

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**Date:** February 5, 2019

<b>Post Title:</b>	Individual Contract (IC) – Study on the Protection of Domestic Industries Within the Arab Customs Union (Study 4)
<b>Starting Date:</b>	No later than 15 March 2019
<b>Duration:</b>	120 working days over a period of 6 months
<b>Location:</b>	Home-based
<b>Project:</b>	Strengthening Arab Economic Integration for Sustainable Development (AEISD)
<b>National or International consultancy</b>	International Consultant
<b>Requisition Number:</b>	

### CONTEXT/BACKGROUND

The project of Strengthening Arab Economic Integration for Sustainable Development (AEISD), by UNDP, sets, as objective, provision of technical assistance to the League of Arab States (LAS), specifically Economic Sector and relevant organs, and member states of Pan Arab Free Trade Agreement (PAFTA) in working towards a deepened integration, including preparations for the Arab Customs Union through gradual upgrading of performance of PAFTA.

Naturally, upgrading current preferential trade arrangements will contribute to the realization of strategic visions of Arab Common Market. Built upon initial progress of the Executive Program of development of the ACU, undertaken in recent years, project activities aim at strengthening the capacity and capability of Arab policy makers at the regional level included specific interventions to support target countries as appropriate. That also enables more policy dialogues and cooperation among Arab countries.

The second project component relates to strengthen the Arab connectivity among economies in the region with the expectation, these efforts would be translated into more contribution of economic integration for better livelihood of people, more employment opportunity and participation by the private sector. The third component focuses on the promotion of inclusiveness and transparency as part of the development agenda, particularly on the economic empowerment of women, for regional economic integration.

Capitalizing on the progress achieved in the previous program of support to implementation of PAFTA (Executive Program of PAFTA), the current project also focuses on specific aspects of making trade an engine of inclusive and sustainable growth guided by the 2030 Sustainable Development Agenda. Along this line, the Project will

further, focus on helping countries and the main sub-regional and regional integration entities to accelerate the pace of trade reforms and regional economic integration, to strengthen the employment effects of those reforms, with a particular focus on women and youth, and to mobilize additional resources for this purpose.

The project aims to address specific challenges and complexities that Arab countries (and League of Arab States) face to enhance regional economic integration, more specifically in the transition from an FTA- based framework towards making the customs union a reality. The following presents major areas of focus:

1. Provide a structured and targeted technical support to LAS Secretariat and Arab negotiators on trade policy formulation and reform under PAFTA;
2. Provide assistance to the LAS Secretariat with a view of strengthening its organizational capacity in the pursuit of further facilitation of the regional economic integration agenda as well as promotion of trade liberalization;
3. Assist target Arab countries with collaboration with national policy makers in trade and economic fields in efforts of modernization and reform of trade policy in taking into consideration new developments;
4. Facilitation of transport and trade activities constitutes one of key areas to support national programs of enhancement of national competitiveness and better market access and more integration of the value chain;
5. Promotion of gender equality and women empowerment as well as generation of business and job opportunity for youth is also a key target of project activities. Moreover, good governance constitutes a pre-requisite in deepening Arab economic integration to a higher level of commitment with inclusiveness and sustainability;
6. Promotion of the contribution of trade, as one of pillars, to achievement of the Sustainable Development Goals at national and regional level;

These priority dimensions form the basis of the work program of the project. Specifically, the project targets the following result-oriented activities:

1. Development of the technical framework and required instruments for the PAFTA Upgrading - a upgrade from the existing PAFTA, and for the Arab Customs Union (ACU) preparations, to deepen Arab economic integration.
2. Reinforcement of mechanisms of policy design, measures of implementation and of systems of documenting the progress of implementation to secure smooth acceleration of realization of regional commitments.
3. Building the technical capability and capacity of policy makers of Arab countries to support accelerated implementation of the PAFTA Upgrading and preparations for the ACU.
4. Introduction of institutional arrangements that are necessary for the LAS to respond to the requirements of implementation of the PAFTA Upgrading, and consequently of designing and establishing the ACU.
5. Delivery of awareness raising activities and provision of technical guidance on good governance and integrity approaches.
6. Promotion of regulatory transparency, open dialogues and consultations with related stakeholders, targeting all social groups but particularly women, for more active participation to cross border operations and related economic activities, among others.

The objective of the study of Study of Measures of protection of Domestic Industries within the environment of Arab Customs Union is to assist Member States in their ACU negotiation process, and to provide an evaluation and full analysis of the protection to domestic industries and sectors of interest to them within the ACU

framework. This is one of key areas being subject to negotiations by Members. The study also targets development of policy recommendations on the level and forms of protection or support to be provided within such integrated economic environment.

As characteristics to a Customs Union (CU), flows of goods, capital and factors of production circulate without any impediment within the countries/members. Goods being imported from non-Members into the CU could be subject to common tariff in force and trade policies and measures uniformly implemented in the CU. An estimated list of sensitive products or sectors, of key interest for development of domestic production would be established for detailed assessment of legitimate interests of long term and strategic economic development. Once this basis being established, a number of measures or countermeasures could be developed and considered accordingly by the consultant, included fiscal measures like rates of levying taxes.

The study will address special policy measures to be undertaken by Member States to serve the purposes of the ACU and collective interests. Its output will be used as a basis for the negotiation and agreement on the protection policies of the domestic production in support to sustainable and inclusive economic growth in Members.

The areas to be covered by the study include among others:

- Review of existent programmes of support to emerging industries or sub-sectors in PAFFT Member Countries towards corresponding arrangements under a Customs Union framework.
- Analyze potential impacts of realization of the CET and measures of trade policy for the entry into force of the ACU as it concerns a number of sectors of interest as defined by national socio-economic development plans.
- Review key instruments of trade, industrial and agricultural policies in estimating any potential impacts of application of forthcoming common trade policies of the ACU, as adopted.
- Analyze commitments, already entered by the countries into international trade agreements, included those under the WTO membership, (at sub-regional or bilateral level), as it is concerned to the main subject of this study.
- Achieve detail understanding of trade and economic policies, adopted by PAFTA countries (i.e..., industrial and agricultural policies) in the light of substantial impacts of the ACU.
- To the extent possible, identify key sectors of major interest to Member States for any scheme of support, taking into account development dimensions.

The project team also cooperates with several national authorities and regional organizations in the implementation of defined activities in taking into account requirements and priorities of national socio-economic development plans and strategies of Arab economic integration. The execution is carried out under rules and regulations by the UN applicable for Delegated Direct Implementation and fully aligned to UNDP Programme and Operations Policies and Procedures (POPP).

In effect, based on the project document and the agreed programme of support by UNDP to Arab countries, the project coordinates with the League of Arab States to provide technical assistance programs to PAFTA members, especially the Least developed members on different trade topics that supports the deepening of Arab economic integration process.

This comes in a critical stage where the Economic and Social Council (ECOSOC) at its in its regular round N. 102 (held in September 2018) issued a resolution to approve the upgrading of the PAFTA to include technical topics

such as Protection of the trade related aspects of intellectual property rights, Technical Barriers to Trade, Sanitary and Phyto-sanitary measures, and Trade Facilitation, besides the boost of the ongoing negotiations on the Arab Customs Union. Hence, negotiators in the PAFTA LDCs need technical support and capacity building programs to equip them with the knowledge and capacities needed to become more involved in negotiating the PAFTA upgrading and to negotiate their interests in the ACU.

## **SCOPE OF WORK AND DELIVERABLES**

The deliverables and outcomes of the study would consist of reaching key findings from practical experiences and research, resulting from a detailed and comprehensive analysis related to the provision of defense and support to promote domestic industries and sectors, included concerned policies. It should elaborate with specific details of existent programmes, adopted by the countries, and review of its basic rationales.

It includes among other issues an assessment of the economic and fiscal impacts of the ACU (in hypothetical scenarios, designed by the contractor in consultation with the League of Arab States) on the domestic production and other fiscal challenges that might be encountered by Member States, if the ACU (even in hypothetical scenarios) arrangements came into force. From that, the consultant is required to design concrete measures and potential solutions to deal with these challenges while taking into account compliance to requirements of the WTO as committed by WTO Members/Member States of the ACU. To that end, it is essential to present facts and operational information in a structured manner with evidence-based analysis to substantiate policy recommendations and suggestions of holistic directions. The consultant should also review international best practices of how to effectively support local and emerging sectors and industries while taking into account international standards.

In achieving the objectives of the study, the expert will establish clear work methodologies that enable a fact-based analysis and evidence-supported assessment. In this pursuance, operational modality of the conduct of the analysis and major outlines of development shall be agreed in advance to its effective implementation.

The assignment targets review of domestic production structure and sensitive products within the ACU towards establishment of common criteria of sensitive sectors/products in particular, detail measures/policies of protection should be addressed in support of completion of negotiations and activation of ACU.

Particular focus would be on the definition of the protection of domestic industries within the customs union framework (specifically the ACU), and preparation of scenarios in which impacts by the implementation of ACU and its CET may take place. From these, it would be important to identify appropriate forms and solutions, in terms of trade policies or measures, in effectively supporting domestic industries of key interest. For transparency and consistency purpose, it is of great importance to establish concrete criteria of identification of sensitive sectors and sensitive products with the perspectives, these would be applied by all members of the ACU.

Effectively, impact scenario on the domestic production with clear identification of the proposed protection forms and sensitive products criteria. That will also include main features, characteristics, ability of smooth implementation of these schemes or measures in an effective manner. Outcomes of the study would also consider concrete modalities of assistance to Member States in their negotiations for the ACU and addressing the main challenges during implementation of pertinent decisions.

The expert will meet and consult with relevant officials and stakeholders in Member States and the LAS Secretariat to discuss issues identified in the Terms of Reference and to gather statistical data and more economic/fiscal/industrial information in function of requirements for the study. The assignment should include

an analysis of the scope of interaction and, to which extent trade, fiscal and industrial policies are interactive for identification of sectors/products of most potential of further development. They are candidate to enjoy concrete measures of support and protection (i.e..., dimensions may include effects on jobs, employment, development of remote areas, strategic products for welfare of the population or others).

The expert will review pertinent experiences of other Customs unions in several trade groupings such as GCC, of EU, ECA, COMESA as related to promotion of certain industries/ products, among others, and adapted into the ACU. Good practices could also be analyzed in support of policy making related to the ACU. Expert will coordinate with LAS Technical Secretariat who will liaise with Member States and facilitate visits, and provide statistical information and data, required by the expert relating to the study.

The study should address the following technical issues:

- Inter-linkage of the Common External Tariff and domestic production in target sectors/products in the Member States, included its possible impacts (economy-wide, development dimensions and fiscal impacts, among others) for the purposes of looking at measures of support of individual countries of 17 Members of Pan Arab Free Trade Agreement (PAFTA);
- Concept of protection of the domestic productions in line with international best practices and WTO rules;
- Technical criteria for the design of these supporting programmes or measures of individual countries of 17 PAFTA Members;
- Preparation of proposed programmes or measures of support for policy recommendation;
- Analysis of the trade, fiscal and industrial data and statistics on individual Member States' data, for the last three years for detail understanding of trade and production structure (i.e... industry, agriculture);
- Examine the criteria for establishment of the list of highly sensitive products under the ACU;
- Impacts of the overlapping membership by any Arab country as it participates or is member to more than one regional, or bilateral trade arrangement;
- Examine the implications of rules of origin; and
- Identify the sector/products need for protection within the ACU framework.

## EXPECTED OUTPUTS AND DELIVERABLES

Milestone	Expected number of working days for each deliverable	Approvals
<p><b><i>Deliverable 1: Prepare the Inception Report and Define the Operational Framework</i></b></p> <p>The Inception report should include:</p> <ol style="list-style-type: none"> <li>1. Detailed work plan and study schedule for the study;</li> <li>2. Presenting the scope and methodological aspects to Member States and LAS Secretariat, with adequate documentation, with a view to use it in the study; providing thematic analysis to document a selection of a specific study methods for the analysis of supporting programmes or measures of individual countries of 17 PAFTA Members, including any possible limitation or constraint of these methods;</li> </ol>	15 working days	Strengthening Arab Economic Integration for Sustainable Development's Chief Technical Advisor

<ol style="list-style-type: none"> <li>3. Review of current practices of industry support and any type of support in use in PAFTA members, within a similar environment to a Customs Union or a Customs Union itself;</li> <li>4. Initial sensitive analysis of key sectors of interest to Member States through the desk research and review of existent literature in function of the analysis of supporting programmes or measures of individual countries of 17 PAFTA Members;</li> <li>5. Technical backgrounds to be used in the design of criteria of identification of the economic sensitivity to an economy for uniform application of any potential supporting programmes or measures within the ACU;</li> <li>6. Identified models of analysis of impacts from the implementation of the ACU and its pertinent policy, included CET to these sectors considered to be sensitive as agreed by Member States;</li> <li>7. Data and statistics collection, processing (including interviewer plan, data collection plan and survey instrumentation) and identification of data sources;</li> </ol>		
<p><b><i>Deliverable 2: Draft the outlines of the Analysis Report</i></b></p> <p>Draft Outlines of the Report will be presented to Member States and include the following:</p> <ol style="list-style-type: none"> <li>1. Structure of the report and its components in addressing all deliverables of this TOR;</li> <li>2. Key basis of the analysis of protection to industries and/or domestic sectors, as well as specific products with legitimate interest, as aligned to international standards and commitments with international organizations such as the WTO; providing thematic analysis to document a selection of a specific study methods for the analysis of supporting programmes or measures of individual countries.</li> <li>3. Provided explanation of the rationale of the proposed support to infant industries within the diversification framework of an Arab economy toward the ACU; detailed elaboration of the like and/or similar schemes applicable in Customs Union-like arrangements for consideration by Arab countries;</li> </ol>	<p>20 working days</p>	

<ol style="list-style-type: none"> <li>4. Full description of the economic/trade analysis model that is used to analyze trade/economic statistics as per Deliverable 1 and its application in the study;</li> <li>5. Description of modalities of estimation/quantitative calculations of trade statistics for the assignment; provided thematic summary of the results or findings of these estimations as well as its possible policy implications;</li> <li>6. Proposal of criteria to assess the sensitivity of an industry/sector and those to determine specific products as sensitive product with legitimate interest as aligned to international standards;</li> <li>7. Updates on the status of collection of information and data for analysis under the study as the continuation to works already completed under Deliverable 1; and</li> <li>8. Summary of works completed from the start of the study with focus to document the findings of technical/estimation analysis, including discussion of policy implication of the findings.</li> </ol>		
<p><b><i>Deliverable 3: Technical Report</i></b></p> <ol style="list-style-type: none"> <li>1. Findings and results of the analysis of the sensitivity of an industry/sector and of specific products, aligned to international standards and with legitimate interests; in particular, it may also include assessment of impacts of application of the CET and development of these sectors and products, as appropriate;</li> <li>2. Technical criteria to determine the sensitivity for identification of sectors/industries and of products being candidates to any protection scheme within the ACU considering international best practices and WTO rules and frameworks;</li> <li>3. Technical proposal of modalities of protection for implementation within the ACU including its effective implementation, considering international practices;</li> <li>4. Proposal of operational mechanisms and protocols for establishment and application of the adopted technical criteria of establishment of lists of sensitive industries/sectors and products for the ACU;</li> </ol>	50 working days	

<ol style="list-style-type: none"> <li>5. Proposal of a list of products (by sector/product) that may be sensitive from a fiscal and other perspectives such as trade policy, economic policy in the interest of the ACU;</li> <li>6. Provided analysis of policy implications that might result from the findings of the estimation analysis as per Deliverables 1 and 2 above; and</li> <li>7. Overview of trade and industrial policies in Member States as relevant to identification of sectors/products needing certain protection, defense.</li> </ol>		
<p><b><i>Deliverable 4: Final Report</i></b></p> <p>The expert/firm is expected to submit the Final Report to Member States, which comprises of the following, among others:</p> <ol style="list-style-type: none"> <li>1. Detailed description of the methodology used, including the models used in the estimation and analysis of trade matters of each of seventeen PAFTA countries; that should address all requirements of the three Deliverables as above;</li> <li>2. Description of sources of information and statistical, modelling methods that are used in the conduct of the analysis, and required works for each of seventeen PAFTA countries, as described in Deliverables 1 to 3; providing thematic analysis to document a selection of a specific study method for the analysis of supporting programmes or measures of individual countries;</li> <li>3. Findings and results of the analysis of the sensitivity of an industry/sector and of specific products, aligned to international standards and with legitimate interests for a respective Arab economy, and elaboration on the trade policy framework towards the Arab Customs Union;</li> <li>4. Detailed presentation of findings from the technical analysis of trade matters of each of seventeen PAFTA countries; provided analysis of work methods being used in the exercise and relevant aspects such as limitations or constraints;</li> <li>5. Proposed criteria to assess the sensitivity of an industry/sector and those to determine specific products as sensitive product with legitimate interest as aligned to international standards for the ACU of individual Arab economies, taking into account the direction of its progressive migration towards the Arab Customs Union;</li> <li>6. Proposed operational mechanisms and protocols for establishment and application of the adopted technical criteria of establishment of lists of sensitive industries/sectors and products for the ACU, and suggested policy measures for consultations among Arab countries;</li> </ol>	<p>35 working days</p>	



7. Proposal of a list of products (by sector/product that may be sensitive from a fiscal and other perspectives such as trade policy, economic policy of each of 17 PAFTA members, in the interest of the ACU; 8. Proposal of policy recommendations with regard to the design of measures of support/protection of infant industries in individual Arab countries; and 9. Proposal of areas in which Member States may need further support in strengthening their capacity and capability in policy making in deepening Arab economic integration.		
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## **INSTITUTIONAL ARRANGEMENT**

- The individual is required to exhibit his or her full-time commitment with UNDP-RBAS;
- S/He shall perform tasks under the general guidance of the Regional Programme Coordinator and the direct supervision of the Chief Technical Advisor (CTA) of the Strengthening Arab Economic Integration for Sustainable Development (AEISD) regional project. The supervision will include approvals/acceptance of the outputs as identified in the previous section;
- S/he shall demonstrate the financial capability to conduct the study through presentation of records of financial statements of the last three years from the date of the submission of the bidding proposal.
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, suppliers and UN colleagues, as required;
- The individual is required to provide periodical progress reports on regular and needed basis throughout the assignment in order to monitor progress;
- The individual is required to maintain close communication with UNDP-RBAS on regular and needed basis at any period throughout the assignment in order to monitor progress. In the event of any delay, S/he will inform UNDP promptly so that decisions and remedial action may be taken accordingly;
- Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

## **DURATION OF THE WORK**

The duration of the assignment is expected to be 120 working days over a period of 6 months from contract signature date.

## **DUTY STATION AND TRAVEL PLAN**

This is a home-based assignment. Part of this assignment may require the individual to travel to Arab and non-Arab countries. In such cases, unforeseen travel will be arranged and covered in accordance with corporate regulations and rules.

## QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

### I. Academic qualification:

Master's degree in business administration, economics, international trade, trade and development, or related fields.

### II. Work Experience:

- At least 15 years of experience in the conduct of economic studies, research in international trade, operations and industrial policies within the customs unions, customs operations, revenue management and taxation.
- Experience in the design, establishment of trade policies in the promotion of infant, emerging industries/sectors at either national or regional level are an asset.
- Experience in compilation and dissemination of balance of payments and investment schemes statistics, conducting surveys, trade, industrial and fiscal data collection, and compilation of foreign direct investment statistics in function of the requirements of this study.
- Proven experience in conducting policy analysis in matters related to economics, trade policy and industrial and trade data analysis.
- Extensive experience in the industrial policy analysis and formulation preferably in Arab region. In addition, exposure to the customs procedures and tax systems at international level and to the regional integration strategies, policy issues, current regional integration dynamics in the Arab region including PAFTA is an asset.
- Extensive knowledge of best international/regional practices in industrial policy formulation within customs unions or similar set ups, and being able to provide guidance on the legislative aspects of industry structure, as well as on strategic planning and organizational and trade-related issues.
- In depth-understanding of the WTO Agreements and rules, and PAFTA.
- Expertise in quantitative and qualitative data collection, analysis and statistical methodologies, the governmental statistics, as well as the compilation and dissemination of fiscal, industrial and trade data of one or more countries supported by experience in the areas of industrial policy and trade policy analysis.
- Expertise in the quantitative analysis of issues of management of a customs union, and/or similar set up which requires a detailed knowledge of the national fiscal framework (i.e... customs revenues collection, revenues sharing and payment policies, design of support programmes within national economic plans, and compliance with international rules and enforcement).
- Ability to perform economic researches and summarize findings in a concise and professional format.
- Excellent presentation and communication skills, particularly in the preparation of the technical report for various audiences (i.e. national policy makers, businesses and industries)
- Proven experience working within the Arab region is desirable;
- Previous experience working for the UN is a plus.

### III. Language Requirements

Language proficiency in both written and oral English is required. Knowledge of Arabic is a plus.

#### IV. Key Competencies

- *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.
- *Functional*
  - Time management and organizational skills, with the ability to undertake multiple tasks and deliver under pressure;
  - Strong analytical and synthesis skills;
  - Ability to work independently and achieve quality results with limited supervision and within tight schedules;
  - Strong quantitative and qualitative research skills;
  - Experience in reports production;
  - Ability to write in a clear and concise manner;
  - 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.
- *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;
  - Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.
- *Leadership*
  - Demonstrated ability to think strategically and to provide credible leadership;
  - Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex issues;

#### **SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

All proposals must be expressed in a *lump sum amount*. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. Also, please note that the contract price will be Deliverables/Outputs based - not fixed - subject to change in the cost components.

The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder:

Milestone	Estimated due date	Payment
<b>Milestone 1:</b> Successful delivery of deliverable1	Up to 20 working days upon satisfactory delivery of deliverable 1;	Up to 10% of total contract amount
<b>Milestone 2:</b> Successful delivery of deliverable2	Up to 35 working days upon satisfactory delivery of deliverable 2;	Up to 10% of total contract amount
<b>Milestone 3:</b> Successful delivery of deliverable 3	Up to 25 working days upon satisfactory delivery of deliverable3;	Up to 20% of total contract amount
<b>Milestone 4:</b> Successful delivery of deliverable 4	Up to 20 working days upon satisfactory delivery of deliverable 4;	Up to 60% of total contract amount

#### DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Brief Description** of why the individual considers him/herself as the most suitable for the assignment, including references to how she/he will approach and complete the assignment.
- Technical Proposal** A half page technical proposal detailing how they will approach the assignment, prioritizing activities to meet the deliverables as set above in the most efficient and effective manner;
- One previous sample of similar work:** to demonstrate the individual's competencies to undertake this assignment;
- Financial Proposal** that indicates the all-inclusive Deliverables/Outputs based total contract price, supported by a breakdown of costs, as per template provided. The terms "all-inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

All necessary information including: Complete Procurement Notice, The Selection Criteria, and Annexes are found on the following link under Procurement <http://procurement-notice.undp.org/>

**Interested candidate shall apply the CV/P11 to Job advertisement website, hence consultant should submit to website: [Proc.contract.rscjo@undp.org](mailto:Proc.contract.rscjo@undp.org) : not later than 20 February, 2019 the following documents:**

- **CV/P11**

- **Confirm availability and financial proposal**
- **Brief description of why you consider yourself as the most suitable for the assignment**
- **Technical Proposal**
- **One previous sample of similar work**

## **EVALUATION**

Individual consultants will be evaluated based on the following methodologies:

### **Step I: Screening and desk review:**

Applications will be first screened and only candidates meeting the following minimum criteria will progress to the pool for shortlisting:

- Master's degree in business administration, economics international trade, trade and development, or related fields.
- At least 15 years of experience in the conduct of economic studies, research in international trade, operations and industrial policies within the customs unions, customs operations, revenue management and taxation.
- Language proficiency in both written and oral English is required;

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria:

### **Technical evaluation Criteria** max 100 points (Weighted 70):

- Experience in the design, establishment of trade policies in the promotion of infant, emerging industries/sectors at either national or regional level (10 points);
- Experience in compilation and dissemination of balance of payments and investment schemes statistics, conducting surveys, trade, industrial and fiscal data collection, and compilation of foreign direct investment statistics in function of the requirements of this study (10 points);
- Proven experience in conducting policy analysis in matters related to economics, trade policy and industrial and trade data analysis (10 points);
- Extensive experience in the industrial policy analysis and formulation preferably in Arab region. In addition, exposure to the customs procedures and tax systems at international level and to the regional integration strategies, policy issues, current regional integration dynamics in the Arab region including PAFTA (10 points);
- Extensive knowledge of best international/regional practices in industrial policy formulation within customs unions or similar set ups, and being able to provide guidance on the legislative aspects of industry structure, as well as on strategic planning and organizational and trade-related issues (10 points);
- Expertise in quantitative and qualitative data collection, analysis and statistical methodologies, the governmental statistics, as well as the compilation and dissemination of fiscal, industrial and trade data of one or more countries supported by experience in the areas of industrial policy and trade policy analysis (10 points);
- Expertise in the quantitative analysis of issues of management of a customs union, and/or similar set up which requires a detailed knowledge of the national fiscal framework (i.e... customs revenues collection, revenues sharing and payment policies, design of support programmes within national economic plans, and compliance with international rules and enforcement) (10 points);
- Previous experience working for the UN (10 points);

- Technical Proposal A half page technical proposal detailing how they will approach the assignment, prioritizing activities to meet the deliverables as set above in the most efficient and effective manner (10 points);
- One previous sample of similar work: to demonstrate the individual's competencies to undertake this assignment (10 points);

**Financial Criteria** - 30% of total evaluation

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula:  $(PI / P_n) * 30$  where  $P_n$  is the financial offer being evaluated and  $PI$  is the lowest financial offer received.

**Step II: Final evaluation**

The final evaluation will combine the scores of desk review and financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the **cumulative analysis** methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.

**Approval**

**This Procurement Notice is certified by:**

Signature	_____
Name	<u>Mr. Quang Le</u>
Designation	<u>Chief Technical Advisor</u>
Date of Signing	_____

**This Procurement Notice is approved by:**

Signature	_____
Name	<u>Mr. Abusabeeb Elsadig</u>
Designation	<u>Results and Resource Management Specialist</u>
Date of Signing	_____