

Nepal Enhanced Capacities for Trade and Development Project (NECTRADE)

Terms of Reference (TOR)

Title Post: Capacity Development Advisor (International Consultant)
Duty Station: Kathmandu, Nepal
Duration: 40 working days during January - December 2011 (3 - 4 missions in Nepal) and possibility of extension.

Background

The Government of Nepal, Ministry of Commerce and Supplies (MoCS) has taken steps to put in place the Enhanced Integrated Framework (EIF), a global initiative for trade related capacity building of LDCs. The Government launched Nepal Trade Integration Strategy (NTIS) in June 2010 to support EIF implementation process and has also established a National Implementation Arrangement (NIA) for EIF implementation in Nepal. The NIA comprises of a National Steering Committee (NSC), led by the Chief Secretary, Government of Nepal; a Focal Point (Secretary, Ministry of Commerce and Supplies); a National Implementation Unit (NIU), led by the Joint Secretary, Planning and International Trade Cooperation Division (PITC), among others. The NIU is responsible for coordinating EIF activities and their implementation at the national level.

The NECTRADE project (approved by the EIF Board in March 2010) is implemented by the MoCS to facilitate EIF activities in Nepal. The project is designed to strengthen the NIA to enhance Nepal's ownership of trade related technical assistance (TRTA) and maximize the benefits that the country can derive from participation in international trading system/World Trade Organisation (WTO).

To support NIU in discharging its responsibilities, the NECTRADE Project is looking for qualified and experienced international consultant (Capacity Development Advisor). The main purpose of this consultancy services is to accelerate the implementation of the EIF Tier 1 Project (NECTRADE), with a focus on the professional quality and timeliness of activities, so as to generate the program's strategic results. It encompasses the attention to consultation and collaboration with GoN's current National Steering Committee, supporting Development Partners and relevant stakeholders. The incumbent is expected to show initiative and provide assistance to NIU in all program components to enable them to achieve the program's objectives. These actions are expected to build the human capacity of NIU/PITC Division of MoCS through his/her example and mentoring, in fostering interagency cooperation in the implementation of the GoN's overall plans for trade sector development. Due consideration will be made to the corresponding chapters of the NTIS 2010 on the NIA for an harmonious implementation of the strategy's recommendations

It is expected that the incumbent would observe at all times the highest standard of professional ethics and integrity, and promote results-oriented approach in the area of his/her responsibility and accountability.

Description of services:

The Consultant will be based in the NIU/PITC Division, Ministry of Commerce and Supplies, Kathmandu during his visits to Nepal. S/he will work under the overall guidance of the EIF Focal Point (Secretary, MoCS), and report to the Joint Secretary, PITC Division/NIU Chief.

His/her prime responsibility will be assisting the EIF Programme Manager to manage the implementation process, focusing on analysis and approval of trade-related development project proposals so as to achieve the program's strategic objectives. S/he would be part of the operational staff of the NIU and so will have responsibilities for program implementation. This work would also be done with a good understanding of the issues, technical options open to the GoN, and some quality control on technical work of others.

NECTRADE Project will contract the consultant for a period of 40 working days during the period of one year, with possibility of extension, depending on results of the consultant's performance.

In playing his/her role, the Consultant would make two broad contributions:

- (i) Provide operational implementation support to the NIU Chief/NIU Team in completing specific tasks; and
- (ii) Contribute his/her technical skills and knowledge to ensure capacity building and capacity development of NIU staff, including in liaison offices/extended NIU.

A. His/her role in operational implementation would include the following functions:

- (i) Assist the EIF Programme Manager to prepare, review screen, analyse and manage the training project proposals as per the NECTRADE project skill development plan.
- (ii) Provide support for the design capacity development activities as indicated in the annual EIF work plan.
- (iii) On behalf of NIU, review and assess the implementation of the program's components through periodic review, in particular in achieving the proposed annual milestones, identify issues affecting progress and propose solutions, and compile a report on implementation progress" for the NIU Chief and EIF Programme Manager.
- (iv) Identify systemic problems arising in EIF implementation and propose solutions for the NIU Chief and the EIF Program Manager.
- (v) Provide assistance in coordinating, preparing and compiling inputs for the Annual Operation (Work) Plan of the NECTRADE project for achieving the following years planned results, for submission to the NIU and EIF Program Manager.
- (vi) Advise the NIU Chief and EIF Programme Manager on other trade mainstreaming actions, including promotion of Nepal's trade development with local and international development partners.
- (vii) Assist NIU/NECTRADE to organize orientation training(s) on EIF and aid for trade for the NIU, extended NIU and other stakeholders.

- (viii) The consultant could also ensure the participation of Nepal NIU Team into regional Capacity Development activities organized in South and East Asia Region.
- (ix) The consultant could also provide support to any training or Capacity Development - related project proposal(s) that any development partner wishes to put in place in Nepal.
- (x) In the long run, the consultant could help with the early "animation" or a working group on capacity development for trade or the development of road maps for capacity building.

B. His/her role in contributing his/her technical expertise would include the following:

- (i) Review and verify the potential contribution from a technical perspective of work planned for inclusion work plans, in meeting annual and program strategic results in critical areas of the program.
- (ii) Review participation of relevant NIU, MoCS officials, NIU focal points in other ministries and officials from technical committees (as relevant) into the capacity building actions offered by the EIF programme, ensuring the newly acquired skills and knowledge can be put to effective use after training.
- (iii) Identify and propose complementary training and capacity development activities to be included in the annual work plan where gaps appear.
- (iv) Provide independent advice to the NIU Chief and EIF Programme Manager on technical and policy issues emerging from program implementation and progress in meeting strategic objectives.

Reporting

The consultant will be asked to provide an "inception report" proposing his/her first 6-month work program and priorities, after about 1 month of briefing and diagnosis in country.

Thereafter s/he will provide:

- (i) Mission report (time sheet) will be submitted to the NIU Chief through EIF Programme Manager, detailing tasks done by the Consultant, including achievements, constraints and next activities.
- (ii) Mission and six month's reports on status of program performance should detail achievement milestones, output, bottlenecks and constraints, and put forward optimum way of dealing with those constraints with a view to keeping EIF Tier 1 on track in terms of development objectives and achievements.
- (iii) Annual report on status of program performance consolidating key achievements, output and constraints comparable to development objectives and updated indicators of EIF. All reports must be submitted to the NIU Chief through EIF Programme Manager.

Qualifications

- Must have Masters' degree in relevant subjects such as management, economics, human resource development, with specialization in capacity building for international trade and TRTA mobilization.
- At least 10 years of proven successful experience in trade capacity development programmes and advising government to develop and implement such programmes.
- Experience in developing, organizing and delivering trade-related training programmes (including on-the-job) in LDCs, particularly experience in formulating and delivering trade-related assistance programmes in Asian LDCs will be a distinctive advantage. Previous work experience in advising Government of Nepal is a strong asset.
- She/He will be fully computer literate, possess excellent written and spoken communication skills in English.

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