

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (Final)

Date: January 23rd 2020

Post Title:	Consultant on Trade in Services Policy review: Distribution services: wholesale and retailing services
National or International Consultants:	National
Duration:	40 working days over a period of 3 months
Location:	Home based assignment with possibility travel to Arab countries
Project:	Strengthening Arab Economic Integration for Sustainable Development (AEISD)
Requisition Number:	
Is this a LTA (yes/no):	No

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 Area (PAFTA) in working towards a deepened integration, including preparations for the Arab Customs Union. The second AEISD important component relates to strengthening 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.

Trade in services has gained in importance for the majority of Arab countries – a consistent pattern for developing countries that embark on the economic diversification. According to statistics by the Arab Monetary Fund (2017) on trade by Arab economies, contribution of extractive industries (i.e. mining, oils and gas) to GDP continue to be on the downward trend, while manufacturing, agriculture and services are rising.

Trade in services has a significant potential to fight poverty in Arab countries as it has been empirically proven by recent UNCTAD research work that the services sector share in employment and GDP has been on the rise for most Arab countries during the last decade. The services economy has also an undeniable role in the promotion of inclusiveness and particularly on the economic empowerment of women as well as promoting the SDGs in the context of the regional economic integration.

For the Moroccan economy, the pattern of importance of services to the GDP is consistent during the period from 2012 to 2017 in which, trade in services accounts for around 27 percent of the GDP in 2017 (against the average ratio of 21 percent of GDP of all Arab economies) with average growth rate of 4 percent on annual basis.

Given the inter-sectoral linkages and critical roles played by carefully designed national regulatory and incentive-based policies, many developing countries require technical assistance to identify and construct effective institutional frameworks and policy reform packages needed to ensure development gains from services and services trade liberalization.

To this effect UNCTAD's technical assistance in the area of Services Policy Reviews (SPRs)¹ is designed to guide requesting countries through a systematic review of the economic, regulatory, institutional and trade policy environments characterizing their services sectors with the aim of assisting them to improve regulatory and institutional frameworks and to identify trade policy options that advance national sectoral development objectives. The ultimate SPR goal is to strengthen the capacity of developing country policy makers, regulators and trade negotiators to capture new market opportunities and address national challenges in key and sometimes sensitive services sectors.

To assist Morocco's efforts towards Arab economic integration, particularly in the area of trade in services, UNCTAD and UNDP are undertaking at the request of the Moroccan authorities a services policy review (SPR) which will cover the following three (03) services sectors selected by the Ministry of Industry, Trade, Green and Digital Economy (MITGDE): .

- (i) Logistics Services in relation to the transportation and distribution of pharmaceutical products,
- (ii) Distribution services, comprised of wholesale services trade and retailing, and
- (iii) Professional Services Sector, limited to the sub-sector on Legal Services.

The SPR analysis would cover the broad economic and associated social dynamics of the national services sector as a whole and examine the potential of new markets as well in particular in Arab and African countries. The three 03 aforementioned services sectors will be therefore the subject of the SPR to be undertaken by UNCTAD and UNDP for Morocco in 2019 - 2020.

Consultancy work, to be undertaken by the expert, under the supervision of and with guidance from UNCTAD in collaboration with UNDP, would contribute to the comprehensive review report on the three identified sectors. The expert will be part of the national working team, including the MITGDE concerned officials in conjunction with UNCTAD and UNDP team. It is expected that his work be integrated within the consolidated SPR final report.

The execution of this consultancy work is carried out under UN rules and regulations applicable for Delegated Direct Implementation and fully aligned to UNDP Programme and Operations Policies and Procedures (POPP). The expert discharges his/her their duties under the supervision and guidance of the Chief Technical Advisor and the UNCTAD Expert with regard to the SPR substantive activities under this assignment.

SCOPE OF WORK

¹ UNCTAD (2014), A detailed Methodology for review of policy, regulatory, and institutional framework of trade in services

The SPR would guide the government to, design and implement a strategic action plan for Distribution services at the country level, and to identify trade policy options to advance national sectoral development objectives, as well as to enhance the competitiveness of the sector in foreign markets at the regional level as a priority, as well as integration in the global services market. The expert will be responsible for the quantitative and qualitative analysis of the current status of distribution services, with focus on wholesale and retail services in the country. The methodology of the trade policy review is based on the Service Policy Review (SPR) methodology, designed by UNCTAD, with due account for corresponding adjustments to conditions and operational environment of Morocco. Accordingly, the final report of the review of this sector should cover, inter alia, the following:

- i. Economic review of the Distribution (wholesale and retailing);
- ii. Role and performance of the two sub- sectors;
- iii. Regulation, institution, and policy measures impacting the said sub-sectors;
- iv. Trade liberalization commitments affecting these sub-sectors at bilateral, regional and multilateral level;
- v. Analysis of Strength-Weakness-Opportunities-Threats (SWOT) of the sub- sectors.

Expectedly, from the findings of the review, Morocco will identify the corresponding institutional and policy measures to further develop the supply side capacity in the distribution services sector, design adequate sequencing of reforms, elaborate a coherent and comprehensive strategic framework for the distribution services sector, focusing on wholesale and retail sub-sectors, and identify trade policy options that advance national sectoral development objectives and improve the services exports to potential foreign markets.

The main focus of the task of this assignment is to undertake a review and analysis of wholesale and retail distribution services sectors from a trade in services perspective. As per the SPR aim SPR, the Moroccan government will be equipped with the following:

- i. A set of reform (or reform measures) to enhance performance and competitiveness of the distribution wholesale and retail services sectors;
- ii. A set of development objectives that reforms are expected to achieve
- iii. A set of indicators against which the effects of proposed reforms could be assessed;
- iv. An action plan designating national entity responsible for leading the implementation of each recommendation, as well as an approximate timeframe and sequence for the implementation of each recommendation.

For the purpose of this assignment, the national expert will focus on the collection of trade statistics, quantitative and qualitative analysis of the Moroccan distribution services, with a particular focus on the sub-sector of wholesale and retail sectors services. The review should prioritize the analysis of factors, productive and supply capacity of the distribution sector in the pursuit of more efficient performance. At the same time, outputs of the policy review would contribute to long-term objective of enhancing Moroccan distribution providers to access foreign markets.

Main activities

The expert will perform the following duties:

1. Review the economic, regulatory, institutional and trade policy environments that are characteristics of the distribution sector in wholesale and retail services sub-sectors, as well as available literature, references on services-related dimensions of distribution services with regard to wholesale and retail services sectors in Morocco, in accordance with the requirements of the comprehensive SPR report including the role of this sector within the national economy and its contribution to it;
2. Analyze of the impacts of the distribution services sector with regard to the wholesale and retail services sub- sectors - in Morocco's economy and trade policy;
3. Provide detailed analysis of the current account, economic and trade in distribution services composition (flows and trends of distribution services with focusing on wholesale and retail services output, employment, investment, value chains, and trade), competitiveness of the wholesale and retail services, relevant flanking policies (supply capacity development policies, wholesale and retail services sectors structure and structural strategies, regulatory frameworks include laws and regulations governed the distribution services) and relevant related institutional frameworks;
4. Provide an analysis of the challenges and opportunities with a view to suggest ways and means to improve the wholesale and retail services sectors, identify potential reforms and export performance;
5. Collect and compile all relevant data , information and statistics of distribution services sector focusing on wholesale and retail services sub-sectors in Morocco (services provided cross-border by retailers and wholesalers in terms of services sales, related-data on supply of services through affiliates engaged in wholesale and retail, relevant associations and chamber of commerce, related-data on the online wholesale retail business etc.). In case of non-available data, a survey might be developed and conducted and submitted to the relevant stakeholders;
6. Conduct quantitative analysis of trade and statistical data related to wholesale and retail services as per WTO/GATS classification (Including the commitments taken by Morocco on wholesale and retail services sub-sectors, including assessment of challenges and opportunities from relevant multilateral, regional and bilateral arrangements, such as Arab Trade in Services Agreement, UMA, CFTA, EU Association Agreements and US bilateral FTA and any other Agreements covering the wholesale and retail services between Morocco and third parties). The analysis would cover the four modes of services supply including market access conditions and restrictive measures, national treatment and MFN limitations, movement of natural person, cross border supply, consumption of the concerned services abroad, commercial presence, and requirements for foreign enterprises;
7. Identify the major market trend for wholesale and retail services in Morocco including the evolution and recent development of e-commerce and digital trade services and the potential impact of entry of new key players in the wholesale and retail services sectors in terms of competition and foreign investment. The evidence-based analysis should also look into the export potential of wholesale and retail services to foreign targeted markets. Particular attention would be given to the impact on job creation and reinforcement of the supply side capacity towards the realization of Sustainable Development Goals (SDGs);

8. Conduct interviews and meetings with multi stakeholders, including relevant governmental agencies as well as the private sector organizations, consumer protection associations and chambers of commerce among others, in order to collect information and identify areas of interest of the stakeholders so as to assist the government in elaborating policy tools and strategic directions in the two sectors;
9. Prepare a survey or a questionnaire to collect non-available data and information to be used in the analysis. The interaction with national stakeholders, should be with the aim to obtaining recent policy documents, statistics, other relevant data and information pertaining the whole-sale and retail services sectors. This the exercise would be supported by the Ministry of Industry, Investment and Digital Economy (MIITDE);
10. Participate in and contribute to technical discussions and activities related to the SPR process in particular during SPR national workshops and other events as appropriate to fulfil his/her duties under the present ToR leading to the preparation of the SPR report.
11. S/he is also required to collaborate and coordinate with the other two sectoral experts working on the comprehensive report of the SPR of Morocco.

EXPECTED OUTPUTS AND DELIVERABLES

The following are the deliverables that should be completed by the national expert.

<i>Deliverables</i>	<i>Number of working days</i>	<i>Review and Approvals Required</i>
<p>Milestone 1:</p> <ol style="list-style-type: none"> 1. Inception Report (1st draft report) in which, the expert will present its work methods, based on the SPRs by UNCTAD, and the indicative work plans. 2. Compiled trade and economic data (as of 2018 and/or recent available published data, related to wholesale and retail services sub-sectors in Morocco and their related distribution services. This information should be compiled in accordance with the required SPR report structure communicated to him/her by UNCTAD and UNDP team. 3. Presentation of statistical data and information for the purpose of the qualitative and quantitative analysis under the guidance of UNCTAD experts. 4. Concise description of the legal framework for distribution services in the Moroccan market. That should also include narrative 	15 working days	Chief Technical Advisor (CTA) and UNCTAD expert

<p>elaboration of key industry players and perspectives of development, creation and/or expansion of existing wholesalers and retailers as well as their potential contribution to the economy.</p>		
<p>Milestone 2:</p> <p>1. Presentation of the revised Report and corresponding recommendations related to wholesale and retail distribution services in Morocco as per the present TOR and incorporating UNCTAD/UNDP & MITGDE comments and inputs in the revised draft report.</p>	<p>25 working days</p>	<p>Chief Technical Advisor (CTA) and UNCTAD expert</p>

INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his or her commitment to this assignment 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 and UNCTAD expert. The supervision will include approvals/acceptance of the outputs as identified in previous sections;
- The individual is expected to liaise and collaborate in the course of performing the work with the other two sectoral consultants, relevant government bodies and officials; and UNCTAD expert;
- The individual is required to maintain close communication with the UNDP-RBAS, UNCTAD and the government focal point (MITGDE), on regular and as required basis at any period throughout the assignment in order to report on his/ her activities and the progress therein.
- In the event of any delay, s/he will inform UNDP and UNCTAD promptly so that decisions and remedial action may be taken accordingly. Delays that would affect the flow of the collaborative work and the delivery of outputs on schedule will lead to termination of contract; and
- Should UNDP, in conjunction and consultation with UNCTAD, 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 work is expected to be 40 working days from the date of signing the contract for the duration of 3 months. The expected date of the commencement of the contract is February 2020.

DUTY STATION

This is a home-based assignment with expected travel to one or two Arab countries. All related travel will be arranged and covered by UNDP according to applicable rules and regulations.

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

I. Academic Qualification:

Master's Degree in Economics and or International Development

II. Years of Experience:

- Minimum 7 years of practical experience on trade policy including trade in services and in analysis of economic analysis as well as on international trade and preferential trade arrangements.
- Demonstrated experience in performing similar assignments in the Arab region is an asset.

III. Technical experience:

- considerable knowledge on economics, analysis of economic impacts of trade in services; proven track record in conducting assessments of regional trade agreements using assessment tools or methodologies, economic analysis, analytical works and knowledge of public-private partnerships and dialogue.
- A good track record of research and publication on trade, with focus on trade in services in regional trade agreements in trade policy –making and negotiations.
- Demonstrated records of trade analysis of distribution services in Morocco.

IV. Language Requirements

- Excellent writing, editing and oral communications in French and Arabic in a clear and concise manner, strong analytical and synthesis skills, presentation and drafting skills. Knowledge of English is an asset

V. Key Competencies:

○ *Corporate*

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- 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;
- ; (it goes without saying ni need this is a konsultancy work not a permanent position)
- Strong quantitative and qualitative research skills;
- Experience in reports production;
- ; (It is already mentioned under Language Requirement) Good teamwork and interpersonal skills;
- (already mentioned in Time management bullet above)
- Excellent computer skills especially Word, Excel and Power Point.

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, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal.

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:

<i>Milestones (there are 10 deliverables)</i>	<i>Estimated No. of WD for each deliverable</i>	<i>Estimated Due Date</i>	<i>Payment</i>
<u>Milestone 1:</u> After successful completion and submission of the milestone 1 .	15 days	February 2020	30% Upon satisfactory completion of the identified milestone 1.
<u>Milestone 2:</u> After successful completion and submission of deliverables of the milestone 2.	25 days	April 2020	70% Upon satisfactory completion of the milestone 2

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.

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **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;
- c) **Brief Description** of why you consider yourself as the most suitable candidate for this assignment;
- d) **One sample of work** that shows the candidate’s competence to undertake this assignment.
- e) **Financial Proposal** that indicates the all-inclusive 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.

Interested candidates shall submit above documents to the Job Advertisement Website: https://jobs.undp.org/cj_view_jobs.cfm as one document not later than 12 February 2020.

Interested candidates can find Procurement notice, letter of confirmation of interest and availability and P11 <http://procurement-notices.undp.org/>

Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive

CRITERIA FOR SELECTION OF THE BEST OFFERS

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria:

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> Criteria A: Considerable knowledge on economics, analysis of economic impacts of trade in services; proven track record in conducting assessments of regional trade agreements using assessment tools or methodologies, economic analysis, analytical works and knowledge of public-private partnerships and dialogue. 		35
<ul style="list-style-type: none"> Criteria B: A good track record of research and publication on trade, with focus on trade in services in regional trade agreements in trade policy –making and negotiations. 		30
<ul style="list-style-type: none"> Criteria C: Demonstrated records of trade analysis of distribution services in Morocco 		30
<ul style="list-style-type: none"> Criteria E: Sample of work 		5
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

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

- Master's Degree in Economics and or International Development
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- Minimum 7 years of experience on trade policy, including trade in services, and international trade including preferential trade arrangements. .
- Excellent writing, editing and oral communications in French and Arabic in a clear and concise manner.
- **Technical evaluation Criteria** max 100 points (Weighted 70):
 - Considerable knowledge on economics, analysis of economic impacts of trade in services; proven track record in conducting assessments of regional trade agreements using assessment tools or methodologies, economic analysis, analytical works and knowledge of public-private partnerships and dialogue. (35%)
 - A good track record of research and publication on trade, with focus on trade in services in regional trade agreements in trade policy –making and negotiations. (30%)
 - Demonstrated records of trade analysis of distribution services in Morocco.(30%)
 - Sample of work (5%)

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 the desk review and the 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.

OTHER IMPORTANT INFORMATION

Evaluation Panel Members

Name	Title
1. Quang Le <i>Chairperson</i>	Chief Technical Advisor
2. Khairedine Ramoul	Economic Affairs officer, UNCTAD
3. Panel Member	

APPROVAL

This TOR is certified by:

Signature _____
Name Quang Le _____
Designation Chief Technical Advisor
Date of Signing _____

This TOR is approved by:

Signature _____
Name Abusabeeb Elsadig
Designation Results and Resource Management Specialist
Date of Signing _____