ToRs)

The Project Officer with the guidance from the Regional coordinator shall act as the technical lead on all project activities. The activities will span from advocacy for gender and women in trade issues, trade facilitation and supporting the building of EAWIBPs institutional capacity. The Project Officer support the Platform with fundraising and communication and ensuring that the organization takes advantage of the synergies that enhance the effectiveness of the Platform Programmes.

The position holder will work closely with diverse stakeholders to roll-out and implement specific activities in the annual work plan for the Platform in accordance to EAWiBP's contractual obligations and internal policies and procedures under EABC. The Project Officer will ensure quality reports for assigned projects are done on a timely basis meeting necessary standards and responding to the integrated work plan. The Expert will work closely with the Regional coordinator and any other persons in the team to mobilise resources for EAWiBP.

4. Specifically the Project Officer will:-

Main Duties include:

- a) Support the Platform in the implementation of improved policy/regulatory environment for women SMEs in the area of Common External Tariff (CET), AfCFTA and other emerging gender/trade issues;
- b) Support in coordination of various activities aimed at increasing Access to Government Procurement Opportunities (AGPO) eg trainings and engagement in Advocacy/Dialogue on barriers that hinder women access to government procurement opportunities;
- c) Work closely with the Regional Coordinator to prepare for different activities organized; by the Platform such as trainings, workshops, dialogues, meetings and conferences. This will include managing regular communication with target audiences and logistical arrangements;

- d) Oversee the publishing of the key findings of EAWIBPs policy engagements such as the Situational Analyses on CET Review, AfCFTA, Gender and Trade Issues affecting Women SMEs in EAC region/trade barriers and any other documents requiring publishing;
- e) Support all activities aimed at increasing access to market and trade related services for 500 targeted women SMEs and ensuring Women SMEs are equipped with knowledge and skills to engage in regional trade; This include organizing B2B forums and trainings, coordinate the twinning of women SMEs, monitoring of the virtual market place;
- f) Support in planning and coordinating of sensitizations workshops/trainings on access to Government Procurement Opportunities, Market access, standards, business governance, branding, packaging among others;
- g) Monitor the profiling of women SMEs across the region;
- h) Lead in communicating the Platforms activities on social media platforms such as Facebook, Instagram, Twitter and the EAWiBP website;
- i) Maintain a database of specific projects activities, budgets, resources, partners and reporting requirements, and work closely with the Regional Coordinator to have this information updated on a monthly and/or quarterly basis;
- j) Work closely with the relevant staff members to generate information to continuously update the EAWiBP website;
- k) Work closely with the Regional Coordinator to preparing reports in line with the project requirements and requests;
- l) Work closely with the EAWiBP team to mobilise resources for the Platforms programmes and other relevant initiatives;
- m) Represent EAWiBP in external meetings/events relating to the project or as may be assigned;
- n) Support EAWiBP in implementation and management of the project to ensure timely delivery of high quality outputs;
- o) Prepare timely narrative reports that align with financial reports for on-going specific projects according to EAWiBP's contractual obligations in collaboration with the Regional Coordinator and the rest of the EAWiBP team;
- p) Support the development and maintenance of strategic relationships with key stakeholders such as the EAC,CSOs, Donor and development Agencies, African Union Institutions and Organs, Governments and progressive Private Sectors;
- q) Undertake other duties as may be assigned from time to time.

5. Request for Expression of Interest

East African Women in Business Platform (EAWiBP), now invites eligible and qualified Individuals to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services giving a description of similar assignments undertaken.

6. Required Qualification, Skills and Competencies

The Consultant is expected to have the following minimum qualification and experience:

- a) **Academic and Professional Experience:** Minimum of Bachelor's Degree qualification in any of the following fields, Gender development, Economics,

- Business Administration, International Trade, Trade Policy and Law or any other relevant field is required. A Master's Degree will be an added advantage;
- b) **Work Experience:** A minimum of five (5) years' demonstrable experience on gender and trade/regional trade related issues;
 - c) Demonstrated knowledge of EAC Integration, women and trade issues in EAC region and the EAC Commomn Market Protocol;
 - d) Knowledge and experience in using social media platforms and a wide range of communications tools;
 - e) **Language:** Fluency in oral and written English is required. Good working knowledge of French and Kiswahili will be an advantage;
 - f) **Additional Skills:** Excellent computer skills; Microsoft Word, Excel, Powerpoint among others. Writing, communication and data analysis;
 - g) **Nationality:** The position is open to Tanzanian Nationals as well as Nationals of the EAC Partner States,(Burundi, Kenya, Rwanda, Uganda and South Sudan) currently residing in Tanzania;
 - g) Capability to deliver with quality and within tight deadlines.

6. Reporting

The Project Officer shall report to the EAWiBP Regional Coordinator,

7. Duration of Assignment

The duration of the assignment is estimated to be twenty four (24) months from the date of contract signature with possibility of extension to 36 months.

8. Application Process

Interested applicants should send their intent letter (not more than 2 pages responding to each major requirement), accompanied by resume with names and addresses of 3 professional referees (of not more than 3 pages including telephone and e-mail).

Applications are by e-mails **only**, sent to:

ngitonga@eabc-online.com and ngitonga@eawibp.org

Please indicate the reference on the subject as **Project Officer - Advocacy, Gender & Trade REF:EAWiBP/EABC/EOI/2019/01**. Deadline for submission of applications is on **20th August, 2019**.

NB: Remuneration for this position will be in line with the set procedures of the organizations.

Applications should be addressed to:

THE REGIONAL COORDINATOR,
EAST AFRICAN WOMEN IN BUSINESS PLATFORM (EAWIBP)
PO BOX 2617, ARUSHA, TANZANIA
TEL: +255-27-2520162/3
ARUSHA - TANZANIA

Please note that **Only** shortlisted candidates will be contacted.