

TERMS OF REFERENCE

Title of Assignment: Consultant on Kazakhstan Trade Portal

Type of Assignment: National Consultant

Duty Station: Home based

Period of Assignment: asap to end 2022, renewable

Background:

The International Trade Centre (ITC) has a unique mandate within the United Nations system to promote and assist the competitiveness of small and medium-sized enterprises (SMEs) in developing countries, countries in transition and least developed countries to make better use of trade as a platform for growth, development and job creation. ITC helps improving trading environments and facilitate better management of border operations, including through the implementation of the World Trade Organization (WTO) Trade Facilitation Agreement.

In this context, ITC implements in close collaboration with national partners “Ready for Trade - Central Asia” (R4TCA) a 4-year EU-funded project to support the development of intra-regional and international trade in five Central Asian (CA) countries: Kazakhstan, Kyrgyz Republic, Tajikistan, Turkmenistan and Uzbekistan. This project is the trade component of a larger EU-funded programme which aims to support investment, competitiveness and trade in Central Asia, thus contributing to sustainable and inclusive economic development in the region. It will enhance the transparency of cross-border regulatory requirements, remove regulatory and procedural barriers to trade, strengthen businesses’ capacity to comply with trade formalities and standards, and improve cross-border e-commerce.

The first component of this project aims at resolving non-tariff barriers on selected intra and extra regional trade flows and requires mapping trade regulations and procedures, published through an online National Trade Facilitation Platforms (in compliance with WTO Trade Facilitation Agreement). The National Trade Facilitation Portal will follow the Tajikistan model, recognized as the best model and important achievement among the countries of Asia and Pacific by The United Nations Economic and Social Commission in 2019.

Following awareness raising activities conducted by ITC, QazTrade (i.e. JSC “Center for Trade Policy Development”) has been designated as “lead agency” in order to implement the National Trade Facilitation Portal (TFP) in Kazakhstan. ITC and the JSC, with the support of the United Nations Conference on Trade and Development (UNCTAD), are now to establish and develop the TFP.

In this context, ITC recruits one National Consultant, to support the establishment and development of the TFP in Kazakhstan.

Description of Duties / Responsibilities

The National Consultant will work under the direct supervision of the ITC lead expert on Trade Portals based in Dushanbe, Tajikistan, the manager of the project, and overall guidance and technical direction of the Trade Facilitation Advisor both at the ITC headquarters in Geneva, Switzerland.

The National Consultant will provide support to QazTrade in the development of an online portal describing the import, export and transit procedures for cross-border trade of selected commodities, focusing on initial desk research with available information at QazTrade, visits to other Border Regulatory Agencies, Ad Hoc calls, and when appropriate visits, in order to ensure the mapping of relevant procedures in relation to the export, import, and transit operation of selected product groups by road, by train, by air and/or by sea, within or outside the EAEU

For this purpose, the National Consultant will undertake the following tasks:

A. Initial collection of information

- Identify and sequence the steps of the relevant cross border trade procedures
- Collect all pertinent information on all procedures and steps, such as:
 - Name of the procedure and the steps
 - Agent(s) in charge (with photos, addresses, working hours)
 - Expected result(s) for each step (notice / receipt of payment, etc.)
 - Document to be submitted (request form / declaration form, etc.)
 - Time required to complete the step (the real estimate by the authority in charge)
 - Cost (cost borne by the user to carry out the procedure, if applicable)
 - Legal basis of the procedure (applicable laws, decrees, circulars and / or regulations)
 - Person responsible in case of complaint (photos of the officers and offices, addresses, working hours, etc.)
 - Additional information (if any)

B. Transfer information into the portal

- Type, save, and publish all information on the portal using all required key features
- Scan, upload, save, and publish photos/documents on the portal

C. Additional information collection

- Present the collected information to the agencies involved in order to fill in missing data, make necessary changes, and confirm the veracity and completion of the uploaded information

D. Review, download and finalize

- Scan, download, save, and publish additional information on the portal
- Modify incorrect information, if necessary
- Address tickets/comments posted by ITC
- Finalize documentation of each step

E. Provide analysis to ensure consistency of the TFP

- Provide analysis to ensure full consistency of the procedures in all TF portal languages (Kazak, Russian and English)

F. Certification

Subject to validation, after consultation with the National Coordinator and with ITC:

- Print the certification form and obtain signature/certification by relevant agency when appropriate
- If necessary, organise official certification meeting to obtain signature/certification by relevant agency

G. Coordination, planning, support and reporting

- Participate into regular meetings with all TFP team members to discuss progress / difficulties and define objectives and priorities
- Ensure proper involvement of relevant Qaztrade staff in activities
- Share updates/reports on activities with ITC
 - Daily update with 2-3 bullet points
 - Every Friday, the daily update is accompanied by an action plan for the upcoming week
 - Every last Friday of the month, the daily update is also accompanied by a monthly progress report as per provided template.
- Draft the minutes of weekly meetings

Expected monthly outputs

Output 1: Individual reports daily, 4 team action weekly plans and 1 monthly portal progress report are submitted and validated by ITC and QazTrade on last day of the month.

Output 2: Documentation of procedures in relation to the export, import and/or transit of selected commodity is finalised, translated and validated by ITC and if applicable certified on last day of the month.

Skills

Excellent interpersonal and networking skills

Excellent presentation and communication skills

Attention to detail

Good negotiation and dialogue skills

Sense of public service

Results-focused determination and attitude

Logical mindset

Ability to work both independently and in a team

Interest in administrative procedures, their simplification, and reform of public administration in general

Education

University degree in international trade, logistics, business administration, information system management, software development, public administration, law or any other related field

Required experience

A minimum of five (5) years of work experience in the field of cross-border trade and economic development

Other:

Proven hands-on experience in organizational processes, project planning, design, and management, administrative procedures or any other activity requiring excellent organizational skills to achieve the objectives.

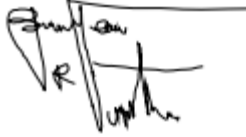
Work experience in administering trade information platforms would be an asset

Languages:

Fluency in written and spoken Russian and Kazakh. Good written and oral communication in English.

Please send your CV to M. Timothée Bruneteau and M. Jalil Bulatov at tbruneteau@intracen.org jalil.bulatov@intracen.org by 16th February 2022 midnight Nur-Sultan time stating "B723 | Application for Trade Facilitation Portal consultant | NAME OF THE APPLICANT" as the subject line.

M. Timothée Bruneteau
Associate Trade Facilitation Programme Officer

A handwritten signature in black ink, appearing to be 'M. Bruneteau', written over a horizontal line.