

TERMS OF REFERENCE

International Trade Adviser

Ref: PN/FJ/024/19

Consultancy Title	International Trade Adviser
Project Name	Tuvalu Enhanced Integrated Framework for Trade; Tier 1 Phase 2
Location	Funafuti, Tuvalu
Application deadline	22 nd April 2019
Type of Contract	Individual Contractor
Post Level	International Consultant
Languages required:	English
Duration of Initial Contract:	18 months/ 360 days Expected date started 1 st May 2019 to 30 th November 2020.

Consultancy Proposal should be sent via email to etenderbox.pacific@undp.org no later than, **22nd April 2019 (Fiji Time)** clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to procurement.fj@undp.org. 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. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. **Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.**

NOTE:

Proposals must be sent to the designated email (etenderbox.pacific@undp.org)

[Please do NOT copy or directly email applications to UNDP staff.](#)

[Only shortlisted candidates will be contacted](#)

If the selected/successful Candidate is over 65 years of age and required to travel outside his home country; He/She will be required provide a full medical report at their expense prior to issuance to contract. Contract will only be issued when Proposed candidate is deemed medically fit to undertake the assignment.

A. OBJECTIVES

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 LDCs 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.

B. BACKGROUND

The Government of Tuvalu joined the Enhanced Integrated Framework (EIF) in 2007 with the first Diagnostic Trade Integration Study (DTIS) formulated with an implementation timeframe of five years to provide the basis for setting priorities related to trade development. The lead government agency is the Ministry of Foreign Affairs, Trade, Tourism and Environment and Labour (MFATTEL) whose Department of Trade (DOT) is responsible for trade promotion and development, trade negotiations, trade facilitation, policy formulation and public information and capacity building. Significant activities following the DTIS included a Tier 1 project (Phase 1) for three years (2013-2017) including no-cost extension) aimed at building capacity of the government, private sector institutions and civil society; mainstreaming trade in national and sectoral policies and strategies; building linkages with development partners to carry forward Tuvalu's trade agenda; and strengthening program management. The National Trade Steering Committee (NTSC) is a multi-sectoral coordinating body that was established as part of the project to oversee implementation of the trade agenda as defined in the DTIS Action Matrix. The NTSC is chaired by the Focal Point and co-chaired by the President of the Tuvalu National Private Sector Organisation (TNPSO).

Other important tasks achieved in Phase 1 included the formulation of a Trade Policy Framework (TPF) in 2015, an update of the DTIS in 2016, a mid-term evaluation (MTE) of Phase 1 of the project in 2016 and the conclusion of negotiations and entering into force of the PACER Plus trade agreement. Additionally, project proposals to be implemented during Phase 2 of the EIF were developed including a follow-up Tier 1 project for two years and two Tier 2 projects in the agriculture and tourism sectors. The TPF, which is aligned with TK III and sets the basic policies and governance mechanisms to facilitate export trade and investment with an emphasis on transparency and norms compatible with WTO rules, has identified agriculture, fisheries, tourism and labour mobility as the priority sectors for development. This is supported by the Action Matrix of the DTIS Update (2016) which highlights critical bottlenecks as well as the potential of private sector-led value chain development in priority sectors including the blue/oceans economy. The PACER Plus trade agreement contains a development chapter which commits Australia and New Zealand to committing resources to building the capacity of member states to take advantage of expanded market access opportunities, address supply-side constraints and build their capacity to trade, attract investment and fulfil their commitments. In addition to the above, the main conclusion of the MTE is for Phase 2 of the project to put more emphasis on the role of the private sector through its participation in the NTSC and promoting small enterprise development to ensure greater impact and sustainability of the project's overall results.

The development and adoption of Tuvalu's Trade Policy Framework (TPF) by the NTSC and the Cabinet Minister has been a crucial step in setting national trade priorities and mainstreaming trade in national policy. The TPF is now an integral part of all the decisions and policies of MFATTEL and also serves as a benchmark for donor funding. The TPF includes an implementation matrix of priority actions that is the result of wide-ranging consultations with national actors and development partners. Lead agencies will be tasked to work towards implementation of the TPF implementation matrix and report periodically on progress to the NTSC to ensure that bottlenecks affecting approvals and funding from the government or donor are addressed and resolved quickly.

The Tier 1 Phase 2 project is a continuation of Phase 1 of the project, building on the achievements realised to date, aiming at strengthening the capacity of institutions and stakeholders in Tuvalu to implement trade policies that support poverty reduction, inclusive economic growth and equitable sustainable development as well as the implementation of the Updated DTIS that aligned to national development objectives. It will also help improve donor coordination and Aid-for-Trade (Aft) delivery in line with the Paris Declaration on Aid Effectiveness and the Forum Compact as well as the EIF guidelines and Strategic Plan (2019 – 2022) for LDCs in global and regional trade.

One of the main capacity constraints within the DOT and the Ministry is the lack of technical expertise to support the preparation and technical review of Tier 2/Aft proposals. In the absence of technical assistance, the remaining two staff members in the department cannot fulfil all the scheduled tasks in the work plan and the activities associated with implementation of the Trade Policy and the DTIS Update.

Therefore, in Phase 2 the project will need additional technical assistance, preferably through a full-time resident technical adviser for about twelve months to assist the Trade Officer who is also the EIF's NIU Coordinator and the Assistant Trade Officer with the implementation of the Trade Policy and the DTIS Update Action Matrix. At the same time, technical assistance will be crucial for proposal preparation, review and implementation of Tier 2/AfT projects and supporting the restructuring/expansion of the DOT toward project sustainability at the conclusion of Phase 2 of EIF assistance. The project has made provision for technical assistance (a full-time ITA) for a period of 18 months.

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 (ITA) will support the effective management of the Tuvalu Department of Trade (DoT) as the National Implementation Unit (NIU); the implementation of the DoT work plan; the DTIS Update matrix, Trade Policy and other related activities required by the EIF Strategic Plan (2019 – 2022) and enhance the participation of national stakeholders in the EIF's activities, including other ministerial departments, the private sector, civil society and development partners.

B. DUTIES AND RESPONSIBILITIES

Scope of Work:

The ITA will be responsible, in particular, for the followings:

- Supporting the Ministry of Foreign Affairs, Trade, Tourism, Environment and Labour (MFATTEL) through DoT with implementation of the Trade Policy Framework and DTIS Update Acton Matrix
- Supporting DoT with Tier 2 proposal preparation and review as identified by NTSC and DoT, implementation of Tier 2 and AfT projects reflecting the priorities identified in the DTIS and its Action Matrix as well as the Trade Policy Framework.
- Assisting 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;
- Developing and supporting 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;
- Provision of advice to senior officials for regional and international trade agreement negotiations including PICTA, PACER and EPA.
- Assisting the EIF Coordinator to develop and maintain effective working relations with other technical ministerial departments, especially the Ministry of Finance and Economic Development (MFED) which plays a critical role in mainstreaming trade in the national development plan and in poverty reduction strategies; and
- 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.
- Assisting DoT, in coordination with the Planning, Budget and the Aid Financial Management Departments of the MFED, 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.
- Supporting DoT with development of a Monitoring & Evaluation Plan and a Communication Strategy
- Developing and supporting the implementation of an Exit Strategy for EIF support to trade in Tuvalu in collaboration closely with the Human Resource Management Unit.
- Supporting the EIF Coordinator on effective management of the DoT's day-to-day activities

Expected Outputs and Deliverables:

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Deliverables/Outputs	Specific and ongoing tasks	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
<p>Capacity-building of the National Implementation Unit (DoT and project staff), wider Gov't Staff and national stakeholders</p> <ul style="list-style-type: none"> 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 	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 – for the duration of contract	End of each month Monthly progress report	Project Board (endorsement) MFATTEL UNDP EIF Trust Fund Manager /Executive Secretariat (approval)
	In consultation with MFATTEL/DoT and UNDP, further develop the sustainability strategy, linked to the Plan for Capacity Development, for the remaining two-year phase of the project, including indicators and milestones to be reached at the end of the phases.	Ongoing – for the duration of contract	End of each month Monthly progress report	Project Board (endorsement) MFATTEL UNDP EIF Trust Fund Manager /Executive Secretariat (approval)
	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 January, 2020	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	Ongoing - 6 months from start of contract	31 October 2019 Monthly progress report	Project Board

	build the capacity of the NIU in monitoring and evaluation.				
	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 - 6 months from start of contract	31 October 2019 Monthly progress report	Project Board (review modules/review participation and evaluation of events)	
Provision of technical assistance to the DoT <ul style="list-style-type: none"> Implementation of trade policies and strategies; Provision of advice to senior officials for regional and international trade agreement negotiations including PICTA, PICTA TIS, PACER Plus and EPA. 	Provide ongoing strategic advice to the Government of Tuvalu on: <ul style="list-style-type: none"> Implementation of a Trade Policy Framework and Updated DTIS and Action Matrix in consultation with PIFS/PIFS consultant, where appropriate, ensuring that the policy is sustainable, equitable and incorporates aspects of gender, poverty reduction and climate change. Provide strategic policy advice to the EIF Focal Pt, EIF Coordinator, NTSC and Ministers and senior officials as and when requested 	Ongoing,	End of each month Monthly report indicating nature of the policy advice provided and progress of implementation of TPF & DTIS Action Matrix	Project Board	
Provision of support to Trade Mainstreaming <ul style="list-style-type: none"> Assist the Coordinator to develop and maintain effective working relations with other technical ministerial departments, 	<ul style="list-style-type: none"> Provide ongoing technical advice based on a 'whole of Government' approach to trade policy Develop/Adapt trade mainstreaming 	Ongoing for the duration of contract	End of each month Monthly report detailing progress	Project Board	

	<p>especially the Ministry of Finance and Economic Development Planning 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.</p>	<p>programmes and lead the in-country capacity development programme</p>				
	<p>Provide support to Aid Effectiveness for AFT interventions</p> <ul style="list-style-type: none"> Assist the MFATTEL 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; 	<ul style="list-style-type: none"> Provision of ongoing support and technical advice Assist DoT with Aft data analysis on Tuvalu to determine amount of resources flows by sector and activity, highlighting funding gaps Assist DoT with periodic assessment of resource requirements to implement key plans and strategies (TPF, updated DTIS Action Matrix, Aft proposals) 	<p>Ongoing for the duration of contract</p>	<p>End of each month</p> <p>Monthly progress reports</p>	<p>Project Board</p>	
	<p>Mainstream trade and priority policy objectives/actions of the DTIU and TPF into the National Sustainable Development strategy</p>	<ul style="list-style-type: none"> Provision of ongoing support in terms of sector wide consultations, drafting and technical advice 	<p>Ongoing for the duration of contract</p>	<p>End of each month</p> <p>Monthly progress reports</p>	<p>Project Board</p>	

Draft EIF Tier II project proposals for Tuvalu for consideration by EIF Board	<ul style="list-style-type: none"> Formulation and Review of Tier II project proposals in close coordination with NTSC and other stakeholders and consultants and based on recommendations of the DTIS and the Trade Policy Framework and feasibility studies Assist in developing project proposal that are in line with the EIF Thematic funding priorities on global issues, creating opportunity for women economic empowerment, youth employment, value added activities, fragile and conflicted affected countries. 	<p>Ongoing - 6 months from start of contract</p> <p>Finalised Proposals</p>	<p>End of each month</p> <p>Monthly progress reports</p>	Project Board
Prepare final term progress report of the EIF Tier 1 Capacity Building and Institutional Strengthening for Trade Development Project. The report should include overall progress, mile stones, challenges, lessons learnt and best practices.	<ul style="list-style-type: none"> Preparation of monthly, semi-annual and Annual reports Formulation of final term Progress Report 	<p>Ongoing - for the duration of contract</p>	<p>End of Project</p> <p>Monthly progress reports</p>	Project Board
Supporting the EIF Coordinator on effective management of the DoT's day-to-day activities	<ul style="list-style-type: none"> Development of a Monitoring & Evaluation Plan Development of a Communication Strategy Developing of an Exit Strategy for EIF project 	<p>Ongoing – for the duration of contract</p>	<p>Monthly</p> <p>Monthly progress report</p>	<p>Project Board (endorsement),</p> <p>MFATTEL</p> <p>UNDP</p> <p>EIF Trust Fund Manager /Executive Secretariat (approval)</p>

Institutional Arrangement:

- a. 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), EIF Manager (UNDP), with guidance from the National Trade Steering Committee (NTSC) and in close collaboration with the EIF Coordinator (Trade Officer).
- b. 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 upon verification with MFATTEL
- c. 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.

Supervision/Reporting:

- a. EIF Focal Point; Permanent Secretary, Ministry of Foreign Affairs, Trade, Tourism, Environment and Labour
- b. EIF Project Coordinator, Senior Trade Officer, Ministry of Foreign Affairs, Trade, Tourism, Environment and Labour
- c. UNDP Project Manager

Duration of the Work:

- a. The consultancy will be for a period of 18 months, commencing from 1st of May 2019 or as soon as feasible after this date until 30th November, 2020.

Duty Station:

- a. The International Trade Advisor will be based in Funafuti, Tuvalu for the first 10 months in a 18-month period and would be required to work within the normal working hours of the Department of Trade office.
- b. The ITA will be required to travel with DOT staff representing the Project and the Department to conferences and meeting that requires the assistant and contribution of the ITA. A total of 3-4 times is required for travel based on the EIF Multi-Year Work Plan and Activities.

D. REQUIRED SKILLS AND EXPERIENCE**Education:**

- a. Minimum having Master's in Economics/Economic Development, International Trade, Development Studies, Trade Law or related disciplines.

Experience:

- a. Minimum of 7 years of relevant experience in trade policy development and capacity development, including in LDCs and/or other developing countries.

- b. Relevant experience in trade policy development, implementation and strong knowledge of trade policy issues and policy formulation and analysis
- c. Proven experience with development and delivery of capacity development programmes
- d. Project/programme management experience including in the formulation, implementation, monitoring and evaluation of trade-related programmes.
- e. Previous work in Pacific Island Countries is an advantage
- f. Knowledge of development projects and programmes especially programmes financed by international development partners.
- g. Understanding of the unique situation in Tuvalu, its isolation and its barriers to trade
- h. Ability to work under pressure and good team work skills.
- i. Excellent communication and interpersonal abilities, ability to relate to stakeholders at all level.

Language requirements:

- a. Fluency in written and spoken English is essential

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.

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

The selection and evaluation of qualified experts will be based on the following criteria:

Criteria	Max. Point
Qualification <ul style="list-style-type: none"> ▪ Minimum having Master's in Economics/Economic Development, International Trade, Development Studies, Trade Law or related disciplines. 	10%
<ul style="list-style-type: none"> ▪ At least 10 years of relevant working experience in Trade Policy formulation, analysis, implementation 	20%
<ul style="list-style-type: none"> ▪ Demonstrated experience in undertaking analytical Trade Policy research, design and implementation; 	20%
<ul style="list-style-type: none"> ▪ Knowledge of development projects and programmes especially programmes financed by international development partners including EIF 	10%
<ul style="list-style-type: none"> ▪ Experience with development and delivery of capacity development programmes 	5%
<ul style="list-style-type: none"> ▪ Demonstrated experience and understanding of the unique situation in Tuvalu and other similar LDC countries, its isolation and its barriers to trade 	5%

Schedule of Payments

Milestone	Time Line	Payments
▪ Establishment Allowance upon signing of contract		20%
▪ Payment upon receipt of receipt and acceptance by MFATTEL and UNDP of monthly progress report and timely achievements of results as specified in the schedules od deliverables	31 May, 2019	10%
▪ Payment upon receipt of receipt and acceptance by MFATTEL and UNDP of monthly progress report and timely achievements of results as specified in the schedules od deliverables	30 June, 2019	10%
▪ Payment upon receipt of receipt and acceptance by MFATTEL and UNDP of monthly progress report and timely achievements of results as specified in the schedules od deliverables	31 July, 2019	10%
▪ Payment upon receipt of receipt and acceptance by MFATTEL and UNDP of monthly progress report and timely achievements of results as specified in the schedules od deliverables	31 August, 2019	10%
▪ Payment upon receipt of receipt and acceptance by MFATTEL and UNDP of monthly progress report and timely achievements of results as specified in the schedules od deliverables	30 September, 2019	10%
▪ Payment upon receipt of receipt and acceptance by MFATTEL and UNDP of monthly progress report and timely achievements of results as specified in the schedules od deliverables	31 October, 2019	10%
▪ Payment upon receipt of receipt and acceptance by MFATTEL and UNDP of monthly progress report and timely achievements of results as specified in the schedules od deliverables	30 November, 2019	10%
▪ Payment upon receipt of receipt and acceptance by MFATTEL and UNDP of monthly progress report and timely achievements of results as specified in the schedules od deliverables	31 December, 2019	10%
▪ Payment upon receipt of receipt and acceptance by MFATTEL and UNDP of monthly progress report and timely achievements of results as specified in the schedules od deliverables	31 January, 2020	10%
▪ Payment upon receipt of receipt and acceptance by MFATTEL and UNDP of monthly progress report and timely achievements of results as specified in the schedules od deliverables	28 February, 2020	10%

<ul style="list-style-type: none"> ▪ Payment upon receipt of receipt and acceptance by MFATTEL and UNDP of monthly progress report and timely achievements of results as specified in the schedules od deliverables 	31 March, 2020	10%
<ul style="list-style-type: none"> ▪ Payment upon receipt of receipt and acceptance by MFATTEL and UNDP of monthly progress report and timely achievements of results as specified in the schedules od deliverables 	30 April, 2020	10%
<ul style="list-style-type: none"> ▪ Payment upon receipt of receipt and acceptance by MFATTEL and UNDP of monthly progress report and timely achievements of results as specified in the schedules od deliverables 	31 May, 2020	10%

Proposal Submission

Offerors must send the following documents.

- i) Signed CV including names /email contacts of at least 3 professional referees.
- ii) Cover letter setting out: A statement of how the applicant meets the qualifications and experience requirements.
- iii) Completed template for confirmation of Interest and Submission of Financial Proposal

Applicants must send a financial proposal based on a Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the Individual Consultant's duty station) and any other applicable cost to be incurred by the Individual Consultant in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the Individual Consultant wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel that is not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective UNDP business unit and the Individual Consultant, prior to travel and will be reimbursed.

Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Pacific Office in Fiji website (www.pacific.undp.org)

Consultancy Proposal should be sent via email to etenderbox.pacific@undp.org no later than 22nd April 2019 (Fiji Time) clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted.

Women candidates are encouraged to apply

Interested Candidates must accept UNDP General Terms and Conditions for Individual Consultants

