

Terms of Reference

SheTrades GRPP – Policy Consultant

Division/Section	Division of Sustainable and Inclusive Trade / Women, Youth, and Vulnerable Communities Section
Type of Assignment	National Consultant
Type of contract	Output
Duty station	Home-Based
Duration of assignment	September until December 2026
Title of Assignment	SheTrades GRPP – Policy Consultant

Background

The International Trade Centre (ITC) is a joint agency of the United Nations and World Trade Organization based in Geneva. ITC's mission is to enable small business export success in developing and transition- economy countries, by providing, with partners, sustainable and inclusive development solutions to the private sector, trade support institutions (TSIs) and policymakers.

The International Trade Centre launched the SheTrades initiative to create an ecosystem of integrated solutions that empower women economically through greater integration in trade and investment. The initiative ensures that the right capacities and conditions are present for women to trade and that they are supported by an ecosystem of market partners and effective support organizations. At the same time, SheTrades works to remove inequalities in the trade policy space that hinder women's participation.

Objective

Building on the successful implementation of the SheTrades: Promoting Gender-Responsive Public Procurement for Agricultural Products project in Ecuador, funded by GIZ, ITC is scaling up its work on gender-responsive public procurement (GRPP) to Africa and Asia. It does so through the GIZ Global Programme Farmers Organisations for the Transformation of Agricultural and Food Systems (FO Hub).

As part of this work, ITC is supporting three regional farmer organization networks (the Eastern Africa Farmers Federation (EAFF), the Asian Farmers' Association for Sustainable Rural Development (AFA), and the West African Network of Peasants and Agricultural Producers (ROPFA)). ITC aims to strengthen the capacity of farmer organizations and their members, particularly women farmers, women-led agribusinesses and cooperatives, to access public procurement opportunities.

To support these efforts, ITC will develop a practical guide that provides farmer organizations and their members with practical, accessible and context-specific guidance on how to participate more effectively in public procurement markets. The guide will serve as a practical resource to strengthen knowledge of public procurement systems, improve readiness to participate in tenders, and enhance the capacity of farmer organizations to support their members in accessing government markets.

ITC therefore seeks to recruit a National Consultant for approximately four months to develop this practical guide in close consultation with ITC, incorporating feedback received from regional farmer organizations and relevant stakeholders throughout the drafting process.

Description of Duties/Responsibilities

The incumbent will work for ITC's Women and Trade Programme (SheTrades Initiative) under the direct supervision of the SheTrades Associate Economic Affairs Officer, and under the overall guidance of the Data and Policy Lead of the SheTrades Initiative.

The Consultant is expected to perform the following duties:

- **Research and content development**
 - Conduct a desk review of relevant literature, tools, policies and existing guidance related to public procurement, inclusive public procurement and agricultural procurement in Africa, with particular attention to the contexts of the respective regions of the farmer organizations, Western and Eastern Africa as well as Asia
 - Identify and prioritise the most relevant public procurement topics, challenges and opportunities affecting farmer organizations and their members, particularly women suppliers, across the regions represented by EAFF, AFA and ROPPA.
 - Identify practical examples, good practices and case studies that can be incorporated into the guide to enhance its usefulness for the target audience.
- **Development of the practical guide**
 - Draft a practical guide of approximately 30 pages for farmer organizations and their members on public procurement opportunities, based on the outline drafted by ITC in consultation with the farmer organizations.
 - Develop clear, practical and user-friendly content tailored to the needs of farmer organizations, women farmers, women-led agribusinesses and cooperatives.
 - Ensure that the guide is consistent with ITC's editorial standards, branding and style requirements.
 - Incorporate comments and technical feedback received from ITC, farmer organizations and other relevant stakeholders throughout the drafting process.
 - Revise and finalise the guide until approval by ITC.
- **Coordination and stakeholder engagement**
 - Participate in coordination meetings with ITC and relevant stakeholders to discuss the structure, content and progress of the guide.
 - Coordinate closely with ITC staff to ensure consistency with existing SheTrades methodologies, publications and knowledge products.
 - Present draft versions of the guide during online consultation and validation sessions with the farmer organizations (EAFF, AFA and ROPPA), facilitate discussions, document feedback and incorporate agreed revisions into subsequent drafts.

Copyright Clause: 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 consultancy contract and for the subsequent dissemination by ITC in any form. Documentary proof is to be submitted to ITC. Should any license fee be due for the use of copyrighted materials of third parties, the Consultant shall request prior written permission from ITC. S/he has further to ensure to obtain accreditation to event(s), if required.

Expected Outputs and Timelines

Output 1 by September 30, 2026

- Conducted background research and reviewed relevant literature and existing resources.
- Submitted first draft of the practical guide based on the outline developed by ITC with the farmer organizations.
- Incorporated ITC's initial comments and ensured the draft complies with ITC editorial and style requirements.

Output 2 by October 30, 2026

- Submitted the second draft of the practical guide, reflecting ITC's approved structure and incorporating practical examples and relevant regional context. The draft complies with ITC editorial, formatting and branding requirements.
- Presented the second draft of the guide during an online consultation (or pilot validation session) with representatives of the farmer organizations (EAFF, AFA and ROPPA) to gather feedback on the content, structure and practical applicability of the guide.

Output 3 by December 4, 2026

- Submitted the final version of the practical guide (approximately 30 pages), incorporating comments received from ITC and feedback gathered during consultations with the farmer organizations (EAFF, AFA and ROPPA).
- Submitted all editable source files and supporting materials used in the development of the guide.
- Addressed all final comments from ITC and obtained approval of the final deliverable.

Travel

No travel.

Requirements

Education

- Postgraduate degree (BA/BSc or other) in business administration, economics, public policy, development studies, law, or any related field;
- Extensive relevant experience may be accepted in lieu of the master's degree.

Required Experience

- At least 5 years of experience in public policy, governance, or related fields, with relevant experience in the area of gender, public procurement or agriculture.
- Demonstrated experience in developing practical guidance documents, manuals, toolkits or knowledge products for policymakers, business support organizations or private sector stakeholders.
- Experience working with farmer organizations, agricultural value chains, cooperatives or MSMEs is highly desirable.
- Experience in gender development is an asset.

Skills

- Excellent analytical, research and drafting skills.
- Ability to translate complex technical information into practical, user-friendly guidance for non-technical audiences.
- Strong knowledge of public procurement systems and agricultural markets.
- Excellent stakeholder consultation and communication skills.
- Ability to work independently while incorporating feedback from multiple stakeholders.
- Accuracy, flexibility and ability to work under pressure and tight deadlines.
- Excellent attention to detail.

Language

- Proficiency in English, both spoken and written, is required.
- Proficiency in French, both spoken and written, is required.

To apply, please send your CV/resumé to Ms. Gem Arbo darbo@intracen.org and Ms. Inês Aguiar Machado iaquiar@intracen.org by 28 August 2026.