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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21/02/2013

**Country:** UNDP Fiji Multi-Country Office  
**Project name:** Tuvalu Trade Capacity Building and Institutional Strengthening Project  
**Description of the assignment:** International Trade Advisor (ITA) for Tuvalu  
**Period of assignment/services:** 12 months commencing in March 2013.

Proposal should be submitted at C/-UNDP, Private Mail Bag, Suva, Fiji or by email to [ronald.kumar@undp.org](mailto:ronald.kumar@undp.org) no later than COB 08 March 2013. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP will respond in writing or 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

The Enhanced Integrated Framework (EIF) Tier 1 Project is a Trade Capacity Building and Institutional Strengthening Project in Tuvalu which will commence implementation in February 2013. This project aims to strengthen the capacity of institutions and stakeholders in Tuvalu to formulate and implement trade policies that support poverty reduction, inclusive economic growth and equitable sustainable development. The project will also support the operations and activities of the Department of Trade as lead agency responsible for the formulation and implementation of trade policy in Tuvalu, aligned to national development objectives. It will also help improve donor coordination and Aid for Trade delivery in line with the Paris Declaration on Aid Effectiveness and the Forum Compact.

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

The Individual consultant will be responsible in particular, for the following:

- Assist the EIF Coordinator in the formulation of a strategic approach to the plan of action and activities of the DoT, in line with guidance provided by the NTSC and the supervision of the Focal Point;
- Develop and support the implementation of a capacity development programme for members of the DoT and NTSC for the management, monitoring, evaluation and analysis of trade-related programmes;
- Develop and support an exit strategy for EIF support to trade in Tuvalu
- Provide technical advice to the EIF Coordinator for effective management of the DoT's day to day activities;
- Participate in the identification and formulation of EIF Tier 2 and other aid for trade programmes reflecting the priorities identified in the DTIS and its Action Matrix;
- Support the Ministry in trade policy work, providing technical assistance for:
  - Development of a Trade Policy Framework for Tuvalu;
  - Implementation of trade policies and strategies;
  - Provision of advice to senior officials for regional and international trade agreement negotiations including PICTA, PACER and EPA.
- Assist the coordinator to development and maintain effective working relations with other technical

ministerial departments, especially the Finance and National Planning Ministry which plays a critical role in mainstreaming trade in the national development plan and in poverty reduction strategies; develop and deliver capacity development programmes on trade mainstreaming targeting planners in a “whole of Government” approach and non-government actors to trade policy implementation.

- Assist the Ministry of Trade, in coordination with the Planning and Budget and the Aid Financial Management Departments of the Ministry of Finance, to develop and implement a coherent plan for the coordination of development assistance related to trade and mobilize resources for trade-related priorities as reflected in the DTIS and its Action Matrix;

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION

#### Education

- Minimum Master’s degree in economics, international trade or related disciplines Knowledge of development projects and programmes, especially programmes financed by international development partners.

#### Experience

- At least five (5) years of relevant experience in trade policy development and capacity development, including in LDCs and/or other developing countries, preferably with Pacific Island experience.
- Proven experience with development and delivery of capacity development programmes
- Experience in project/programme management, including in the formulation, implementation, monitoring and evaluation of trade-related programmes.

#### Competencies

- Knowledge of the multilateral trading system, trade-related international development programmes and the Enhanced integrated Framework, in particular.
- Knowledge of PICTA, PACER, EU EPA and trade agreements relevant to Tuvalu an advantage
- Strong knowledge of trade policy issues and policy formulation and analysis
- Understanding of the unique situation in Tuvalu, its isolation and its barriers to trade
- Ability to work under pressure and good team work skills.
- Excellent communication and interpersonal abilities, ability to relate to stakeholders at all levels.
- Excellent oral and written English.

### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING PROPOSALS

Offerors should send the following:

- i) Letter addressing how you meet the requirements
- ii) CV or P11 form provided including names of atleast 2 referees
- ii) Letter confirming availability and Interest using UNDP template
- iii) Financial Proposal (which includes breakdown of professional fees, travel (only economy class air-fares), living expenses (if applicable) for the duty station and any other miscellaneous cost that may be incurred during the duration of the consultancy.) **The financial proposal must be submitted separately from other documents.**

**The P11 form and Template for confirming availability and interest is available on the UNDP Fiji website ([www.undp.org.fj](http://www.undp.org.fj)).**

#### Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, living expenses, and number of anticipated working days).

**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.

**5. Evaluation****Cumulative analysis**

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract.

Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

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 weighting; 70%

\* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<b><u>Technical</u></b>		
<b>i) Qualification</b> ▪ Master's degree in economics, international trade or related disciplines	10%	10
<b>ii) Competencies</b> ▪ Demonstrated knowledge of multilateral trade and trade programmes; trade policy issues, formulation and analysis, ▪ Demonstrated strong knowledge of the unique Tuvalu situation and international/regional trade agreements relevant to the country ▪ Strong team skills, communication skills and ability to relate to stakeholders at all levels	10% 10% 10%	30
<b>iii) Experience</b> ▪ Relevant experience in trade policy development and capacity development, Proven experience with development and delivery of capacity development programmes ▪ Project/programme management experience including in the formulation, implementation, monitoring and evaluation of trade-related programmes. ▪ Previous work in LDCs and/or other developing countries, preferably with Pacific Island experience.	10% 10% 10%	30
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b><u>Financial</u></b>	30%	30
<b><u>Cumulative</u></b>	100%	100