

TERMS OF REFERENCE

Individual Contractor

I. Assignment Information

Assignment Title:	Consultant on Digital Economy and Industry 4.0
UNDP Practice Area:	Poverty Reduction
Cluster/Project:	Program/Poverty Reduction
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh and home based
Expected Place of Travel:	Cambodia
Contract Duration:	16 Days (5 days mission to Phnom Penh, 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 "Digital Economy and Industry 4.0" for the CTIS 2019.

Duties and Responsibilities of the Consultant

- Review the documents provided by the DICO and the CTISU team, and other relevant documents collected during consultations.
- Lead the focus-group discussions and bilateral interviews corresponding to the chapter under his/her responsibility
- Provide up to three drafts of the chapter 12 (Digital Economy and Industry 4.0)

- Provide up to three drafts of the action matrix (Digital Economy and Industry 4.0) for chapters 12
- Work with the team leader to ensure that the chapter which the consultant writes fits in with the overall narrative of the CTISU.
- If applicable, and at the discretion of the team leader, collaborate with the consultants working on other chapters to ensure coherence throughout the document.
- The Consultant will report to the MoC on the progress of the Team as needed
- The Consultant will also be expected to prepare presentations for the Inter-Ministerial Committee, or the Ministry of Commerce, as needed.

S/he will be responsible for the following (non-exhaustive list) activities:

Working closely with the international team leader and the national lead consultant, the consultant must undertake and complete the following key activities:

- Consult with UNDP focal team to develop firm up the work plan to deliver the assignment;
- Desk review of existing policy, strategies and technical reports related to the chapter 12 (Digital Economy and Industry 4.0)
- Set up a list of stakeholders –from the public, private sectors and development partners community- to be interviewed during the in-country mission
- Carry out up to two field missions in Phnom Penh
- Provide several iterative drafts of the chapter 12 (Digital Economy and Industry 4.0), based on the team leader and CTISU team instructions and feedback
- Provide several iterative drafts of policy recommendations to be incorporated in the action matrix for the chapter 12 (Digital Economy and Industry 4.0).
- Keep close communication on the progress of work with UNDP focal team.

IV. Expected Outputs and Deliverables

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Output 1: Submission of the inception report including interview/meeting plans for the in-country mission	3 days	2 nd week of Nov 2018	UNDP Project Manager, Programme Analyst, and Assistant Country Director of UNDP
2	Output 2: Submission of the first draft report and policy recommendation on Digital Economy and Industry 4.0 Chapter	5 days	2nd week Dec 2018	
3	Output 3: Submission of the updated draft report and policy recommendation on Digital Economy and Industry 4.0 Chapter	5 days	2 nd week of January 2019	
4	Output 4: Submission of the final draft report and policy recommendation on Digital Economy and Industry 4.0 Chapter	3 days	3 rd week of Jan 2019	
Total number of days:		16 days		

V. Institutional Arrangement

Under overall guidance of the UNDP Programme Team Leader and under the direct supervision of the assigned Programme analyst, under the overall guidance of the Director, DICO, MoC and under supervision of the CTIS Update Lead Consultant, 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 **16** working days, starting from November 2018 to March 2019.

VII. Duty Station:

The consultant work will be homebased with expected 1 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):

- Tentative mission: during the 2nd week of November 2018. The expected duration of the mission is **5** 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:	Master's Degree in economics, Industrial Development or Business Development
Experience:	<ul style="list-style-type: none">• Minimum 10 years of field experience in Digital Economy and Industry 4.0• Proven track record of engagement/providing support in the areas related to Digital Economy and Industry 4.0, industry 4.0, paperless trade, etc, in least-developed countries. Experience in Cambodia context is a strong asset.• Proven experience in working with Governments and networking with national and international stakeholders, preferably in Asian LDCs in the area of Digital Economy and Industry 4.0;

	<ul style="list-style-type: none"> Proven knowledge of Cambodia's status and inventory of digital firms/start-ups and best practice in promoting diffusion of technology and innovation in private sector Proven experience in leading multi-stakeholder consultations with government and other stakeholders in developing countries;
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

IX. Criteria for Evaluation of Level of Technical Compliance of Contractor

Technical Evaluation Criteria	Obtainable Score
Minimum 10 years of field experience in Digital Economy and Industry 4.0	20
Proven track record of engagement/providing support in the areas related to Digital Economy and Industry 4.0, industry 4.0, paperless trade, etc, in least-developed countries. Experience in Cambodia context is a strong asset	25
Proven experience in working with Governments and networking with national and international stakeholders, preferably in Asian LDCs in the area of Digital Economy and Industry 4.0	20
Proven knowledge of Cambodia's status and inventory of digital firms/start-ups and best practice in promoting diffusion of technology and innovation in private sector	20
Proven experience in leading multi-stakeholder consultations with government and other stakeholders in developing countries	15
Total Obtainable Score:	100

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	3rd Week of Nov 2018	10%
2	Upon satisfactory completion of output 2	3rd Week of Dec 2018	40%
3	Upon satisfactory completion of output 3	3rd Week of Jan 2019	30%
4	Upon satisfactory completion of output 4	4th week of Jan 2019	20%

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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