

Nepal Enhanced Capacities for Trade and Development Project (NECTRADE)

Terms of Reference (TOR)

Title Post: NTIS Implementation Advisor (International Consultant)
Duty Station: Kathmandu, Nepal
Duration: 30 working days during January - December 2011 (2-3 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).

The NECTRADE Project is looking for qualified and experienced international consultant (NTIS Implementation Advisor) to support NIU in discharging its responsibilities, particularly for developing resource mobilization strategy and modality for NTIS implementation (Tier 2 Projects). The main purpose of this consultancy services is to accelerate the process of NTIS implementation (developing EIF Tier 2 Project proposals and their implementation modality), 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 guidance to NIU staff in all program components to enable them to achieve the program's objectives. These actions are expected to build the human capacity of NIU/Planning and International Trade Cooperation Division (PITC) 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.

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 initially contract the Consultant for a period of 30 days during the year 2011, with possibility of extension, depending on results of the consultant's performance. The contract could be renewable beyond this period if it is necessary.

His/her specific responsibilities include the following functions:

- (i) Assist NIU Chief and EIF Programme Manager to prepare NTIS implementation plans;
- (ii) Support the Government of Nepal in development of Tier 2 project proposals for funding from EIF ES and local development partners, including
 - Develop generic criteria to internal review/selection/approval "Tier 2" types of proposals prepared by Technical Committees;
 - Put in place small group responsible for overall approval of "Tier 2" types of proposals (this could be a subgroup of SC – eg PS from MoCS, Ag, Industry, Finance and DF); and
 - Assist in reviewing technical quality of "Tier 2" proposals and insuring proposals are likely to be supportive of NTIS priorities.
- (iii) Support Government of Nepal in development of EIF implementation modality (suggest on - how to go for Trade SWAp implementation? Are there any other options?);
 - Work with NIU, Technical Committees, and DPs to develop a simple tracking and monitoring system for all projects (ongoing and future) supportive of NTIS;
 - Develop simple procedure to report on overall progress of NTIS strategy against key monitoring indicators of NTIS with progress reports to be presented to SC
 - Develop simple procedures for individual NTIS-related projects to report on their individual progress
- (iv) Liaise/work closely with the Donor Facilitator for mobilization of development partners' resources for NTIS implementation;
- (v) Advise the EIF Focal Point and NIU Chief on trade mainstreaming actions, including promotion of Nepal's trade development with local and international development partners.

- (vi) Identify systemic problems arising in EIF implementation and propose solutions for the NIU Chief and the EIF Program Manager;
- (vii) 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.
- (viii) Provide inputs to EIF Programme Manager for the preparation of Annual Operation (Work) Plan as needed.

Reporting

The consultant will be asked to provide an “inception report” proposing his/her 6-month work program and priorities. 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 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 NTIS implementation on track in terms of development objectives and achievements.
- (iii) 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

- Masters’ degree, preferably PhD in relevant areas such as economics, economic development, international trade/business, management, and development planning/management.
- More than 10 years experience in trade policy/advisory services and trade development cooperation.
- Proven track record and experiences on the Integrated Framework, especially in programme formulation, implementation and M&E.
- Expertise in project formulation and resource mobilization for their implementation.
- Expertise in trade mainstreaming into national and sectoral development policies.
- Familiar to work with governments and international organizations, particularly in Asian LDCs in similar programmes.
- Previous work experience with Government of Nepal is a strong asset.
- Fluency in both written and spoken English.

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