

## Terms of Reference

**Project title:** SME Competitiveness Outlook and Surveys

**Assignment title:** Consultant-Economist

**Duty station:** ITC HQ-based (Geneva)

**Travel:** Applicable

**Contract type:** Payment per day worked, full time

**Start and end date:** ASAP for three months (with the possibility of extension)

### Background

The International Trade Centre (ITC) is the joint technical cooperation agency of the United Nations and the World Trade Organization (WTO). ITC's mandate is to promote export of goods and services from developing and transition economies. The Research and Strategies for Export (RSE) section has three main functions:

1. Publishing the SME Competitiveness Outlook (ITC's annual flagship publication)
2. Producing country competitiveness reports based on ITC collected firm-level competitiveness data
3. Producing bespoke National Export Strategies for developing countries

ITC is looking for a consultant economist to contribute to the first and second activity: SME Competitiveness Outlook (SMECO) and SME Competitiveness Survey (SMECS).

The SMECO is ITC's annual flagship report on SME competitiveness. The report provides guidance to policy makers, SMEs and trade and investment support institutions on the latest trends affecting SMEs. The past editions can be consulted at <http://www.intracen.org/SMEcompetitiveness/>. The 2021 edition, currently in writing phase, focuses on how to build a greener future, building competitive, resilient and sustainable SMEs. Furthermore, the team is conducting research for the working papers that underline the flagship publication. Working papers can be published in refereed journals.

As part of its analysis on the competitiveness of SMEs, ITC collects data on the competitiveness of enterprises in several countries. The data collection aims to assess the key elements that affect the competitiveness of SMEs. The SMECS also assists projects in the monitoring and evaluation of results. More can be found at: <http://www.intracen.org/SMECS/>.

In this context, ITC is looking for a consultant economist to assist with design of surveys, the collection of SME competitiveness data, production of country competitiveness reports, as well as support for impact evaluation of ITC's technical assistance projects.

### Description of Duties/Responsibilities

The Consultant will work under the direct guidance of an ITC Project Officer/Economist and the overall supervision of the Chief of RSE.

The Consultant will have the following duties and responsibilities:

- Contribute to the understanding of influencing factors of SME growth, internationalization, and the achievement of sustainable development goals;

- Contribute to informed decision making by governments, trade and investment support institutions and business leaders;
- Contribute to the management of SMECS data collection exercises in developing countries across the globe, including communications with experts and national counterparts, and providing capacity building related to the implementation of surveys;
- Assist with the analysis of firm-level data including data cleaning, econometric analysis, preparation of figures and qualitative analysis;
- Produce SMECS-related publications such as country brochures, reports and outreach material, collaborating with relevant in-house experts and external stakeholders
- Apply the ITC SME Competitiveness Survey for the quantitative impact assessments of ITC's technical assistance projects;
- Contribute to the literature review, drafting, review, launch and promotion of the SME Competitiveness Outlook;
- Prepare outreach materials accessible to the general public to explain and promote analytical results and policy recommendations, including but not limited to materials for social media and visual presentation of key messages.

## Skills

### Technical competencies:

- Ability to gather and synthesize research material from academic and non-academic sources and form sound conclusions;
- Excellent drafting skills;
- Excellent quantitative analysis skills; including proficiency in MS Excel and Stata;
- Experience analysing trade and firm level data is an asset.

### Behavioral competencies:

- Ability to work in a team and independently;
- Flexibility; ability to adapt and meet deadlines in a dynamic and fast-paced setting;
- Attention to detail;
- Creativity and technological awareness;
- Ability to maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity.

## Education

Advanced degree in economics, international relations, business administration, statistics or related field. PhD is an asset. A Master's degree with significant experience and PhD close to completion can be considered.

## Experience

At least two years of relevant professional experience.

## Language

Advanced knowledge of English. Working knowledge of French or Spanish is a strong advantage. Knowledge of other UN official languages is an asset.

### **Application process**

Prospective candidates are invited to apply by sending their CV, example of an unedited single authored text and an example of coding (e.g. Stata do file) to [smecompetitiveness@intracen.org](mailto:smecompetitiveness@intracen.org) with the subject "Consultancy application".

Selected candidates must submit their application to the Consultants Roster:

<http://www.intracen.org/itc/about/working-with-itc/itc-careers/current-job-openings/>