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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference: PN/FJI-003-16

**Consultancy Title:** Kiribati International Trade Facilitator  
**Project Name:** Kiribati Trade Capacity Development and Institutional Strengthening Project  
**Period of assignment:** 15 March, 2016 to 14 March 2017  
**Duty Station:** Tarawa, Kiribati

Consultancy Proposal should be mailed to C/- UNDP Fiji MCO, Private Mail Bag, Suva, Fiji or sent via email to [procurement.fj@undp.org](mailto:procurement.fj@undp.org) no later than 17th February, 2016 (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 the address or e-mail indicated above. 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.**

### 1. BACKGROUND

The main objective of this project is to strengthen the capacity of institutions and stakeholders in Kiribati to formulate and implement trade policies that support poverty reduction, inclusive economic growth and equitable sustainable development. 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. *Refer to Annex 1 – [Terms of Reference](#) for details.*

### 2. SCOPE OF WORK

The consultant will be required to assist the EIF Coordinator in the formulation of a strategic approach to the plan of action and activities of the BPC, in line with guidance provided by the NTSC. Develop and support the implementation of a capacity development programme for members of the MCIC, BPC and NTSC for the management, monitoring, evaluation and analysis of trade-related programmes. *Refer to Annex 1 – [Terms of Reference](#) for details.*

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION

#### **Qualifications:**

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

#### **Experience:**

- Minimum of 7 years of relevant experience in trade policy development and capacity development, including in LDCs and/or other developing countries.
- Relevant experience in trade policy development and capacity development, Proven experience with development and delivery of capacity development programmes
- Project/programme management experience including in the formulation, implementation,

- monitoring and evaluation of trade-related programmes.
- Previous work in LDCs and/or other developing countries

**Competencies:**

- Strong interpersonal and communication skills, ability to relate to stakeholders at all levels;
- Strong analytical, reporting and writing abilities skills;
- Ability to plan, organize, implement and report on work;
- Outstanding communication, project management and organizational skills;
- Ability to work under pressure and good team work skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Knowledge of with developing and delivery of capacity development programmes
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Knowledge of development projects and programmes especially programmes financed by international development partners.
- Strong knowledge of trade policy issues and policy formulation and analysis
- Understanding of the unique situation in LDC, its isolation and its barriers to trade

#### 4. EVALUATION CRITERIA

**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. Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may 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 weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weighting; 70%

\* Financial Criteria weighting; 30%

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.

Criteria	Points	Percentage
<b>Qualification</b>		<b>10%</b>
Master's in Economics/Economic Development, International Trade, Development Studies, Trade Law or related disciplines.	10	
<b>Experience</b>		<b>50%</b>
<ul style="list-style-type: none"> <li>▪ Minimum of 7 years of relevant experience in trade policy development and capacity development, including in LDCs and/or other developing countries.</li> </ul>	20	
<ul style="list-style-type: none"> <li>▪ Relevant experience in trade policy development and capacity development, Proven experience with development and delivery of capacity development programmes</li> </ul>	15	
<ul style="list-style-type: none"> <li>▪ Project/programme management experience including in the formulation, implementation, monitoring and evaluation of trade-related programmes.</li> </ul>	10	
<ul style="list-style-type: none"> <li>▪ Previous work in LDCs and/or other developing countries</li> </ul>	5	
<b>Competencies</b>		<b>10%</b>

<ul style="list-style-type: none"> <li>▪ Demonstrated knowledge of multilateral trade and trade programmes; trade policy issues, formulation and analysis,</li> <li>▪ Demonstrated strong knowledge international/regional trade agreements</li> <li>• Strong team skills, communication skills and ability to relate to stakeholders at all levels</li> </ul>	5	
	2.5	
	2.5	
<b>Technical Criteria</b>		70%
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria – Lowest Price</b>		30%
<b>Total</b>		<b>100%</b>

## 5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING CONSULTANCY PROPOSALS

Offerors must send the following documents.

- i) **Signed P11 form including names of at least 2 referees**
- ii) **Cover letter setting out:**
  - How the proposer meets the qualifications and experience required.
- iii) **Completed template for confirmation of Interest and Submission of Financial Proposal**

Consultant 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 IC's duty station) and any other applicable cost to be incurred by the IC 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 IC wish to travel on a higher class he/she should do so using their own resources

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

*The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website ([www.fj.undp.org](http://www.fj.undp.org))*

# Annex 1 –Terms of Reference

## Objectives:

The main objective of this project is to strengthen the capacity of institutions and stakeholders in Kiribati 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 Ministry of Commerce, Industries and Cooperatives (MCIC) as lead agency responsible for the formulation and implementation of trade policy framework and Investment Policy, 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.

## Background

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 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.

The EIF has approved a Tier 1 Trade Capacity-Building and Institutional Strengthening Project in Kiribati. The main objective of this project is to strengthen the capacity of institutions and stakeholders in Kiribati 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 Ministry of Commerce, Industries and Cooperatives (MCIC) as lead agency responsible for the formulation and implementation of trade policy framework and Investment Policy, 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.

b) Under the Supervision of the EIF Focal Point, the guidance of the National Trade Steering Committee, and in close collaboration with the EIF Project Coordinator the International Trade Facilitator (ITF) will support the effective management of the MCIC as the National Implementation Unit (NIU); the implementation of the BPC action plan; enhance the participation of national stakeholders in the EIF's 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 (DTIS) and Action Matrix update; and facilitate the mainstreaming of 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 (TPF) and Investment Policy for Kiribati.

c) In close collaboration with the MCIC, the ITA will support all stakeholders in Kiribati, including the Government, the NTSC and Civil Society representatives to build capacity in the formulation and implementation of trade policy that supports poverty reduction and sustainable development.

## Scope of work/Expected Output

- The consultant will be responsible, in particular, for the following:
- Assisting the EIF Coordinator in the formulation of a strategic approach to the plan of action and activities of the BPC, 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 MCIC, BPC and NTSC for the management, monitoring, evaluation and analysis of trade-related programmes;

- Developing and supporting the implementation of an exit strategy for EIF support to trade in Kiribati;
- Supporting the EIF Coordinator for effective management of the BPCs day-to-day activities;
- Participating in the identification and formulation of EIF Tier 2 and other AfT programmes reflecting the priorities identified in the DTIS and its Action Matrix;
- Supporting the Ministry of commerce, Industries and Cooperatives in trade and investment policy work, providing technical assistance for:
  - Development of a TPF for Kiribati;
  - Development of an Investment Policy for Kiribati;
  - Implementation of trade policies and strategies;
  - Provision of advice to senior officials for regional and international trade agreement negotiations including PICTA, PACER and EPA.
- Assisting the 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 to 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 the BPC, in coordination with the Planning and 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.

#### Payment Schedule:

Upon signature of contract UNDP will provide 10% of the contract amount for travel costs to the duty station as well as settlement in Kiribati.

Thereafter, Payment to be made upon receipt and acceptance of monthly progress report and timely achievement of results as specific in the attached schedule of deliverables

#### Deliverables and Timelines

Deliverables/Outputs	Specific and ongoing tasks	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required	Payment
Capacity-building of the National Implementation Unit (MCIC, BPC and project staff), wider Gov't Staff and national stakeholders <ul style="list-style-type: none"> <li>▪ Assist the EIF Coordinator in the formulation of a strategic approach to the plan of action and activities of the BPC, in line with guidance provided by the NTSC and the</li> </ul>	Revise the “Plan for Capacity Development/Transfer of Capacities for the Fiduciary, Human Resource and Financial Programme Management of the Tier 1 Project in Kiribati” to include capacity development and transfer of capacities for the programmatic management of the programme	Ongoing – for the duration of contract	Monthly progress report	Project Board (endorsement) EIF Trust Fund Manager /Executive Secretariat (approval) Project Board	10%
	In consultation with MCIC/BPC and UNDP,	Ongoing – for the	Monthly progress	Project Board (endorsement)	10%

<p>supervision of the Focal Point;</p> <ul style="list-style-type: none"> <li>Develop and support the implementation of a capacity development programme for members of the BPC and NTSC for the management, monitoring, evaluation and analysis of trade-related programmes;</li> <li>Develop and support an exit strategy for EIF support to trade in Kiribati</li> </ul>	<p>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.</p>	<p>duration of contract</p>	<p>report</p>	<p>EIF Trust Fund Manager /Executive Secretariat (approval) Project Board10%</p>	
	<p>Assist the EIF Coordinator to establish an appropriate work schedule for the BPC and document this in a manual</p>	<p>Ongoing from start 9 months</p>	<p>Monthly progress report</p>	<p>Project Board</p>	<p>10%</p>
	<p>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.</p>	<p>Ongoing - 6 months from start of contract</p>	<p>Monthly progress report</p>	<p>Project Board</p>	<p>10%</p>
	<p>Develop training/advocacy modules for BPC, wider government departments, NTSC, parliamentarians, private sector and civil society stakeholders to understand trade policy and its implications.</p>	<p>Ongoing</p>	<p>3 events conducted in 2016</p> <p>Monthly progress report</p>	<p>Project Board (review modules/review participation and evaluation of events) Project Board</p>	<p>10%</p>
<p>Provision of technical assistance to the BPC</p> <ul style="list-style-type: none"> <li>Development of a Trade Policy Framework for Kiribati;</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, PICTA TIS, PACER</li> </ul>	<p>Provide ongoing strategic advice to the Government of Kiribati on:</p> <ul style="list-style-type: none"> <li>Development and implementation of a Trade Policy Framework in consultation with PIFS/PIFS consultant, where appropriate, ensuring that the policy is sustainable, equitable and incorporates</li> </ul>	<p>Ongoing,</p>	<p>Cabinet Endorsement of policy framework</p> <p>End of each month</p> <p>End of each month</p>	<p>Government of Kiribati/Cabinet to endorse</p> <p>Project Board</p> <p>Project Board, NTSC &amp; EIF</p>	<p>10%</p>

<p>Plus and EPA.</p> <ul style="list-style-type: none"> <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>	<p>aspects of gender, poverty reduction and climate change.</p> <ul style="list-style-type: none"> <li>Provide strategic policy advice to the EIF Focal Pt, EIF Coordinator, NTSC and Ministers and senior officials as and when requested</li> </ul> <p>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 with the identification and formulation and implementation of EIF tier 2 and other Aid for Trade programmes</p>	<p>Monthly report indicating nature of the policy advice provided and progress of TPF</p>			
<p>Provision of support to Trade Mainstreaming</p> <ul style="list-style-type: none"> <li>Assist the Coordinator to develop and maintain effective working relations with other technical ministerial departments, 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</li> </ul>	<p>Provide ongoing technical advice based on a ‘whole of Government’ approach to trade policy</p> <p>Develop/Adapt trade mainstreaming programmes and lead the in-country capacity development programme</p>	<p>Ongoing</p>	<p>Monthly report detailing progress</p>	<p>Project board</p>	<p>10%</p>

trade mainstreaming targeting planners in a “whole of Government” approach and non-government actors to trade policy implementation.					
<p>Provide support to Aid Effectiveness for AFT interventions</p> <ul style="list-style-type: none"> <li>Assist the MCIC, 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>	Provision of ongoing support and technical advice	Ongoing	Monthly progress reports	Project Board	10%
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.	Formulation	Ongoing	Monthly progress reports	Project Board	10%

#### Resources Provided

- IC is expected to have own laptop, government/EIF project is expected to provide workstation and operational support, UNDP can fund travel relating to project activities such as trade advisory role to government during trade negotiation forums.



**Supervision/Reporting**

- a) The International Trade Facilitator will work under the direct supervision of the EIF Focal Point (Permanent Secretary, MCIC), with guidance from the National Trade Steering Committee (NTSC) and in close collaboration with the EIF Coordinator (Trade Officer).
- b) The International Trade Facilitator 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.
- c) The International Trade Facilitator will need to consult widely throughout various Government ministries and departments; the National Trade Steering committee; the Kiribati 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 MCIC, 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 MCIC.