

## **TERMS OF REFERENCE**

### **Individual Contractor**

#### **I. Assignment Information**

<b>Assignment Title:</b>	International Consultant on Trade, LDC Graduation, SDGs and Quality of Growth
UNDP Practice Area:	Poverty Reduction
Cluster/Project:	Program/Poverty Reduction
Post Level:	Senior Advisor
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh and home based
Expected Place of Travel:	Cambodia
<b>Contract Duration:</b>	22 days with 2 missions to Cambodia

#### **II. Project Description**

Cambodia has been at the forefront and has been a key beneficiary of the Enhanced Integrated Framework partnership for Least Developed Countries (EIF). Diagnostic Trade Integration Study (DTIS) or Trade Integration Strategies as they have come to be known are the cornerstone of the EIF programme in terms of mainstreaming. The DTIS and the country's policies and action plans are the basis for all subsequent Aid-for-Trade projects. The paramount objective of a DTIS is to identify the constraints that are hampering the integration of a country into the multilateral trading system and the mainstreaming of trade issues into the NSDP and national development plans.

The Royal Government of Cambodia has decided to update the Cambodia Trade Integration Strategy 2013 (CTIS 2013.) The Ministry of Commerce is taking the lead in that effort. The RGC expects the CTIS 2019 to be mainstreamed through the new Rectangular Strategy IV, Vision 2030 and the forthcoming National Strategic Development Plan (2019-2023.) The strategic directions identified by the Government through the documents are expected to support Cambodia's goals under the SDGs and LDC Graduation.

In line with the guiding principles of the EIF Phase Two, the Ministry of Commerce is the Main Implementing Entity (MIE) for the CTISU 2019, confirming the ownership Cambodia has developed on trade policy and trade strategy over the last decade. The CTISU 2019 aims to reflect efforts by the Royal Government of Cambodia (RGC) to take stock of important developments in the country's trade sector since the previous DTIS (CTIS 2014) and update Cambodia's strategy and directions for trade integration into global and regional markets. Two equally important themes have been proposed: (1) increased competitiveness supporting LDC graduation and Vision 2030 and (2) harnessing new sources of growth to be found in services and industry 4.0 revolution.

#### **III. Scope of Work**

UNDP is seeking to recruit a Consultant to conduct research, prepare a background report, and a short chapter on "Trade, LDC Graduation, SDGs and Quality of Growth" for the CTIS 2019.

By changing Cambodia's market access conditions, LDC graduation will force Cambodia to respond to new competition from other LDCs and other lower middle-income countries by changing the nature of its

competitiveness. Given that full graduation may not be achieved for another 8 to 12 years, there is an opportunity for Cambodia to respond early on with needed changes in its competitiveness. In turn, opportunities and challenges to reposition Cambodia's trade competitiveness should be understood in term of possible positive or negative impacts on its SDGs and the Quality of Growth.

The objective of this chapter on "Trade, LDC Graduation, SDGs and Quality of Growth" are listed below:

- Assess progress made towards LDC graduation thresholds, with a focus on EVI
- Propose scenario for LDC graduation timeline
- Describe gradual loss of trade preferences stemming from LDC graduation
- Analyze potential impact that the progress towards LDC graduation will have on meetings Cambodian SDGs, on poverty reduction rate and on quality of growth
- Make policy recommendations to the Cambodian Government on pursuing proposed scenario and mitigate negative impacts

The content of the chapter shall include but not limited to the following section:

- Status of Cambodia's vision to LDC graduation and Vision 2030
- Cambodia graduation scenario and strategy towards 2021 triennial review
- Impact of LDC graduation on trade preferences, aid-for-trade and poverty reduction
- Boosting SDG achievements through LDC graduation
- Measures to mitigate negative impact and ensure quality of growth

To deliver the assignment, the consultant is expected to carry out the following tasks:

- Consult with UNDP focal team to develop firm up the work plan to deliver the assignment;
- Conduct desk review of the relevant documents/reports, and conduct stakeholder consultations in Cambodia;
- Work closely with CTIS team from the Ministry of Commerce during the drafting, consultation, and as well finalization of the Chapter and to make sure the Chapter produced by the consultant is well integrated in the whole CTIS report;
- More specifically, the consultant, at the early stage of the assignment, will need to consult with CTIS team from MoC to agree on the outline of the content of his/her outputs. This will then ensure the alignment/integration of this Chapter to the whole CTIS report at the end of the assignment;
- Keep close communication on the progress of work with UNDP focal team;
- Provide presentation/conduct consultation with key stakeholders as required to generated comments on his/her deliverable and produced the updated version/final version with all comment incorporated at the level of quality required.

#### IV. Expected Outputs and Deliverables

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Output 1: Submission and acceptance of the proposed workplan and approach	2 days	3rd Week of October 2018	UNDP Project Manager, Programme Analyst, and Assistant Country Director of UNDP
	Output 2: Presentation of the preliminary finding from the 1st mission to Cambodia to conduct stakeholder consultations	5 days	2nd week of November 2018	
2	Output 3: Submission of the first draft report on LDC Graduation and Changing Competitiveness in the Context of Rapid Developments	5 days	2nd week January 2019	
3	Output 4: Submission of final draft report on “Trade, LDC Graduation, SDGs and Quality of Growth” with all comment incorporated and with well-integration into the full CTIS report	8 days	4th week of January 2019	
4	Output 5: Presentation of the Final Draft Report to Ministry of Commerce, the CTISU inter-ministerial committee and stakeholders	2 days	2nd week of February 2019	
Total number of days:		22 days		

#### V. Institutional Arrangement

Under overall guidance of the UNDP Programme Team Leader and under the direct supervision of the assigned Programme analyst, the Consultant will be responsible to deliver the outputs stated above with the level of quality expected.

The Consultant will report and consult with the Programme Analyst and relevant UNDP policy advisors on regular basis and ad hoc as needs arise.

##### Roles of consultancy

- The consultant would be asked to liaise/interact/collaborate with the representatives of MoC and the CTIS task team leader and any other relevant counterparts for the preparation of the specific output identified above;
- The consultant shall provide regular update on the progress of work to UNDP;
- The consultant shall report on/submit the above deliverables to UNDP;
- The consultant needs to maintain daily communication with the UNDP Country Office when problems emerge during the consultancy, especially if they affect the scope of work;

### **Roles of the UNDP Country Office**

- The UNDP Programme Analyst will provide overall quality assurance for this consultancy, to facilitate the review of each outputs and ensure the timely generation of the comment from stakeholder on each output.
- The UNDP will provide overall quality assurance for this consultancy.

### **VI. Duration of the Work**

The total duration of the consultancy is **22** working days, starting from October 2018 to March 2019.

### **VII. Duty Station:**

The consultant work will be homebased with expected 2 missions to Cambodia. Below is the tentative mission schedule (subject to further adjustment based on the discussion with the consultant once he/she is on board):

- 1st mission: during the 2nd week of November 2018. The expected duration of the mission is **5** working days;
- 2nd mission: during the 2nd week of February 2019. The expected duration of the mission is **2** working days.

Some activities may require teleconference with the relevant stakeholders.

During the mission in Cambodia, the transportation costs within Phnom Penh will be covered by the consultant.

### **VIII. Minimum Qualifications of the Individual Contractor**

Education:	PhD's Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences, Development Studies or related field;
Experience:	<ul style="list-style-type: none"><li>• At least 10 years of experience in technical assistance in trade, investment and private sector development in the context of LDG graduation;</li><li>• Proven experience on developing similar policy paper on trade with particular focus on linking trade to quality of growth;</li><li>• Proven work experience/knowledge on Cambodia's trade sectors and trade development;</li><li>• A solid experience in the areas of international trade, impact of trade on socio-development, economic development, poverty analysis, development and planning, strategic planning of projects focusing on economic development through provision of evidence-based policy advice in the context of LDG graduation;</li><li>• Excellent writing, editing, and oral communication skills in English; and</li><li>• Proven experience working with multi stakeholder including government and development agencies in Asia, particularly in Cambodia is a strong asset.</li></ul>
Competencies:	Good communicator Ability to build and maintain relationships Good attention to detail Effective time management skills

Language	Good command of written and spoken English
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**IX. Criteria for Evaluation of Level of Technical Compliance of Contractor**

Technical Evaluation Criteria	Obtainable Score
At least 10 years of experience in technical assistance in trade, investment and private sector development	25
Proven experience on developing similar policy paper on trade with particular focus on linking trade to quality of growth	15
Proven work experience/knowledge on Cambodia's trade sectors and trade development	25
A solid experience in the areas of international trade, impact of trade on socio-development, economic development, poverty analysis, development and planning, strategic planning of projects focusing on economic development through provision of evidence-based policy advice in the context of LDG graduation	25
Proven experience working with multi stakeholder including government and development agencies in Asia, particularly in Cambodia is a strong asset	10
<b>Total Obtainable Score:</b>	<b>100</b>

**X. Payment Milestones**

The consultant will be paid on a lump sum basis under the following installments.

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of output 1	<b>4<sup>th</sup> Week of Oct 2018</b>	10%
2	Upon satisfactory completion of output 2	<b>3<sup>rd</sup> week of Nov 2018</b>	30%
3	Upon satisfactory completion of output 3	<b>3<sup>rd</sup> week of Jan 2019</b>	30%
4	Upon satisfactory completion of output 4	<b>4<sup>th</sup> Week of Jan 2019</b>	20%
5	Upon satisfactory completion of output 5	<b>3<sup>rd</sup> Week of Feb 2019</b>	10%

**XI. Approval**

Signature:

Name:

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Rany Pen

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Assistant Country Director -  
Programme Unit

Title/Unit/Cluster:

Date:

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