



REQUEST FOR EXPRESSION OF INTEREST

NATIONAL COORDINATOR (CONSULTANT) FOR THE UNESCAP PROJECT: “CATALYZING WOMEN ENTREPRENEURSHIP (CWE)”

PROJECT OVERVIEW AND ROLE

The United Nations Economic and Social Commission for Asia and the Pacific (UN ESCAP) is implementing a five year (2018-2023) regional programme on *“Catalyzing Women’s Entrepreneurship - Creating a Gender-Responsive Entrepreneurial Ecosystem”* which is funded by the Government of Canada.

ESCAP’s *Catalyzing Women’s Entrepreneurship (CWE)* Project aims to strengthen the entrepreneurial ecosystems that foster women’s entrepreneurship, enhance women entrepreneurs’ access to capital through innovative financing mechanisms, and increase women entrepreneurs’ use of ICT through relevant training and tools. Samoa was selected as one of 6 target countries, following an extensive scoping mission and research. Overall the project aims to directly support 20,000 women entrepreneurs in starting-up and expanding their businesses by 2023.

ESCAP, in collaboration with the Ministry of Commerce, Industry and Labour (MCIL) is seeking a **National Coordinator (Consultant)** to support the overall coordination and implementation of the Project at the country level in Apia, Samoa. Due to COVID19 restrictions, it is preferred that the National Coordinator will be a locally based Consultant who will work closely with MCIL staff as the key focal point in MCIL to provide overall support to the coordination of the CWE programme and implementation of the work plan at the country level. It is anticipated that the duration of the Assignment will be for at least 12 months and is likely to commence in early December 2020. The Consultant should indicate when s/he will be available to undertake the assignment.

RESPONSIBILITIES:

The Responsibilities of the National Coordinator (Consultant) include the following:

1. Support the CWE Work plan at the Country Level including:

- Draft a results-oriented work plan at the country level in close coordination with the MCIL and in consultation with key identified partners.
- Identify key activities to enhance the policy environment for women entrepreneurs at the country level and develop workplans for organizing these key activities.
- Support implementation of the work plan by following up with relevant stakeholders at the country level.

2. Support Project Documentation including:

- Coordinate and report progress on the project at the country-level, including a final progress report on the implementation of the work plan under the guidance of the lead implementing partner.
- Support preparation of documents for meetings and consultations such as presentations, talking briefs, concept notes as needed by the implementing agency.
- Support and work in close coordination with the consultant(s) for the Project’s 4 Activities: ‘*Baseline Study of Women-led MSMEs in Samoa*’; ‘*Implementation Strategy to increase women entrepreneurs in Samoa*’; ‘*Rapid Assessment: Impact of COVID-19 on Women entrepreneurs in Samoa*’; and ‘*Promoting Registration of Women Entrepreneurs in the Informal Sector in Samoa*’.

3. Support meetings and logistics including:

- Support the lead implementing ministry in facilitating the intergovernmental mechanism ‘Project advisory committee meeting set up’ as well as facilitating any other key meetings and consultations as required by the Project at the country level.
- Work closely with the UNESCAP Team in supporting the logistics required for conducting meetings at the country level in addition to performing other tasks as required by the Project.

A full Terms of Reference (TOR) including expected outputs/deliverables for this assignment can be requested from Tauatia Tuimauga (tauatia.tuimauga@mcil.gov.ws) or Lisi Iosefa (lisi.iosefa@mcil.gov.ws) of our Industry Development and Investment Promotion Division.

REQUIREMENTS:

- Minimum Master's degree in economic developments, business administration, international relations or related fields.
- At least 4 years' experience in the field of gender equality, women's empowerment, research, business development, project management, financial inclusion, programme coordination for non-profit organizations, UN or Government,
- Excellent written, editing and speaking skills in English and Samoan languages.

DEADLINE

Expression of Interests in response to this invitation should be addressed to the:

Chief Executive Officer

Ministry of Commerce Industry and Labour
Level 4, ACC Building
Apia, Samoa

and emailed to Fiu Jacinta Matulino (jacinta.matulino@mcil.gov.ws) or Tauatia Tuimauga (tauatia.tuimauga@mcil.gov.ws) by **5pm FRIDAY 13th NOVEMBER 2020**