



CONSULTANT PROCUREMENT NOTICE

Date: 2 August 2017

Reference: LEB/CO/IC/140/17

Country: Lebanon

Description of the assignment: International Consultant to develop trade facilitation indicators.

Project name: Trade and Sustainable Development Goals (SDGs) in Arab Countries.

Period of assignment/services: Up to 16 working days over a period of 2 months from contract signature date.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **16 August 2017 at 11:59 P.M. Beirut Local Time. Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail lb.bidding@undp.org. The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

In partnership with the Swedish International Development Cooperation Agency (SIDA), the project of Trade and Sustainable Development Goals (SDGs) aims to provide a contextualized understanding of the potential of contribution of trade to sustainable and inclusive growth in the Arab region. It aims to develop a conceptual and analytical framework, as well as a monitoring mechanism that includes pertinent indicators to measure the progress and identifies challenges.

The project has been designed based on the appreciation that trade is an effective instrument for promoting citizens' well-being, while tightening economic linkages among economies for more businesses opportunities and employment. This calls for equality and sustainability of policies and operational measures in securing access to assets, capitals, and international trade to promote inclusive growth for all social groups.

Trade and regional economic integration, the promotion of regional economic linkages, and active engagement into global production and value chains, will be essential to achieve the SDGs. Within the project's objectives, a Trade and SDGs Working Group will engage in a structured discussion to identify these linkages in mainstreaming trade for development while considering mandates by Arab Leaders at their 3rd and 4th Socioeconomic Summits in 2013 and 2015 respectively. Such informed discussion shall take into consideration continuous efforts and rising challenges of progressing economic cooperation in the region.

Despite many challenges, in 2015 and 2016, Arab countries made substantial progress in deepening regional economic integration, such as through the conclusion of the Beirut Round of negotiations in trade in services, adoption of several measures by ECOSOC in the design of Arab Customs Union as well as upgrading performance of the current PAFTA. These have been supported by works and contribution of the technical teams of UNDP and other international and regional stakeholders in factoring trade as an element of cooperation and policy coordination beyond the traditional understanding.

The project aims to achieve the following objectives:

1. *Objective 1:* Enhance analytical understanding and monitoring capacity on the linkages between trade and SDGs in the Arab region context.
2. *Objective 2:* Facilitate working-level exchange on trade and SDGs that would feed into an evidence-based policy dialogue and debate at the regional level.

It is also expected that the project helps to identify major baselines and potential indicators to support monitoring process of realization of SDGs in the region, with trade and trade-related measures as well as to understand impacts being generated by trade facilitation and integrated supply chains. The envisaged activities will consider how to mainstream trade for development and to adopt modalities of monitoring the progress of implementation of related measures at national and regional level. These will also serve to collect and guide strategic thoughts and suggestions from high-level policy makers, researchers, academicians, and practitioners on the next steps to deepen Arab economic integration. The work to be produced by the project are expected to help mainstreaming trade for Arab countries in the relevant efforts to monitor and implement the SDGs.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

In the process of preparations for the 2030 Agenda for Sustainable Development, important international literature was produced to consider the role of trade in the 17 SDGs, but the analysis that ensued is yet to be contextualized to the Arab region. For example, despite having a general understanding of positive effects brought about by trade, limited studies have examined how much trade contributes to Arab economies individually and collectively (at the regional level).

In effect, trade and regional economic integration, promotion of regional linkages, and active engagement into global production and value chains will be essential to achieve the SDGs. Many measures in the WTO Trade Facilitation Agreement (TFA) have a direct and/or indirect links with the Sustainable Development Goals (SDGs) in facilitation more access to markets and fair competition. Trade facilitation has also become a norm in various international standards and helps to strengthen linkages between countries under Preferential Trade Agreements (PTAs) and WTO agreements.

Trade facilitation contributes to advance development goals with higher regulatory transparency, strengthened governance and more equal footing for participation by small and medium enterprises. These reforms are yet to be contextualized in the Pan Arab Free Trade Area (PAFTA), and in trade-related commitments made by the Arab Leaders during the Third and Fourth Arab Summits for Economic and Social Development (January 2013 and 2015, respectively). Additionally, TFA articles notified by countries show a close correlation between their eventual implementation, trade indicators and trade efficiency. The TFA also sets out measures for effective cooperation between customs and other appropriate authorities on trade facilitation and customs compliance issues.

Throughout this assignment, and within the Trade and SDGs project in UNDP, the consultant is expected to design indicators to measure effects of trade facilitation within the contemporaneous framework of trade efficiency, including those to be used to measure the effects of improved operational procedures based on international standards and customized to Arab countries circumstances.

The objective of these indicators is to track impacts of TF measures to achievement of the SDGs in the Arab region while giving due consideration to programmes of regional economic and trade integration and the promotion of regional linkages. In designing these, the expert will identify targets of relevance toward SDGs considering the current universal set of SDGs indicators and relevant information. It is expected that quantitative measurement will assist policy makers in benchmarking the effectiveness or impacts of any policy in trade facilitation for integration into the supply/value chain.

In the discharge of her/his duties, the expert is required to prepare the following:¹

Review of concerned literature, thematic analysis of trade facilitation and regional linkages, current indicators of trade facilitation from international best practices and its contextualization to operational circumstances of the Arab region.

Development of a system of monitoring of the effects/impacts of trade facilitation (tracking tool) in mainstreaming trade for the SDGs with specific, quantitative and/or qualitative indicators, including those that result from introduction of modernized practices of management of cross border operations based on international standards.

Preparation of a technical document, or a guide related to the application of these indicators to measure the impacts of trade facilitation and integration of the international supply/value chains in the context of Arab economies.

For additional information, please refer to ANNEX I – Terms of Reference

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

¹ This assignment is a continuation of the concept paper on how to develop indicators of measurement of impacts by Trade Facilitation towards SDGs. UNDP will provide relevant information of this document, when available, to the applications in accordance with rules and practices, and based on demands formulated.

I. Academic Qualification:

- Master's Degree in Economics, Social Sciences, International Relations, Political Sciences, Development Studies or any other related field.

II. Years of Experience:

- At least 5 years of professional experience working in trade policy formulation, public-private dialogue, and mainstreaming trade for development;
- Previous experience working for the UN is a plus.

III. Language Requirements:

- Language proficiency in written and spoken English is required. Arabic is a strong asset.

IV. Key Competencies:

o Corporate

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- Promotes the vision, mission and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

o Functional

- Solid experience in facilitation high level meetings;
- Background knowledge about the SDGs, United Nations and UNDP;
- Demonstrates ability in conducting creative-thinking and innovation learning events;
- Good teamwork and interpersonal skills;
- Flexibility and ability to handle multiple tasks and work under pressure;
- Excellent computer skills especially Word, Excel and Power Point;

o Leadership

- Demonstrated ability to think strategically and to provide credible leadership;
- Demonstrated intellectual leadership and ability to integrate knowledge with broader strategic overview and corporate vision;
- Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex issues;
- Strong managerial/leadership experience and decision-making skills with proven track record of mature judgments;
- Ability to conceptualize and convey strategic vision from the spectrum of development experience.

o Managing Relationships

- Demonstrated well developed people management and organizational management skills;

- Strong ability to manage teams; creating an enabling environment, mentoring and developing staff;
 - Excellent negotiating and networking skills with strong partnerships in academia, technical organizations and as a recognized expert in the practice area;
 - Strong resource mobilization and partnering skills and ability to accept accountability for management of large volume of financial resources.
- o Managing Complexity
 - Ability to address global development issues;
 - Substantive knowledge and understanding of development cooperation with the ability to support the practice architecture of UNDP and inter-disciplinary issues;
 - Demonstrated substantive leadership and ability to integrate knowledge with broader strategic, policy and operational objectives;
 - A sound global network of institutional and individual contacts.
 - o Knowledge Management and Learning
 - Ability to strongly promote and build knowledge products;
 - Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
 - Seeks and applies knowledge, information and best practices from within and outside of UNDP;
 - Provides constructive coaching and feedback;
 - Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.
 - o Judgment/Decision-Making
 - Mature judgment and initiative;
 - Proven ability to provide strategic direction to the project implementation process;
 - Independent judgment and discretion in advising on handling major policy issues and challenges, uses diplomacy and tact to achieve result.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

(I). Technical Proposal:

- (i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**
- (ii) **Explaining why** you are the most suitable for the work
- (iii) **One sample of work** that shows the candidate's competence to undertake this assignment;
- (iv) P11 (Personal History Form) including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR as follows:

<i>Milestone</i>	<i>Estimated Due Date</i>	<i>Payment</i>
<u>Milestone 1:</u> After successful delivery of Output 1	3 working days	Up to 50% of total contract amount disbursed following the satisfactory delivery of Outputs 1 and 2
<u>Milestone 2:</u> After successful delivery of Output 2	10 working days	
<u>Milestone 3:</u> After successful delivery of Output 3	3 working days	Up to 50% of total contract amount disbursed following the satisfactory delivery of Output 3

In order to assist the requesting unit in the comparison of financial proposals, **the financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days)**. The financial proposal shall be presented using the enclosed format of Appendix a - Annex III.

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> Criteria A: Master's Degree in Economics, Social Sciences, International Relations, Political Sciences, Development Studies or any other related field. 		30
<ul style="list-style-type: none"> Criteria B: 5 years of professional experience working in in trade policy formulation, public-private dialogue, and mainstreaming trade for development. 		30
<ul style="list-style-type: none"> Criteria C: One sample of work that shows the candidate's competence to undertake this assignment. 		15
<ul style="list-style-type: none"> Criteria D: Previous experience working for the UN. 		15
<ul style="list-style-type: none"> Criteria E: Language proficiency in written and spoken English. 		10
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
Total Score	Technical Score * 0.7 + Financial Score * 0.3	

How to apply:

The consultancy is open for all International consultants who meet the selection criteria and propose a competitive fee.

Interested consultants are requested to apply online using the UNDP jobs portal at

<https://jobs.undp.org/>

The job site does not allow to submit multiple files. At the time of preparing the application, consultants are requested to copy the CV/P11, technical proposal, Annex 3 (Offerors Letter) and the financial proposal in one document and upload the file as word or PDF to the job site.

ANNEXES**ANNEX I - TERMS OF REFERENCE (TOR)****ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS****ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**