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## Annex I

### Terms of Reference – International Trade Advisor

**A. Project Title: Award ID: 00071633;  
Project ID; 00084994 - Tuvalu Trade Capacity Building and Institutional Strengthening Project**

**B. Project Description**

a) The [Enhanced Integrated Framework for Trade Related Technical Assistance in Least Developed Countries \(EIF\)](#) is a multi-donor programme which supports LDCs to be more active players in the global trading system. The programme works towards a wider goal of promoting economic growth and sustainable development and helping to lift more people out of poverty. It assists LDC's with the following objectives:

- mainstream trade into national development strategies;
- set up structures needed to coordinate the delivery of trade-related technical assistance; and
- build capacity to trade, which also includes addressing critical supply-side constraints.

The EIF has approved a Tier 1 Trade Capacity Building and Institutional Strengthening Project in Tuvalu which will commence implementation in February 2013. The main objective of this project is 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 aims to 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.

b) Under the Supervision of the EIF Focal Point, the guidance of the Tuvalu National Trade Steering Committee (NTSC), and in close collaboration with the EIF Project Coordinator the International Trade Advisor will support the effective management of the Tuvalu Department of Trade (DoT) as the National Implementation Unit (NIU); the implementation of the DoT action plan; enhance the participation of national stakeholders in the EIFs activities, including other ministerial departments, the private sector, civil society and development partners.

The ITA will assist to identify and formulate EIF Tier 2 projects; support the Diagnostic Trade Integration Study and Action Matrix update; and facilitate the mainstreaming trade in the national development plan and sectoral strategies. In addition, the ITA will provide technical assistance in development and implementation of a Trade Policy Framework for Tuvalu.

c) In close collaboration with the Department of Trade, the ITA will support all stakeholders in Tuvalu, including the Government, the National Trade Steering Committee and Civil Society representatives to build capacity in the formulation and implementation of trade policy that supports poverty reduction and sustainable development.

**C. Scope of Work**

- The ITA will be responsible in particular, of 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 in 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
- Support 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 develop 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;

#### **D. Expected Outputs and Deliverables**

| <b>Deliverables/ Outputs</b>   | <b>Specific and ongoing tasks</b>  | <b>Estimated Duration to Complete</b>     | <b>Target Due Dates</b>                          | <b>Review and Approvals Required</b>   |
|--|--|---|--|--|
| Capacity Building of the National Implementation Unit (Dept. of Trade and project staff), wider Govt Staff and national stakeholders<br>▪ 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;<br>▪ 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;<br>▪ Develop and support an | Conduct Needs assessment   | 1 month from start of contract            | 30 April 2013                                    | Project Board  |
|  | Revise the "Plan for Capacity Development/Transfer of Capacities for the Fiduciary, Human Resource and Financial Programme Management of the Tier 1 Project in Tuvalu" to include capacity development and transfer of capacities for the programmatic management of the programme | Ongoing - 6 months from start of contract | 30 September 2013<br><br>Monthly progress report | Project Board (endorsement)<br>EIF Trust Fund Manager /Executive Secretariat (approval)<br>Project Board |
|  | In consultation with MFATTEL/DoT and UNDP, develop a sustainability strategy, linked to the Plan for Capacity Development, for the first three year phase of the project, including indicators and milestones to be reached at the end of the phases.                              | Ongoing -6 months from start of contract  | 30 September 2013<br><br>Monthly progress report | Project Board (endorsement)<br>EIF Trust Fund Manager /Executive Secretariat (approval)<br>Project Board |

|   |   |  |   |  |
|---|---|--|---|--|
| exit strategy for EIF support to trade in Tuvalu  | Assist the EIF Coordinator to establish an appropriate work schedule for the DoT and document this in a manual  | Ongoing from start 9 months  | 31 <sup>st</sup> December 2013<br>Monthly progress report   | Project Board  |
|   | In consultation with the EIF Coordinator and UNDP, establish a monitoring system for programme monitoring and reporting and provide in country coaching and training to build the capacity of the NIU in monitoring and evaluation.   | Ongoing - 6 months from start of contract  | 30 September 2013<br>Monthly progress report  | Project Board  |
|   | Develop training/advocacy modules for DoT, wider government departments, NTSC, parliamentarians, private sector and civil society stakeholders to understand trade policy and its implications.   | Ongoing July to Dec  | 3 events conducted in 2013<br>Monthly progress report   | Project Board (review modules/review participation and evaluation of events)<br>Project Board      |
| Provision of technical assistance to the Department of Trade <ul style="list-style-type: none"> <li>▪ Development of a Trade Policy Framework for Tuvalu;</li> <li>▪ Implementation of trade policies and strategies;</li> <li>▪ Provision of advice to senior officials for regional and international trade agreement negotiations including PICTA, PACER and EPA.</li> <li>▪ 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;</li> </ul> | Provide ongoing strategic advice to the Government of Tuvalu on: <ul style="list-style-type: none"> <li>▪ Development of a Trade Policy Framework in consultation with PIFS/PIFS consultant, ensuring that the policy is sustainable, equitable and incorporates aspects of gender, poverty reduction and climate change.</li> <li>▪ Provide strategic policy advice to the EIF Focal Pt, EIF Coordinator, NTSC and senior officials as and when requested</li> </ul> <p>In close coordination with stakeholders and consultants and based on recommendations of the DTIS, upcoming Trade Policy Framework and feasibility studies, assist with the identification and formulation of EIF tier 2 and other Aid for Trade programmes</p> | Ongoing,<br><br>Monthly report detailing policy advice provided and progress of TPF Q3 and Q4 2013<br>Monthly reports<br>Finalised Proposals | Cabinet Endorsement of policy framework on 30 November 2013<br><br>End of each month<br><br>End of each month<br><br>31 December 2013 | Government of Tuvalu/Cabinet to endorse<br><br>Project Board<br><br>Project Board, NTSC<br><br>EIF |
| Provision of support to Trade Mainstreaming   | Provide ongoing technical advice 'whole of  | Ongoing  | Monthly report  | Project board  |

|   |  |         |                          |               |
|---|--|---------|--------------------------|---------------|
| <ul style="list-style-type: none"> <li>Assist the coordinator to develop 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.</li> </ul> | <p>Government” approach to trade policy</p> <p>Develop/Adapt trade mainstreaming programmes and lead the in country capacity development programme</p> |         | detailing progress       |               |
| <p>Provide support to Aid Effectiveness for AFT interventions</p> <ul style="list-style-type: none"> <li>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;</li> </ul>  | <p>Provision of ongoing support and technical advice</p>   | Ongoing | Monthly progress reports | Project Board |

#### E. Institutional Arrangement

- The International Trade Advisor will work under the direct supervision of the EIF Focal Point (Permanent Secretary, Ministry of Foreign Affairs, Trade, Tourism, Environment and Labour), with guidance from the National Trade Steering Committee (NTSC) and in close collaboration with the EIF Coordinator (Trade Officer).
- The International Trade Advisor will provide monthly reports on activities and progress. Deliverables and quality of work will be reviewed jointly by the EIF Focal Point, the NTSC and UNDP. Specific reports should be provided on due dates as specified in the above table. All payments will be certified by UNDP.
- The International Trade Advisor will need to consult widely throughout various Government ministries and departments; the National Trade Steering committee; the Tuvalu National Private Sector Organisation and other private sector players; and with civil society organisations to provide training and advocacy services as required by the TOR and Annual work plan.

- d) The position will be based within the Department of Trade, with office space and IT facilities provided including internet connectivity, laptop computer and printer access. The consultant is expected to report to the office within the normal working hours of the Department of Trade.

**F. Duration of the Work**

- a) The consultancy will be for an initial period of 12 months, commencing from 15<sup>th</sup> March 2013 or as soon as feasible after this date.
- b) Before completion of the 12 month period position will be reviewed in line with performance and project requirements. Any extension granted would be dependent on this review which would determine if further assistance would be on a full time or part time basis.

**G. Duty Station**

- a) The International Trade Advisor will be based in Funafuti, Tuvalu for the initial 12 month period and would be required to work within the normal working hours of the Department of Trade office.

**H. Qualifications of the Successful Individual Contractor**

**Education**

- Minimum Master's in economics, international trade or related disciplines or proven relevant working experience equivalent to a university degree in economic development.

**Skills**

- Knowledge of development projects and programmes especially programmes financed by international development partners.
- Strong knowledge of trade policy issues and policy formulation and analysis
- Experience with development and delivery of capacity development programmes
- 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.

**Working 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.
- Experience in project/programme management, including in the formulation, implementation, monitoring and evaluation of trade-related programmes.
- 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.

**Languages**

- Excellent oral and written English.