

TERMS OF REFERENCE

I. CONSULTANCY INFORMATION

| | |
|--------------------------|--|
| Service/work description | : International Consultancy Firm to provide technical support in preparing Trade Policy Framework (TPF), Trade policy statement and implementation plan for Ethiopia |
| Project/program Title | : Supporting an Inclusive and Multi-Sectoral Response to COVID-19 and Addressing its Socio-Economic Impact in Ethiopia |
| Post Title | : International Consulting firm |
| Consulting firm Level | : Consulting Firm with 7-9 members with sectoral specialization |
| Duty Station | : Addis Ababa at MOTI Office |
| Required Number | : One Consulting Firm |
| Expected duration | : 75 days |
| Starting Date | : Immediately after signing of the contract |

II. BACKGROUND AND CONTEXT

The Ethiopian government envisages becoming a middle-income country by sustaining the rapid, broad based and inclusive economic growth. Trade appears at the center of this vision and expected to play a pivotal role in the attainment of the economic reform that the country has been undertaking by fostering productivity, efficiency and competitiveness, and boosting productive capacity and advancing exports.

In spite of this and despite the various support through the Enhanced Integrated Framework (EIF) Ethiopia currently does not have a comprehensive trade policy to guide the country on domestic and international trade. Ethiopia's [Diagnostic Trade Integration Study](#); and its [update](#) in 2016 – all of which have provided important inputs into the Trade Chapters of Ethiopia's Growth and Transformation Plan I and II. However, the absence of a consolidated Trade Policy has caused uncertainty in the private sector and policy uncertainty about existing trade rules, regulations and opportunities. Because of this, illicit trade practices, including under and over invoicing, poor quality standard and conformity, frequent changes in rules and regulations governing different trade sectors, logistics, and the on and off approach to engagement in multilateral trade agreements has caused a lack of confidence in partnerships on trade; while the non-predictable policy environment has impacted larger scale investment. In the absence of a comprehensive trade policy, Ethiopia has relied on the commercial laws, the constitution, and other related policy documents as source of trade policy.

A sustainable-development oriented trade policy can provide a robust framework for a country's development of both industry and investment – in a much more synergetic manner and leverage the best contribution of all stake holders to seize opportunities present in multilateral, regional and bilateral trade deals. As Ethiopia countries with its accession to the World Trade Organization, has ratified the African Continental Free Trade Area Agreement and bilateral agreements, it is essential that policy clarity is attained on how trade will contribute to the attainment of new generation national development plans – including those expressed in the [Home Grown Economic Reforms](#). This is central to building a strong, diversified, resilient and competitive economy. In addition, a well-articulated trade policy will provide a campus for Ethiopia's more effective engagement in trade multi-layered trade negotiations.

Sound trade policy framework can help the country boost development and reduce poverty by generating growth through increased commercial opportunities and investment, through private sector development. Trade policy can enhance competitiveness by helping reduce transaction costs, input cost, and acquiring finance through investments, increasing the value-added component of products and moving up into domestic, regional and global value chains.

A sound trade policy must be cognizant of national development priorities in order to play a meaningful role. For example, such policy can promote export diversification by allowing access to new inputs and markets which open up new production lines of possibility. Moreover, it encourages innovation by facilitating exchange of know-how, technology and investment in research and development, including through foreign direct investment. Progressive trade policies can promote openness, expands business opportunities for local companies by opening up new markets, removing unnecessary barriers and facilitate export. All this can be positive for local consumers, expanding choice and lowering prices by broadening supply sources of goods and services at the domestic market and strengthening competition.

Moreover, labor, environment and other cross cutting issues need to be considered as integral components of a development-oriented trade policy development. This ensures a trade sector that plays a role in the improvement of quality, labor and environmental standards through increased competition and the exchange of best practices between trade partners, building capacity in industry and product standards.

In connection with government's fiscal policy and foreign policy, well defined trade policies contribute in cutting government spending by expanding supply sources of goods and services and strengthening competition for government procurement. Moreover, outward leaning trade policies strengthens ties between nations by bringing people together in peaceful and mutually beneficial exchanges thereby contributing to peace and stability. Economically, broadly speaking, a successful trade policy brings about employment opportunities by boosting economic sectors that create stable jobs and usually higher incomes, thus improving livelihoods.

Trade policy, apart from its core components of domestic, regional and international trade, includes trade facilitation which entails the pursuit of effective practices promoting cross border trade such as freedom of goods in transit, clarity on fees and charges and transparency in laws and regulations that impact on cross border trade. It also entails services – which are the glue that keeps trade flowing – such as banking, insurance, communication and transportation; and other key disciplines like competition laws, consumers' protection and the application of intellectual property rights, for example.

In light of the importance of trade for development and the need for clarity, predictability and consistency in the policy framework for the socio-economic development of the Ethiopia, the Ministry of Trade and Industry is in the process of crafting a comprehensive trade policy in line with the Home-Grown Economic Reform Agenda, National Ten-Year Perspective Development Plan, the newly revised Commercial Law, other trade related laws and the obligations expected due to various trade negotiations.

The trade policy is anticipated to anchor its principle on building a strong private sector based on fair competition, addressing the concerns of empowerment and free market values without ignoring the importance of public sector intervention in selected sector where gaps exist. The overall objective of this National Trade Policy is to enable Ethiopia to identify ways and means to navigate through a viable and steady path towards competitive export-led growth for sustainable development and to build efficient and transparent domestic markets. It also aims to facilitate the smooth integration of Ethiopia into the multilateral trading system.

The Ministry of Trade and Industry has initiated a process of developing a trade policy framework, trade statement and implementation plan. To support the Government of Ethiopia's strong commitment to achieve the structural transformation for sustainable development and to strengthen the capacity of trade as a means of implementation of the Sustainable Development Goals, the United Nations Development Program Ethiopia Country Office (UNDP CO) will provide technical and financial assistance to prepare the Ethiopia National Trade Policy Framework. This TOR is prepared in response to request from the Ministry of Trade and Industry.

III. OBJECTIVE OF THE CONSULTANCY

The assignment aims to establish a Trade Policy Framework (TPF), Trade Policy Statement and Implementation plan to strengthen the capacity of relevant institutions and stakeholders in Ethiopia to formulate and implement trade policies that support poverty reduction, fast and inclusive economic growth, thereby ensuring equitable and sustainable development. The Government seeks to retain the service of an experienced international Consulting Firm in carrying out this function and to assist with implementation of supportive domestic policies to enhance and facilitate trade and guide the country in trade negotiations.

The specific purpose of the assignment is to provide all necessary technical support to the Ministry of Trade and Industry to develop and articulate a comprehensive Trade Policy Framework (TPF) that will assist the country to promote and facilitate increased exports, modernize domestic trade, and address other trade related issues in order to strengthen Ethiopia's beneficial integration into regional and global markets.

The assignment consists of preparing a **comprehensive Trade Policy Framework and a concise Trade Policy Statement with an Implementation Plan**. The TPF needs to set out the vision, the main trade policy principles and priorities for action, and key inputs and outputs required for trade policy implementation. The TPF shall inform key stakeholders, both national and international, of essential policy directions and provide strategic guidance for action. It should also provide the strategic vision and direction for collaboration between Government and the private sector and development partners in enhancing productive capacity and developing competitiveness in the production of goods and services that can be traded domestically, regionally and globally to enable Ethiopia to benefit from regional and global supply chains and market access arrangements. Because trade flourishes off strong interconnections with industry, the policy shall articulate how strengthened capacities can be fostered across a range of key productive sectors.

The TPF is expected to play a vital role in articulating the key trade interests and priorities of Ethiopia and in ensuring that those interests and priorities, to the greatest extent possible, are reflected in domestic processes and relevant trade agreements and bilateral, regional and international trade-related initiatives. It should also contribute to strengthening the capacity of Ethiopia to effectively address trade related constraints and participate effectively in, and benefit from, bilateral, regional and international trade. The TPF will be a practical document that provides stakeholders with key information on the domestic and international trading environment and how opportunities therein can be exploited to Ethiopia's benefit. It will promote, strengthen and support trade objectives in a coordinated and coherent manner, taking into account the Home-Grown Economic Reform Agenda and the 10 Year Prospective Development Plan.

The Implementation Plan should also be the key practical document assisting Ethiopia in realizing the goals of the TPF. The TPF and its Implementation Plan will be the key documents used to identify trade resources required to implement the vision in the Trade Policy Statement and assist Ethiopia in taking advantage of the opportunities offered by trade agreements, other trade-related initiatives and development cooperation and partnerships.

IV. SCOPE OF SERVICES EXPECTED

In developing the TPF, the Consulting firm is expected to undertake the following activities:

- a) Consult all key stakeholders in the Government, private sector, other non-state actors and partners in Ethiopia as well as outside Ethiopia on the priorities, including current and future trade interests and policies. At least three presentations to key stakeholders and development partners in Ethiopia are anticipated. The first meeting should focus on undertaking preliminary consultations in plenary and on an individual basis with stakeholders to brainstorm and identify the key elements of the Trade Policy Framework and to gather relevant data. The second meeting will be to present the first draft Trade Policy Framework, Trade Policy Statement and Implementation Plan to stakeholders and to obtain feedback. The draft documents should be circulated to all stakeholders at least 15 days in advance of the meeting. The third meeting will be to present the final draft TPF-related documents to the relevant stakeholders including MOTI, Prime Minister Office, Ministry of Finance and Planning Commission. The MOTI and Government of Ethiopia will conduct the final review and endorsement of the TPF.
- b) Examine the legal framework for trade pertaining to Ethiopia's trade-related policies, laws, regulations and practices and provide recommendations as appropriate;
- c) Assess the trade policy components of other existing policies of the country and identify the relevant ones to be incorporated;
- d) Review existing interactions between MOTI and other relevant ministries/government institutions and examine the scope and structure of trade-related support institutions and mechanisms to implement and coordinate the trade policy, identify gaps and make recommendations as appropriate;
- e) Examine the macroeconomic environment in which the trade policy is being formulated in Ethiopia including the following:
 - The socioeconomic setting;
 - The Ethiopia Development Plan, which sets the broader context in which the trade policy is being formulated;
 - External factors affecting trade and economic growth;

- The contribution of trade to GDP and employment; and
 - The impact of the tax system on trade vis-à-vis the contribution of import duties and other trade-related sectors to total revenue and GDP.
- f) Examine the trade policy and domestic trade by sector in Ethiopia, sectors to be identified by conducting broad scoping assessment and recommend the sector which will be approved by MoTI for deep-dives. This will include an assessment of the major challenges and supply-side constraints, all trade-related factors hindering production of competitive goods and services in those sectors, and study the regulatory and institutional framework (including regions);
- g) Assess Ethiopia's participation in international trade (goods and services), including
- Ethiopia's balance of trade and the composition and growth performance of trade in goods including major import and export products, major import and export markets over the past 10 years;
 - The key challenges affecting exports as well as measures that can be taken to assist Ethiopia to produce goods and services that can be exported competitively to regional or global markets;
 - The actual and potential levels of prospect for diversification of Ethiopia's export products and export markets;
 - Assessment of the Ethiopian business environment to identify major business climate challenges and conduct a deep-dives to identify root causes. Furthermore, ITC has made a full-fledged study on non-tariff barriers; hence, we take up that study, qualify the recommendations through primary sources of data to enroll it to implementation;
 - Map the current laws, policies and regulations governing trade in services, trends in import and export over the past 10 years; and provide recommendations on the promotion of trade in services in all modes of supply.
 - Supply-side constraints hindering Ethiopia from industrializing and producing value-added goods and services, providing practical recommendations on improving the ease of doing business and increasing productivity and competitiveness to enable the private sector to enhance its capacity to produce goods and services in a competitive manner and move into the upper rungs of regional and global value chains.
- h) Assess other trade-related issues including investment policy, competition policy, National Quality Infrastructure, access of conformity assessment services, intellectual property, taxation and fiscal policy, government procurement, access to land and water, trade and environment including climate change, trade and public health, trade and youth and provide recommendations based on international best practices taking into account the relevance and application of these issues to Ethiopia
Examine the challenges for women entrepreneurs in the current Trade Ecosystem with a contrast to international best practice in overcoming barriers for women.
- i) Explore available trade policy instruments, gathering/sharing/organization, analysis and use of trade information/national trade data etc. to identify the gaps and make recommendation on the effective use of the instruments and inclusion of new ones,
- j) Review of Ethiopia's existing and anticipated bilateral, regional and multilateral trade policy commitments (particularly under PTAS, COMESA, AfCFTA and in the WTO context) to determine the policy space needed.

- k) Examine the level of bilateral including boarder trade, regional and international integration and provide recommendations on how to enhance the process in line with the level of development and key policies of the country.
- l) Review the state of domestic trade including informal ones and forward recommendations.
- m) Assess existing market access arrangements including the capacity of domestic trade to meet the demands of preferential market access and ongoing trade negotiations and recommend the best strategy to ensure optimum use of market access opportunities;
- n) Develop a draft Trade Policy Framework, clearly justifying the proposed policy, and identify the trade-related domestic reforms needed to support the policy, develop an Implementation Plan for the policy with national mechanisms for implementing, reviewing and monitoring the trade policy;
- o) Present the draft TPF to MOTI and UNDP and finalize the TPF by taking into account the comments from all the stakeholders. The trade policy should consist of a short Trade Policy Statement, a comprehensive Trade Policy Framework and the Implementation Plan with a matrix (the length of the Trade Policy Statement and the Implementation Plan should not exceed 130 pages);
- p) Prepare relevant briefing notes to facilitate MOTI and Cabinet submission of the TPF; and
- q) Perform any other tasks that are relevant to the formulation of the TPF as determined by MOTI (the Government of Ethiopia) for e.g. deliverables to be translated to at least one local language (Amharic).
- r) Review existing interactions between MOTI and Private sector and examine the scope and structure of trade related enabling support rendered for the private sector in the country including strictly lined relationship boundaries and roles and responsibilities and recommend what type of possible remedy should be done.

V. EXPECTED OUTPUT AND DELIVERABLES

The Consulting firm is required to produce the following short-term outputs on trade policy outlining the current and future trade interests of Ethiopia, both domestic and external, with recommendations for action:

- **Inception Report:** the consulting firm will provide an inception report within three-weeks of duty assumption, which will include a green paper setting out issues for discussion at national level.
- **Diagnostic Report:** the consultancy firm, will provide a draft diagnostic report that reviews the existing trade ecosystem along with reform recommendations based on international practices, within 30 days of the approval of the inception report.
- A **Trade Policy Framework for Ethiopia** that sets out the strategic vision for the next ten years, the main trade policy principles and priorities for action, and key inputs and outputs required for trade policy implementation, with a view to informing key stakeholders, both national and international, of essential policy priorities and directions, and providing guidance for action. It should also provide a clear roadmap and direction for collaboration between Government and the private sector in enhancing the latter's productive capacity and developing competitiveness in the production of goods and services that can be traded domestically, regionally and globally to enable Ethiopia to benefit from regional and global supply chains and market access arrangements. It should layout strategies tailored to supporting women entrepreneurs to take more lead and share on the trade ecosystem. It should also provide practical guidance and direction to Government officials and other stakeholders on relevant trade rules and regulations, developments and restrictions that are easily

understood and, where appropriate, referenced for additional guidance and depth, as well as the reforms required for other trade-related policies and laws to support this policy.;

- A **Trade Policy Statement** that is a succinct summary of the TPF providing information on broadly articulated domestic and international trade guidelines, priority sectors and recommendations on actions to be implemented by the Government of Ethiopia. The Trade Policy Statement, which includes an Implementation Plan, is a brief and concise policy statement designed to be widely circulated to key national stakeholders, partners and other interested parties; and
- An **Implementation Plan for the next 5 years** for the trade policy and related reforms as a framework for the Ministry of Trade and Industry (MOTI) to drive and coordinate trade policy formulation, implementation, monitoring and review with briefing and explanatory notes on the proposed TPF to facilitate submission to Cabinet. The plan also provides practical guidance using a matrix on how to implement the TPF in a coherent manner. The matrix should identify by each action area the key lead agencies, timeframes, potential sources of funding from donor agencies/development partners, prioritization as well as indicators, outputs and outcomes that are measurable.

VI. METHODOLOGY

The assignment involves a review of both primary and secondary information. The consulting firm will be expected to carry out this assignment by:

- Review and analysis of available documents including trade-related policies and laws, investment policies, foreign policy, sectoral policies, country economic development plan, etc...
- Carry out a stakeholder analysis to identify and classify major stakeholders in terms of their importance to, and influence on, the trade policy decision-making process and consult Stocktaking of the trade related policies and review and examine the documents
- Conducting a situational analysis by taking into account existing trade-related policies and by taking stock of the economic performance
- The assessment study to identify the policy space and options available to Ethiopia, according to its multilateral and regional commitments, and raise areas where special attention in existing policies and regulations might be required in order to achieve competitiveness and other objectives set for the trade sector.
- Identifying the main constraints faced by Ethiopia's trading environment, and a set of recommendations to be performed by the Government
- Conducting interviews and a multi-stakeholder consultative workshop on Ethiopia's trade policy framework
- Consultation and meeting with stakeholders from the public sector (line ministries and direct ministries engaged in the formulation and application of trade policy), the private sector (those industries benefiting from, and affected by, trade policy reform) and, civil society (such as consumer associations, environmental groups and academics).
- Assessment and discussion on policy options undertaken setting out the MOTI vision, issues, objectives and main measures to address them.
- Conducting economic analysis describing an Ethiopia's foreign trade, namely: the level of trade openness; the products and services exported; and the main markets for exports.

- Analyzing the level of liberalization of the country, the country's capacity and ability to integrate into the multilateral trading system and global value chains.
- Analyzing the country and trade exposure and influence from external factors, such as geography, sea access and remoteness of the country,
- Analyzing the characteristics of the product traded as determined by the country's endowment of productive factors and the technology available. Certain factors, such as land and natural resources, are given by nature, whilst others, such as physical and human capital, are a consequence of past and current policies.
- Analyzing on the gains from trade. Trade links with highly developed technological markets can increase the growth of domestic production in such product lines, as the supplying country will need to innovate in its goods in order to maintain its market share in the importing country, while trade with raw-material consumers will require little additional innovation. Also, geography and other links, such as historical relationships, help to determine a country's natural trading partners.
- Analysis on the current tariff rates, the volume of exports and imports, main products exported and services imported and exported.
- The institutional analysis to determine the existing links between the different institutions and committees in charge of implementing the national trade policy, in order to develop a useful implementation framework which is expected to map the different players and their role.
- Analysis of the legal and regulatory frameworks to look at substantive elements of the actual trade policy and current trends at the regional and multilateral level.
- Analysis on the tariff concessions, the current non-tariff barriers and the existing services commitments, both at the multilateral and regional level.
- Assess and benchmark trade policies of two successful countries in international trade from Asia and two from Africa.

While this is indicative, it is anticipated that the consulting firm will design appropriate methodologies using the knowledge and experience to carry out the assignment at the required level.

VII. LOCATION AND DURATION

This consultancy assignment is expected to be completed within a period of 75 days. The assignment will be based in Addis Ababa.

VIII. IMPLEMENTATION ARRANGEMENTS

The consulting firm will be recruited under the UNDP terms and conditions and will operate under the direct supervision of the Programme Specialist, Strategic Industrial & Agricultural Initiatives of Inclusive Growth and Sustainable Development Unit in consultation with the Ministry of Trade and Industry.

IX. QUALIFICATION OF THE SUCCESSFUL CONSULTING FIRM. COMPETENCIES AND CRITICAL SUCCESS FACTORS

The consultancy firm should have a proven track record in the conceptualization and operationalization of Trade Policy Framework. Consulting Firm Knowledge of, and experience in Ethiopia and other LDCs, developing and emerging regions is required.

Fluency in English and Amharic among the project team is essential – fluency in both English and Amharic for some member of the project team is required. Experience of working with government institution, particularly within Ethiopia is desirable. Being able to work as part of complex multidisciplinary teams is essential for all consultants assigned.

Consultant

From all categories of Consultants at least 50% needs to be resident consultants

| Category | # of Consultants | Minimum Education and Experience |
|-----------------------|------------------|--|
| Team Leader | 1 | <ul style="list-style-type: none"> - A minimum of master’s degree (PhD preferable) in economics, business administration, law or related fields specializing particularly on trade related streams - A ‘minimum of 15 years of experience in formulating a TPF and in designing a result-based implementation matrix of a trade policy to ensure that the document produced will be practical, easy to understand and implement and be able to meet tight deadlines; - A broad experience in key trade sectors such as negotiation, legislation and litigation; - A broad experience in trade sector such as standardization and implementation of fair-trade and competition principles etc.; - Sound knowledge of inter-sectoral linkages and their impact on trade- led growth in the context of developing and least developed countries; - Strong knowledge of socio-economic, industrial development and business environment issues in African countries in general and in Ethiopia in particular will be an asset; |
| Senior consultants | 3 | <ul style="list-style-type: none"> - A minimum of master’s degree in economics, business administration, law or related fields specializing particularly on trade related streams. - A ‘minimum of 12 years of experience in formulating a TPF and in designing a result-based implementation matrix of a trade policy to ensure that the document produced will be practical, easy to understand and implement and be able to meet tight deadlines; - A broad experience in key trade sectors such as negotiation, legislation and litigation; - A broad experience in trade sector such as standardization and implementation of fair-trade and competition principles etc.; - Sound knowledge of inter-sectoral linkages and their impact on trade- led growth in the context of developing and least developed countries; - Strong knowledge of socio-economic, industrial development and business environment issues in African countries in general and in Ethiopia in particular will be an asset |
| Associate Consultants | 3-4 | <ul style="list-style-type: none"> - A minimum of master’s degree in economics, business administration, law or related fields. - A minimum of 5-7 years of experience covering a broad range of sectors including trade and industrial policies; |

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| and analysts | | <ul style="list-style-type: none"> - Experience in trade/export/industry policy and implementation works on trade, investment and export promotion; - knowledge of socio-economic, industrial development and business environment issues in African countries - Broad experience in carrying out analytical research, modeling assignments/tasks |
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Corporate Competencies:

- Demonstrates commitment to UNDP mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

X. Criteria for selecting the best offer

Upon the advertisement of the Procurement Notice, qualified firms are expected to submit both the Technical and Financial Proposals. Accordingly; firms will be evaluated based on Cumulative Analysis as per the following scenario:

- 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. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is 70%
 - b. Financial Criteria weight is 30%

| Summary of Technical Proposal Evaluation | | Score Weight | Points Obtainable |
|--|--|--------------|-------------------|
| 1 | Expertise of Firm / consultant | 30% | 300 |
| 2 | Proposed Methodology, Approach and Implementation Plan | 40% | 400 |
| 3 | Management Structure and Key Personnel | 30% | 300 |
| TOTAL | | 100% | 1000 |

I. Technical Proposal Evaluation

| Expertise of the Firm / Organization | | Points Obtainable |
|--------------------------------------|---|-------------------|
| 1.1 | Reputation of Organization and Staff / Credibility / Reliability / Industry Standing | 50 |
| 1.2 | General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - Financial Stability - Loose consortium, Holding company or One firm - Age/size of the firm - Strength of the Project Management Support - Project Financing Capacity - Project Management Control | 90 |
| 1.3 | Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.) | 15 |
| 1.4 | Quality assurance procedure, warranty | 25 |
| 1.5 | Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge related to the assignment - Experience on Similar Programme / Projects - Experience on Projects in the Region | 120 |

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| | - Work for UNDP/ major multilateral/ or bilateral programmes | |
| | SUB TOTAL | 300 |
| II. Proposed Methodology, Approach and Implementation Plan | | |
| 2.1 | To what degree does the Proposer understand the task? | 30 |
| 2.2 | Have the important aspects of the task been addressed in sufficient detail? | 25 |
| 2.3 | Are the different components of the project adequately weighted relative to one another? | 20 |
| 2.4 | Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal? | 55 |
| 2.5 | Is the conceptual framework adopted appropriate for the task? | 65 |
| 2.6 | Is the scope of task well defined and does it correspond to the TOR? | 120 |
| 2.7 | Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? | 85 |
| | SUB TOTAL | 400 |
| III. Management Structure and Key Personnel | | |
| 3.1 | Team Leader - General Qualification Suitability for the Project | |
| | - International experience | 25 |
| | - Training experience | 20 |
| | - Professional experience in the area of specialization | 45 |
| | - Knowledge of region | 30 |
| | - Language qualification | 20 |
| | SUB TOTAL | 140 |
| 3.2 | Senior Consultants - General Qualification Suitability for the project | |
| | -Deploying the required mix of senior expertise indicated in the TOR | 20 |
| | - International experience | 15 |
| | - Training experience | 15 |
| | - Professional experience in the area of specialization | 30 |
| | - Knowledge of the region | 20 |
| | - Language qualification | 20 |
| | SUB TOTAL | 120 |
| 3.3 | Associate Consultants and Analysts - General Qualification Suitability for the project | |
| | -Deploying the required mix of associate expertise indicated in the TOR | 9 |
| | - International experience | 5 |
| | - Training experience | 5 |
| | - Professional experience in the area of specialization | 7 |
| | - Knowledge of the region | 7 |
| | - Language qualification | 7 |
| | SUB TOTAL | 40 |
| | Aggregate | 1000 |

XI. PAYMENT MILESTONES AND AUTHORITY

The prospective consulting firm shall indicate the cost of services for each deliverable in US dollars all-inclusive¹ lump-sum contract amount when applying for this consultancy. The consulting firm will be paid only after the approving authority confirms the successful completion of each deliverable as stipulated hereunder. The consulting firm shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

| Payments | Deliverables | Approval Should be Obtained | Percentage of Payment |
|----------------------------|--|--|-----------------------|
| 1 st Instalment | Inception report and diagnostic report: Upon submission and approval of inception report detailing the understanding of the assignment, methodology, timeframe, expected deliverables. This also include any research to be conducted, stakeholder consultation and focus group discussion | UNDP Team Leader in consultation with MOTI | 20% |
| 2 nd Instalment | Upon submission and approval of complete draft: Trade Policy Framework, Trade Policy Statement and implementation plan | UNDP Team Leader in consultation with MOTI | 30% |
| 3 rd Instalment | Upon completion of validation workshop and submission and approval of final report | UNDP Team Leader in consultation with MOTI | 50% |

XII. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Consulting firm is given a proposed **Table of Contents**. Therefore, prospective consulting firm Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

XIII. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Consulting firm shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consulting firm under the assignment shall become and remain properties of MOTI.

XIV. HOW TO APPLY

Interested consultancy firms with required qualification and experience must submit their applications **through:** <https://etendering.partneragencies.org> UNDP/ETH10/Event ID: **ETH1996**

¹ The term "All inclusive" implies that all costs (professional fees, international travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.