



GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
(Trade & Transport Facilitation Unit)



REQUEST FOR RESUME / CV

The Trade and Transport Facilitation Project 2 (TTFP-2) is implemented by the Trade and Transport Facilitation Unit (TTFU) of Ministry of Commerce with the technical advisory support of UNCTAD. It aims at improving Pakistan's trade competitiveness through the reduction of the cost of doing business by promoting transparency and further streamlining of trade procedures.

The TTFU intends to hire short-term consultants to carry out the following studies:

- i. Study of Custom House Agents Industry in Pakistan (by National Consultant)
- ii. Study on Trade Facilitation Indicators (by National Consultant)
- iii. Study on Operations of Dry Ports in Pakistan (by National Consultant)
- iv. Developing Trade Facilitation Training Module (by National Consultant)
- v. Study to improve Pakistan Trade Information Portal (by National Consultant)
- vi. Organizing a Conference on Trade Facilitation and Regional Connectivity (by National Consultant)
- vii. Study for Accession of Pakistan to TIR Convention (by National Consultant)
- viii. Study on Trade Facilitation support services and e-commerce (by International Consultant)

ToR of the consultancy studies containing details of the assignments are attached. The consultant would be hired according to the World Bank Guidelines for procurement of services of Individual Consultants for the above mentioned assignments. Interested candidates may send their Resume / CV to the following postal address or email on or before 1600 hours on **16th April, 2013**. The name of the consultancy study applied for may be mentioned in the subject of email.

<p>Project Management & Procurement Specialist, Trade & Transport Facilitation Unit, Ministry of Commerce, First Floor, IFC Building (Old Awami Markaz), F-5/1, Islamabad, Tel: +92-51-9243127</p>	<p>sufyan_durrani@yahoo.com</p>
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Terms of Reference (TOR)

Study of Custom House Agents Industry in Pakistan

Places of work: Islamabad, Karachi, and Lahore

Effective working time: 3 months, full time

Remuneration: 2,000,000 (Two Million Pakistan Rupees) inclusive of travel and lodging costs.

DESCRIPTION OF DUTIES

Under the guidance and supervision of the Project Director (PD), Pakistan National Trade and Transport Facilitation Unit (TTFU), and in close cooperation with the UNCTAD Senior Technical Advisor (STA) TTFP-2 and National Trade and Transport Facilitation Committee (NTTFC) Secretariat, the Consultant will study the domestic Customs Agents industry in Pakistan and prepare a report with recommendations and advice for the Government of Pakistan with options to improve the structure of the industry and its overall effectiveness in line with international best practice. The key objective is to ensure the industry is structured and positioned in such a way that it is capable of providing the services demanded and required by domestic clients that will support them in contributing to Pakistan's international trade goals.

Meetings with relevant stakeholders (public and private sector) and apex industry bodies will be arranged in consultation with the NTTFC to help ensure a comprehensive understanding of the issues.

The study will cover the following:

1. An examination of the role of Customs Agents associations at national and international level, including their affiliation with international organizations;
2. Examination of interaction of Customs Agents with other trade logistics and transport service providers and the organizational and membership structure of sub national, national and regional associations of Customs Agents, including the interactions amongst these associations;
3. Identification of any overlap or duplication of services with any other trade, transport or logistics service providers and its impact on traders;
4. Examination of current licensing legislation, and procedures used by Customs authorities with a view to improve/fine tune them including the procedure for issuing further permits to the employees of Customs Agents and its quality control aspects;
5. Identification of international practice of Customs Agents/broking industry with examples of 3 countries;
6. Analysis of current industry business practices and procedures, trading conditions and services offered, fees and charges, contractual liability and insurance arrangements, minimum capital requirements and regulatory licensing arrangements (including supporting legislation and policy) with identification of key weaknesses and areas for improvement based on international best practice;
7. Identification of whether the current enterprise performance of the Customs Agents is having a significant impact on the business environment for international trade.

Recommendations will take into account the views of stakeholders and will be designed to improve the capacity of domestic Customs Agents, allowing them to deliver services that will compliment the broader trade facilitation reforms proposed or recommended for Pakistan and if appropriate, improving business performance. The recommendations will cover:

1. Appropriate role and structure of the Customs Agents function in the context of contemporary supply chain logistics that are applicable in Pakistan;
2. Areas for potential improvements, such as the need for technical capacity building, training standards or other improvements to the capability of industry participants; minimum qualifications or certification requirements;
3. Improved mechanisms for consultation or engagement with regulators or the need for improvements in the use of technology (IT&C) or infrastructure;
4. Required changes in regulatory environment.

Where the report includes recommended changes to the regulatory environment, these must be supported by draft wording for any proposed legislative amendments necessary to give effect to the revised procedures.

The report should include an implementation plan or strategy to give effect to the recommendations.

The consultant may be required to present his/her findings at a meeting of the NTTFC, to other stakeholders or to the TTFP-2 project team.

MONITORING / PROGRESS CONTROL

Before commencing work on the report, the Consultant will have a briefing session with the TTFU PD and the STA (either over the phone or in-person as appropriate). The Consultant will regularly communicate and coordinate (at least every two weeks) with the TTFU, to discuss and assess progress of the work, as well as to seek/receive advice as necessary, from the STA. The consultant may also be required to meet with the STA in Pakistan during the period of the consultancy. The Consultant will also keep close contact with competent national authorities, particularly the NTTFC Secretariat. For this assignment the Consultant will adhere to the schedule and complete the tasks, as follows:

- Data collection through desk research / consultations with TTFU/NTTFC/UNCTAD and the provision of any written submissions from stakeholders or other relevant information.
- **Two weeks** after commencement of contract the Consultant will submit an outline of the report to PD TTFU.
- **Weeks four & five** travel within Pakistan for meetings with key stakeholders and key agencies, conduct site visits where necessary and if possible.
- **Week six** present initial findings to representatives of the NTTFC for validation and comment.
- **Week 7** presentation of initial findings to PD TTFU/STA.
- Incorporation of comments and remarks from TTFU, UNCTAD and the NTTFC.
- Submission of final report within **1 week** of end of contract.

Any variation to the above schedule must be agreed between the Consultant and the PD TTFU.

EXPECTED OUTPUTS

The consultant will:

1. Prepare a report, in English, in electronic format, of 30-50 pages on the above mentioned issues. The report, which is to be submitted within 1 week of the end of the contract, must include:
 - a. Analysis of the current industry business structure, practices, performance of industry association(s), regulatory environment, procedures and issues raised by stakeholders in the context of international best practice.
 - b. Recommendations for improvements that address the concerns of stakeholders and improve operational efficiency of the industry.
 - c. Proposed measures to strengthen the industry including revised trading conditions, changes to the regulatory environment and draft wording for any recommended

legislative amendments necessary to give effect to proposed changes to the regulatory environment.

- d. Proposed implementation actions/strategies to achieve the recommendations contained in the report.
2. As required meet with relevant stakeholders and key agencies in Pakistan.
 3. Prepare a presentation (in PowerPoint format, with speaking notes) highlighting the main findings and recommendations of the report.

REQUIRED PROFILE/QUALIFICATIONS

- Qualifications:** The Consultant will be a specialist in international trade, logistics, customs and/or transport with a minimum of 5 year working experience. Prior experience in and a good knowledge of customs clearance procedures, the broking industry and shipping/forwarding practices would be an asset.
- Education:** University degree in economics, law, or development, with specialisation in international trade, customs and/or transport or a suitable technical or trade qualification with a relevant combination of professional experience.
- Languages:** The Consultant should be fluent both in oral and written English and Urdu.

Terms of Reference (TOR)
for study on Trade Facilitation Indicators
by
a National Consultant

Places of work: Islamabad/Rawalpindi, Karachi, Lahore & home based

Effective working time: [6 months, full time]

Remuneration: [PKR 900'000 including Travel and DSA]

THE CONTEXT

1. The Trade and Transport Facilitation Project 2 (TTFP-2) is implemented by the Trade and Transport Facilitation Unit (TTFU) of Ministry of Commerce with the technical advisory support of UNCTAD. It aims at improving Pakistan's competitiveness through the reduction of the cost of doing business by promoting transparency and further streamlining of trade procedures.
2. One of the activities of the project focuses on benchmarking, as it has become an important tool of monitoring and policy input for governments. By establishing a starting point and identifying the practical steps needed to set and reach the final goal, benchmarking can be the most effective tool for bringing about swift and significant advances in performance. It can assist in measuring the efficiency of regulatory agencies. In the context of trade facilitation, measuring performance is concerned with the efficiency, accuracy, and speed with which various steps from seller to the buyer in an international trade transaction are carried out.

DESCRIPTION OF DUTIES

3. Under the guidance and supervision of the UNCTAD Senior Technical Advisor (STA), and in close cooperation with the TTFU and the National Trade and Transport Facilitation Committee (NTTFC), the Consultant will collaborate and assist the international consultant (IC) engaged by the Government of Pakistan (GOP) for identifying and measuring the TF indicators for benchmarking the performance in the TF area in Pakistan. The Consultant will assist the IC with the:
 - a) Collection of information about benchmarking and its contribution to the improvement of trade facilitation measures, studying in parallel best practices in other countries of the South Asian region (or any other region) as regards TF benchmarking;
 - b) Liaison and coordination with stakeholders for arranging meetings, including with IC, to solicit their views;
 - c) Collection and analysis of relevant Pakistani legislation/administrative instructions, and background documentation about different procedures involved in import and export to and from Pakistan and other necessary information for the development of TF indicators;
 - d) Collection and analysis of stakeholders' responses during interviews for the development and measurement of TF indicators;
 - e) Develop a set of recommendations for further refinement and improvement of TF indicators;
 - f) Arrangement of required meetings for presentation/validation of the study/report on TF indicators by IC;

- g) Other activities required to assist the IC to perform his/her study/report.
4. The Consultant will undertake data collection through both, desk research and consultations with NTTFC, TTFU, UNCTAD, and relevant stakeholders.

MONITORING / PROGRESS CONTROL

5. Before commencing the work, the Consultant will have a briefing session with the STA and the IC either over the phone or in-person, as appropriate.
6. The Consultant will keep a close liaison with the IC and will regularly communicate and coordinate (at least every two weeks) with the Project Director of TTFU and STA, to discuss and assess progress of the work, as well as to seek/receive advice as necessary.
7. The Consultant may also be required to meet with the STA in Pakistan during the period of the consultancy.
8. The Consultant will also keep close contact with relevant national authorities, particularly the TTFU and NTTFC.
9. For this assignment the Consultant will coordinate his work schedule with the IC. An indicative schedule to complete the tasks is as follows (See Annex for Schedule of IC and NC):
10. **Within one month** of commencement of contract the Consultant will:
 - a. Collect data through desk research and consultations with NTTFC, TTFU, and UNCTAD on benchmarking and TF, the relevant legislation/administrative instructions and documentation on different procedures involved in import and export to and from Pakistan and other necessary information and submit to the IC as well as to the TTFU.
 - b. Establish a schedule of meetings with the IC and stakeholders
 - c. Liaise and arrange meetings of IC with stakeholders.
11. **Within the second month**, the Consultant will:
 - a. Travel with the IC or independently, as agreed between him and IC, for meetings with key stakeholders and key agencies,
 - b. Conduct site visits where necessary and if possible,
 - c. Gather further data and compile it in electronic format.
12. **By week nine (9)**, the Consultant will present his/her initial findings to representatives of the UNCTAD/TTFU and IC;
13. **Within the fourth month**, the Consultant, together with the IC will process the information and assist the IC to develop the indicators to measure TF
14. **Within the fifth month:**
 - a. The Consultant, together with the IC will submit his/ findings along with data and responses gathered for measurement of identified TF indicators to TTFU.
 - b. The Consultant would submit to the IC and TTFU a set of recommendations to improve the TF indicators for consideration and incorporation thereof in the IC's report.
15. **Within the sixth month**, the Consultant will:
 - a. Assist the IC to finalize the main report/study
 - b. Organize a conference with stakeholders in order to validate the report (final study/ findings).
 - c. Prepare a report of the validation conference to the TTFU.
16. Any variation to the above schedule must be agreed between the Consultant/TTFU and IC.

EXPECTED OUTPUTS

17. The Consultant will deliver the following outputs:

- a) A compilation and narrative of current procedures/practices for import and exports to and from Pakistan with a view to identify various actors across the supply chain, processes involved, ease of compliance, time and costs involved.
- b) A brief note containing the schedule of meetings and visits held, as well as a record of stakeholders' contacts who participated in interviews.
- c) A set of recommendations to develop and improve the TF indicators for consideration and incorporation thereof in the IC's report.
- d) Organising a validation conference with stakeholders.
- e) A validation conference report.

18. The following outputs will be delivered by the Consultant under guidance of the IC:

- a) A mechanism to conduct interviews with stakeholders to develop TF indicators.
- b) Report, in electronic format, on initial findings along with data and responses gathered in the process of measurement of the recommended indicators to establish a benchmark
- c) A PowerPoint presentation, highlighting the main findings and recommendations of his work.

REQUIRED PROFILE/QUALIFICATIONS

- Qualifications:** The consultant will be a specialist in international trade, logistics, customs and/or transport with a minimum of 5 year working experience, including some experience in the region. The consultant will have prior experience in and a good knowledge of international supply chain analysis, indicators development, the broking industry or shipping/forwarding practices. Working experience in international projects and in team work would be an advantage.
- Education:** Advanced university degree in economics, law, or development, with specialisation in international trade, customs and/or transport or a first level university degree with a relevant combination of professional and academic qualifications.
- Languages:** The Consultant should be fluent both in oral and written English and Urdu.

ANNEX: TENTATIVE WORK PLAN FOR NATIONAL AND INTERNATIONAL CONSULTANT(S) FOR STUDY ON TRADE FACILITATION INDICATORS

	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16	W17	W18	W19	W20	W21	W22	W23	W24
National Consultant	- Desk research - Schedule meetings				- Gather data				- Initial findings				- Process information				- Final findings - Recommendations				- Finalization reports. - Organize Val. Workshop - Report on Val. Workshop			
International Consultant			- Desk research - Work plan		- Meeting stakeholders						- Initial findings						- Final findings - Measurement of indicators				- Finalization of the report		- Validation workshop. - Final editing of report	
			W1	W2																				

Terms of Reference (TOR) for a National Consultant to Study Operations of Dry Ports in Pakistan

Places of work: Various cities of Pakistan having Dry ports, Karachi, & home based

Effective working time: [3 months, full time]

Remuneration: [Total of 1'500'000 PKR including Travel and DSA]

DESCRIPTION OF DUTIES

1. The Consultant will undertake this assignment under the guidance and supervision of the UNCTAD Senior Technical Advisor, TTFP-2, and in close cooperation with the Pakistan Customs, the National Trade and Transport Facilitation Committee (NTTFC) Secretariat, the Trade and Transport Facilitation Unit (TTFU, Ministry of Commerce), Port authorities, management of various dry ports, bonded carriers and various logistic service providers. The Consultant will undertake a substantive study and consequently prepare a report with technical recommendations, a policy advisory note for Government of Pakistan and an implementation plan/strategy on technical and policy options to address deficiencies in the procedures for the operation of Inland Clearance Facilities (referred from now onwards as Dry Ports). The recommendations will be designed to simplify the cargo transport and delivery procedures, and reduce the cargo clearance times (import and export) with a view to reducing costs for Customs, port operators, logistic service providers and traders. The development of Standard Operating Procedures (SOPs) for import and export through dry ports will be a key output. This would aim at a) developing procedures that can bring efficiency to the inland transport leg of international cargo, b) developing procedures for direct delivery system from and to the dry ports to entry/exit points and c) bringing in a uniform practice on these procedures all over the country.
2. TTFU and NTTFC would assist in arranging the meetings of the Consultant with relevant stakeholders (public and private sector) to help ensure comprehensive understanding of the issues involved in the study/subject.
3. The study will include the following aspects/tasks for all dry ports in Pakistan:
 - a) A detailed analysis of current procedures/practices (including supporting legislation) for receipt and despatch of import and export cargo with identification of key weaknesses and areas for improvement based on the existing operational environment;
 - b) A detailed analysis of procedures for transport operations to and from entry/exit points including via land border crossings and responsibilities of multimodal transport operators;
 - c) A technical analysis of the role and responsibilities of dry port operators and their cargo transfer arrangement with entry/exit points as well as transport operators and shipping lines;
 - d) Recommendations to improve, simplify and harmonize the existing procedures with a view that the dry ports should be recognized as the point of origin or destination in bills of lading so that it becomes possible to consign goods and complete customs formalities at these locations, minimizing the time and processing at entry/exit points.
 - e) Analysis of the working procedures within the dry ports, particularly import and export flow processes, and make recommendations for their improvement and standardization in order to make the dry ports more efficient.

- f) A comparative study of international best practices, including concrete examples in the South Asian (or any other) region about efficient dry port facilities for customs clearance services/management, supported by accompanying data available that validates the findings/recommendations for Pakistan.
 - g) Study and recommendation of technical/policy options for the extension of customs automated clearance procedures to dry ports.
4. The recommendations in the report will take into account the views of stakeholders, particularly the Federal Board of Revenue (FBR), bonded carriers including Pakistan Railways, and port operators, who will be responsible for administering any revised procedures.
 5. The consultant may be required to present his/her findings at a meeting of the NTTFC, to other stakeholders or to the TTFP-2 project team.

MONITORING / PROGRESS CONTROL

6. Before commencing work on the report, the consultant will have a briefing session with the TTFU PD and the STA (either over the phone or in-person as appropriate).
7. The consultant will regularly communicate and coordinate (at least every two weeks) with the TTFU, to discuss and assess progress of the work, as well as to seek/receive advice as necessary, from the STA.
8. The consultant may also be required to meet with the STA in Pakistan during the period of the consultancy.
9. The consultant will also keep close contact with competent national authorities, particularly the NTTFC Secretariat.
10. For this assignment the consultant will adhere to the schedule and complete the tasks, as follows:
 - Data collection through desk research/consultations with UNCTAD and identification of contact persons and communication with relevant stakeholders.
 - **Week two (2)** (after signature of the contract) the consultant will submit an outline of the report to TTFU;
 - **Week four (4)** the consultant will travel across Pakistan for meetings with key stakeholders and key agencies, conduct site visits where necessary and possible;
 - **Week eight (8)** presentation of initial findings to UNCTAD/TTFU/NTTFC;
 - Incorporation of comments and remarks from UNCTAD/TTFU/NTTFC;
 - **Week ten (10)** further meetings with stakeholders for presentation of findings/recommendations and validation thereof,
 - Submission of final report within one (1) week of end of contract period.
11. Any variation to the above schedule must be agreed between the Consultant and TTFU.

EXPECTED OUTPUTS

12. The consultant will deliver the following outputs:
13. Prepare a report, in electronic format on the aspects outlined in paragraph 3 above within three (3) months of signature of contract. The report must include:
 - a. Analysis of the current operational environment and issues raised by stakeholders, including key weaknesses and areas of improvement.

- b. A strategy to improve, simplify and harmonize the operational procedures and the legislative environment for dry ports and the movement of goods under customs control ('under bond movements') that address the concerns of stakeholders, including draft Standard Operating Procedures.
- c. Analysis and recommendations on how to extend customs automated clearance procedures to dry ports.
- d. The report must, where necessary, include draft wording of any proposed legislative amendments/administrative instructions necessary to give effect to the revised procedures.
- e. The report should include an implementation plan or strategy to give effect to the recommendations, including timeframes, activities, responsible authorities and tentative costs.

14. Prepare a presentation (in PowerPoint format, with speaking notes) highlighting the main findings and recommendations of the report.

REQUIRED PROFILE/QUALIFICATIONS

- Qualifications:** The Consultant will be a specialist in international trade, logistics, customs and/or transport with a minimum of 10 year working experience, including some experience in the region. Prior experience in and a good knowledge of customs clearance procedures and the movement of goods under customs control would be an asset.
- Education:** Advanced university degree in economics, law, or development, with specialisation in international trade, customs and/ or transport or a first university degree with a relevant combination of professional and academic qualifications.
- Languages:** The Consultant should be fluent both in oral and written English and Urdu.

**Terms of Reference (TOR)
for developing Trade Facilitation Training Module
by a National Consultant**

Places of work: Islamabad and home based

Effective working time: [6 months, full time]

Remuneration: [PKR 1, 50'000 Plus Travel and DSA]

THE CONTEXT

1. The Trade and Transport Facilitation Project 2 (TTFP-2) is implemented by the Trade and Transport Facilitation Unit (TTFU) of Ministry of Commerce with the technical advisory support of UNCTAD. It aims at improving Pakistan's competitiveness through the reduction of the cost of doing business by promoting transparency and further streamlining of trade procedures.
2. The project supports the human resource development in the area of trade facilitation (TF) for both public and private sectors. This is aimed at sharpening the understanding of the stakeholders and equipping them to benefit from international best practices. Such an outcome would reinforce the smooth implementation of trade and transport facilitation measures in Pakistan.
3. One of the activities of the TTFP-2 aims at creating a pool of experts for TF issues by building the capacity of the target participants through training. The consultant would develop the training module(s) and also identify, in consultation with PD TTFU, 100 target recipients and a tentative delivery schedule of a week long two intensive training courses per year.

DESCRIPTION OF DUTIES

4. Under the guidance and supervision of the UNCTAD Senior Technical Advisor (STA), and in close cooperation with the TTFU, National Trade and Transport Facilitation Committee (NTTFC), the Consultant will prepare two training modules in trade facilitation: one for the Public sector officials from border regulatory agencies and the other for private sector mainly working in the area of international trade and logistics. It is understood that some contents would be common to both modules but certain others would be adapted to the target audience.
5. The objective of the training modules is to build the capacity of selected stakeholders in TF disciplines and international best practices so as to constitute a pool of national experts in TF to facilitate the implementation of trade facilitation in Pakistan.
6. The core topics to be developed in the training modules are:
 - h) Trade facilitation in the broadest sense starting from the traders' premises to the entry/exit points, trade logistics including warehousing, freight forwarding, port operations, regulatory mechanisms of customs and other border agencies, use of ICT in trade transactions, among others.
 - i) International conventions and best practices relating to the identified area of TF.
 - j) Initiatives by international organizations such as OECD, WB, WCO, WTO, ADB, and other regional groupings.
 - k) WTO trade facilitation negotiations, including GATT disciplines.
 - l) Other subjects raised by stakeholders during consultations to assess the training needs.
7. The Consultant will collect information through desk research to develop the modules and adapt them to the target audience and fine tune the module through consultations and communication with relevant stakeholders.

8. The training modules would have the following characteristics:
 - a) apply modern training techniques and methods (i.e. use of interactive technologies, internet, group discussions/forums);
 - b) the list of required and recommended readings;
 - c) clearly establish learning objectives and testing methods with sample exams and exercises ;
 - d) include facilitator guidelines for delivery of training module(s); and
 - e) feedback surveys forms for evaluation of the course content and delivery.
9. The Consultant will undertake a field-test of the training materials and would fine tune the contents and the presentation thereof on the basis of the feedback;
10. The Consultant will also indicate resource person(s) for the delivery of the training modules; and will assist in finalizing the list of trainees and the criteria and prerequisite for their acceptance in the training.
11. A final draft version of the module(s) will be peer reviewed by an international expert to ensure quality of the output and to guarantee that all important aspects of the sector are addressed. The consultant would be required to address/incorporate the recommendations of the peer review into the final draft of the module(s).

MONITORING / PROGRESS CONTROL

12. Before commencing the work, the Consultant will have a briefing session with the STA and the representatives of the TTFU.
13. The Consultant will constantly communicate and coordinate (at least once every two weeks) with the STA/Project Director of TTFU, and the NTTFC.
14. The Consultant may also be required to meet with the STA in Pakistan during the period of the consultancy.
15. For this assignment the Consultant will adhere to the schedule and complete the tasks, as follows:
 - a) Prepare of list of selected stakeholders in consultation with PD TTFU, Executive Secretary NTTFC (by week one of the contract)
 - b) Prepare and share with TTFU, NTTFC and STA a draft of teaching units and training design, including brief outlines of the two modules' content, instructional objectives and description of planned training methods (week three after commencement of contract).
 - c) TTFU/ NTTFC and STA will respond within one week;
 - d) Consult with selected stakeholders to assess the training needs and adapt the draft on the basis of consultations and responses from TTFU/ NTTFC and STA (week five)
 - e) Development of detailed/expanded outlines of units for the two modules, including examples, exercises, tests, draft facilitator guidelines, and training evaluation mechanism(week eighteen);
 - f) Sharing the final draft with international expert for peer review (week 18)
 - g) Field-test the training materials (week twenty);
 - h) Revision and finalization of training materials based on comments of UNCTAD/TTFU, field test and comments from the international expert (week twenty-four).
 - i) Submission of final modules within one (1) week of end of contract period.

16. Any variation to the above schedule must be agreed between the Consultant/TTFU and IC.

EXPECTED OUTPUTS

17. The Consultant will deliver two training modules for a week long intensive training course covering, *inter alia*, all aspects indicated in above paragraphs including guidelines for facilitator and feedback survey forms. The final version would incorporate the suggestions/recommendations of the international expert who peer reviewed the final draft of the module(s).
18. A CD containing the soft copies of required and recommended readings including the source, manner and estimated costs of reading materials not available free of cost.
19. A list of 100 prospective participants identified on the basis of an eligibility criterion and a tentative delivery schedule.

REQUIRED PROFILE/QUALIFICATIONS

- Qualifications:** The consultant will be a specialist in international trade, logistics, customs and/or transport with a minimum of 10 year working experience particularly in the area of design and delivery of training modules preferably for the international trade disciplines. Prior experience of working in the TF areas and knowledge of the regional trade would be an advantage.
- Education:** Advanced university degree in economics, law, or development, with specialisation in international trade, customs/transport and/or knowledge management or training development. A first level university degree with a relevant combination of professional and academic qualifications in the field would be considered in lieu of the required advanced university degree.
- Languages:** The Consultant should be fluent both in oral and written English and Urdu.

Terms of Reference (TOR)
for a study to improve the Pakistan Trade Information Portal
by a National Consultant

Places of work: Islamabad and home based

Effective working time: [4 months, full time]

Remuneration: [PKR 1,000,000 including Travel and DSA]

THE CONTEXT

1. The Trade and Transport Facilitation Project 2 (TTFP-2) is implemented by the Trade and Transport Facilitation Unit (TTFU) of Ministry of Commerce with the technical advisory support of UNCTAD. It aims at improving Pakistan's competitiveness through the reduction of the cost of doing business by promoting transparency and further streamlining of trade procedures.
2. The publication of trade and transport related information in a user-friendly and timely manner is vital for trade facilitation. One of the activities of the project focuses at improving the existing trade facilitation portal www.tradeinfo.pk established by the TTFU/TFRC.

DESCRIPTION OF DUTIES

3. Under the guidance and supervision of the UNCTAD Senior Technical Advisor (STA), and in close cooperation with the TTFU, and the National Trade and Transport Facilitation Committee (NTTFC), the Consultant will undertake a comprehensive study/assessment aimed at improving the Pakistan trade facilitation portal (www.tradeinfo.pk). The Consultant, based on the study findings will prepare a Requirements Specification Document for development and incorporation of the recommended improvements to the portal.
4. The Consultant will undertake the specific activities/tasks listed below:
 - a. A comprehensive assessment of the existing portal regarding its scope and contents;
 - b. Identifying the obligations of Pakistan for publishing certain information arising out of existing/future WTO Trade Facilitation Agreement or other international or regional agreements and ensuring that the contents of the portal comply with such requirements;
 - c. Identify the additional segments (sectors) and information to be included in the portal for various categories of users, including business, trade, public sector and research community ;
 - d. Putting in place the mechanism for timely updating the portal to ensure that it is always updated particularly the 'bulk' changes relating to annual budget, adoption of new HS version and trade policy initiatives;
 - e. Suggesting the placement and availability of contents in a way to ensure the user friendliness of the portal with a robust searching facility ;
 - f. Putting in place a mechanism for availability of trade statistics, latest and for at least five preceding years, ensuring the availability of information for country-wise and commodity-wise outputs.
 - g. Identify the organizations/stakeholders with whom some arrangements (i.e. Memorandum of Understanding – MOU) are to be signed for procurement of data on 'pull' or 'push' basis for timely updating the information along with a 'model' MOU .
 - h. Prepare a Requirements Specification Document and necessary plan with required documentation for implementing the recommended changes.

- i. Developing a proposal to put in place a mechanism for administration, maintenance, updating and transition/transmission of all these functions to the TFRC.
 - j. Mechanism for developing a database of stakeholders including through capturing users' information and its categorization
 - k. System to disseminate relevant information to relevant users, manually or through automated system, in future.
5. Develop a mechanism to ensure the credibility, integrity and confidentiality of data available through the portal; develop the security policy and tools accordingly.
 6. Identify the necessary areas for capacity building of the TFRC personnel for smooth and sustainable functioning of the trade portal.
 7. Recommendations to ensure financial sustainability of the portal for system maintenance and operations through collaborations, outsourcing, advertising or some cost recovery methods etc.
 8. Produce a report with a power point presentation for dissemination of the portal to different stakeholders (from the public and private sector) highlighting the essential characteristics of the portal, its utility and usefulness and guide to use.

MONITORING / PROGRESS CONTROL

9. Before commencing the work, the Consultant will have a briefing session with the STA and the representatives of the TTFU.
10. The Consultant will regularly communicate and coordinate (at least once every two weeks) with the STA/Project Director of TTFU, and the NTTFC.
11. The Consultant may also be required to meet with the STA in Pakistan during the period of the consultancy.
12. For this assignment the Consultant/vendor will adhere to the schedule and complete the tasks, as follows:
 - a. **Within two (2) weeks** of commencement of contract the Consultant will submit to TTFU and STA an outline of the areas to be worked upon;
 - b. **Within four (4) weeks** the comprehensive study / audit covering all the aspects mentioned in Para 4 above will be carried out. In the week 6 the Consultant will submit the findings of the study/audit for validation to the TTFU/STA;
 - c. **Within ten (10) weeks** the Consultant will develop the Requirements Specification Document and undertake the tasks mentioned in the points 5 to 7;
 - d. The final output would be submitted latest within one (1) week after the end of contract period.
13. Any variation to the above schedule must be agreed between the Consultant/vendor and the TTFU.

EXPECTED OUTPUTS

14. The Consultant/vendor will deliver the following outputs:
 - a. Findings of the study and recommendation to improve the portal covering all aspects identified in Para 4 above;

- b. Requirements Specification Document, including mechanism for regular updating, stakeholders list for MOU, along with 'Model MOU', mechanism for administration/maintenance/updating/transition to TFRC, key capacity building/training areas, and security policy; and
- c. Report with a power point presentation for dissemination of the portal to stakeholders.

REQUIRED PROFILE/QUALIFICATIONS

Qualifications: A university degree in economics, international relations and training in the field of information technology or computer sciences. The consultant should have a solid experience in developing/ maintaining or reviewing portals in the economic and/or trade field. Experience in the region is valuable.

Terms of Reference (TOR)
for organizing a Conference on Trade Facilitation and Regional Connectivity
by a National Consultant

Places of work: Islamabad, Karachi (conference's venue) and home based

Effective working time: [2 months, full time, spread over a period of 6 months]

Remuneration: [PKR 500,000 Plus Travel and DSA]

Conference details: 2-3 days event; co-organized with UNESCAP Delhi. See concept note attached for more details

THE CONTEXT

1. The Trade and Transport Facilitation Project 2 (TTFP-2) is implemented by the Trade and Transport Facilitation Unit (TTFU) of Ministry of Commerce with the technical advisory support of UNCTAD. It aims at improving Pakistan's competitiveness through the reduction of the cost of doing business by promoting transparency and further streamlining of trade procedures.
2. The project gives particular attention to regional component of trade. One of the activities of the TTFP 2 is to organize a regional conference on trade facilitation and regional connectivity, involving members from the regulatory agencies of regional countries as well as the trading community and other stakeholders.

DESCRIPTION OF DUTIES

3. Under the guidance and supervision of the UNCTAD Senior Technical Advisor (STA), and in close cooperation with the TTFU, National Trade and Transport Facilitation Committee (NTTFC), the Consultant will undertake the following tasks:
 - m) revise and develop the concept note for the conference;
 - n) coordinate with UNESCAP Delhi for collaboration especially for bringing together practitioners from public and private sector to the conference;
 - o) identify the target participants from public and private sector to be invited to the conference as well as the key speakers, brief bio data's, establish communication channels with them and overtime come up with final list;
 - p) draft invitation letters, follow up responses, and prepare the final list of participants;
 - q) develop and finalize the conference programme/agenda, including the identification of different sessions and subjects to be discussed, identification and coordination with the resource persons and speakers as finalized in consultation with the PD TTFU);
 - r) assist the PD in organizing and overseeing the conference's logistic arrangements (venue, facilities, snacks/meals).
 - s) prepare the conference material (background information, copy of related papers/studies, general information);
 - t) prepare the report of the conference containing highlights and recommendations discussed in each session and digital record of proceedings (CD or uploading to the webpage specified by PD TTFU);
 - u) Compile the coordinates of TF experts in the region and assist the PD for the establishment of a mechanism of coordination among them.

MONITORING / PROGRESS CONTROL

4. Before commencing the work, the Consultant will have a briefing session with the STA and the representatives of the TTFU.
5. The Consultant would be flexible in his/her timings to adjust his/her time as per requirement of the conference arrangement and advice of the PD TTFU.

6. The Consultant will regularly communicate and coordinate (at least once per week) with the Project Director of TTFU, to discuss and assess progress of the work, as well as to seek/receive advice as necessary.
7. The Consultant may also be required to meet with the STA in Pakistan during the period of the consultancy.
8. The overall progress control would consider the following timeframes:
 - f) Activities a) to g) listed in point 3 and the participation in the conference would be finished within **one work month**;
 - g) Activity g) would be completed within **two work weeks**; and
 - h) Activity h) would be completed within **two work weeks**.
9. Any variation to the above schedule must be agreed between the Consultant/TTFU and IC.

EXPECTED OUTPUTS

10. The main output of the Consultant will be the successful organization of the conference and a report of the event including:
 - list of participants and all people/organizations contacted;
 - concept note and agenda of the conference;
 - summary of presentations and discussions;
 - conclusions incorporating the recommendations and important points discussed;
 - digital record of the proceedings and
 - a compilation of coordinates of the participants of the conference and TF experts from countries in the region and an outline for establishment a mechanism for coordination amongst them.

REQUIRED PROFILE/QUALIFICATIONS

- Qualifications:** The consultant will be a specialist in international trade, logistics, customs and/or transport with a minimum of 5 year working experience, including some experience in the region. The consultant must have prior experience of participation and in organizing similar events.
- Education:** Advanced university degree in economics, law, or development, with specialisation in international trade, customs and/or transport or a first level university degree with a relevant combination of professional and academic qualifications.
- Languages:** The Consultant should be fluent both in oral and written English and Urdu.

Terms of Reference (TORs) for a National Consultant to study accession of Pakistan to TIR Convention

Places of work: Islamabad & home based

Effective working time: [3 months, full time]

Remuneration: [Total of 1,000,000 PKR all inclusive]

1. Government of Pakistan (GOP) is in the stakeholders' consultation process for taking a decision regarding Pakistan's accession to 'Convention on the International Transport of Goods Under Cover of TIR Carnets (TIR Convention- "Transports Internationaux Routiers" in French or "International Road Transports" in English), hereinafter referred to 'TIR Convention'. Besides legal and political aspects, the economic impact of this decision needs to be studied in detail including any fallouts of such decision in the context of its geographical location and regional sensitivities. The present study would confine to the aspect included in these TORs.

DESCRIPTION OF DUTIES

2. The Consultant will carry out this assignment under the guidance and supervision of the Project Director of Trade and Transport Facilitation Unit (TTFU) Ministry of Commerce. The Consultant will undertake a substantive study and consequently prepare a report with recommendations and a policy advisory note for Government of Pakistan regarding the economic impact of Pakistan's accession to TIR.
3. The study would primarily be done through desk research and data analysis. Views of identified stakeholders in consultation with the PD will also be taken into consideration. If required, TTFU would assist in arranging the meetings of the Consultant with relevant stakeholders (public and private sector) to capture their views for incorporation/substantiation of the findings/recommendations of the study.
4. The study will include the following aspects/tasks:
 - h) An overview of the Pakistan's international trade especially the trade flows with the countries in the region¹, and its evolution overtime;
 - i) A sector or product group wise detailed analysis of trade flows and pattern with countries in the region;
 - j) Identification of the challenges and hurdles in the growth of trade with the countries in the region in the context of custom transit regimes which could be reduced in case of Pakistan's accession to the TIR Convention;
 - k) A review of the impact of road transport in facilitating trade with the regional and neighbouring countries and the measures adopted by the Government of Pakistan for facilitating it;
 - l) A review of the role of border crossing procedures including customs transit regime and TIR Convention on national trade flows, transit trade through Pakistan to landlocked countries and in determining the logistics competitiveness of Pakistan;

¹ The phrase 'countries in the region' means ECO member countries, India and China.

- m) An economic analysis of Pakistan's trade with the countries in the region especially focusing on the projected trade flows, increased transit trade and transport opportunities and logistics competitiveness of Pakistan, potential market access opportunities in the context of Pakistan's accession to the TIR Convention preferably sector or product group wise.
 - n) An assessment of the economic gains including national and transit trade growth, transit transport earnings, development of service facilities on transport routes, creation of employment opportunities in services etc., in case Pakistan decides to accede to TIR.
 - o) An assessment of the cost associated with Pakistan's accession to TIR Convention and also an estimation of 'opportunity costs' for delay in accession to the TIR Convention;
 - p) An analysis of the potential impact on Pakistan's economy and infrastructure in case India accedes to TIR Convention in the future and successfully achieves opening of entry/ exit points as Customs offices *en route* under TIR Convention along Pakistan's borders;
 - q) Policy recommendations substantiated with finding from economic analysis in either case of accession to TIR Convention or otherwise and also the possible fallout of accession of India to TIR Convention in future.
5. The Consultant will also review the literature and relevant studies on role of custom transit regimes on the trade flows and regional integration especially in the context of TIR Convention and use the findings of the studies to the extent relevant.
 6. The Consultant may be required to present his/her findings at a meeting of the stakeholders or to the TTFP-2 project team.

MONITORING / PROGRESS CONTROL

7. Before commencing work on the report, the Consultant will have a briefing session with the Project Director TTFU.
8. The Consultant will regularly communicate and coordinate (at least every two weeks) with the TTFU, to discuss and assess progress of the work, as well as to seek/receive advice as necessary.
9. The Consultant will also keep close contact with competent national authorities in the Ministry of Commerce, particularly the TTFU.
10. For this assignment the Consultant will adhere to the schedule and complete the tasks, as follows:
 - Data collection through desk research/consultations and communication with relevant stakeholders.
 - **Week two (2)** (after signature of the contract) the Consultant will submit an outline of the report to TTFU;
 - **Week eight (8)** presentation of initial findings to TTFU;
 - Incorporation of comments and remarks from TTFU;
 - **Week ten (10)** presentation of findings/ recommendations and validation thereof,
 - Submission of final report within one (1) week of end of contract period.
11. Any variation to the above schedule must be agreed between the Consultant and TTFU.

EXPECTED OUTPUTS

12. The Consultant will deliver the following outputs:

13. Prepare a report, in electronic format on the aspects outlined in paragraph 3 above within three (3) months of signature of contract. The report must include the following sections:
- a. Existing challenges and hurdles affecting Pakistan's exports to the countries in the region especially in the context of customs transit regimes.
 - b. National and transit trade regimes and their impact on the potential market access opportunities.
 - c. Economic gains of Pakistan in case of accession to the TIR Convention: exports, trade facilitation, transit and regional connectivity.
 - d. Impact on Pakistan's economy if India accedes to TIR Convention and successfully achieves opening of entry/ exit points as Customs offices *en route* under TIR Convention along Pakistan's borders.
 - e. Recommendations for domestic policy and regulatory reforms to maximize the benefits of accession to TIR convention covering the preferred implementation modalities.
14. Prepare a presentation (in PowerPoint format, with speaking notes) highlighting the main findings and recommendations of the report.

REQUIRED PROFILE/QUALIFICATIONS

- Qualifications:** The Consultant will be an economist preferably with specialisation in international trade with a minimum of 15 year working and research experience, including some experience in the region. Prior experience in and a good knowledge of trade flow analysis would be an asset.
- Education:** Advanced university degree in economics or International development, with specialisation in international trade. A first university degree with a relevant combination of professional and academic qualifications can be considered.
- Languages:** The Consultant should be fluent in oral and written English.

Terms of Reference (TOR)
for a study on Trade Facilitation support services and e-commerce
by
an International Consultant

Places of work: Islamabad/Rawalpindi, Karachi, Lahore & home based

Effective working time: [3 full time work months]

Remuneration: [USD 60,000.00 including Travel and DSA]

THE CONTEXT

1. The Trade and Transport Facilitation Project 2 (TTFP-2) is implemented by the the Trade and Transport Facilitation Unit (TTFU) of Ministry of Commerce with the technical advisory support of UNCTAD. It aims at improving Pakistan's competitiveness through the reduction of the cost of doing business by promoting transparency and further streamlining of trade procedures.
2. One of the activities of the project focuses on developing the trade facilitation service sector in Pakistan, especially promoting e-commerce/business for trade logistics and infrastructure as well as the financial aspect of transactions (financial intermediation), for increasing efficiency and competitiveness.

DESCRIPTION OF DUTIES

3. Under the guidance and supervision of the UNCTAD Senior Technical Advisor (STA), and in close cooperation with the TTFU, and the National Trade and Transport Facilitation Committee (NTTFC), the Consultant will prepare a report mapping out the current state of e-commerce in Pakistan. The Consultant will also prepare a policy advisory note with recommendations for promotion of e-commerce with a view to supporting the development of the TF service sector in Pakistan.
4. The Consultant will specifically build upon existing recent studies on the current situation in the logistics and financial subsectors of trade to further identify key aspects and options for the development of e-commerce to support business across borders, both for B2B and B2A interactions. Among those options, the use of Standard Operating Procedures for e-business is foreseen, as well as aspects of legal framework and compliance environment needed to support e-business, and awareness raising actions/strategies for more effective interaction among stakeholders involved in these services.
5. The study will pay special attention to aspects of e-commerce/business that support logistics of Small and Medium Enterprises (SMEs) in Pakistan, as this domain is considered critical for SMEs to compete and survive in the marketplace.
6. The study will take into account the diversity of stakeholders from public and private sectors involved in trade logistics services such as trading community, logistics providers, financial community, information providers, customs brokers, Customs and other revenue Authorities, Ministries of Commerce, Finance, Ports and Free Zone Authorities. The work done by various international organisations including World Customs Organisation (WCO), World Trade Organisation (WTO) and Organisation for Economic Cooperation and Development (OECD) and best practices of other economies in this area shall be reviewed for developing recommendations.
7. The Consultant will review the literature and relevant studies on this subject and would also use the findings of other studies completed under TTFP.
8. The trade facilitation implementation guide (TFIG) and its tools, developed by the United Nations Economic Commission for Europe (UNECE), the United Nations Network of Experts for Paperless Trade in Asia and the Pacific (UNNEXt), and UNCTAD's IE-Reports

(<http://unctad.org/en/Pages/Publications/InformationEconomyReportSeries.aspx>) can be useful references.

9. The study will include the following aspects and tasks :
 - a) The state of affairs of the trade facilitation services sector:
 - Logistics subsector: processes and documentation, use of ICT, contracting mechanism including backward and forward linkages etc
 - Financial subsector: how the payment of international trade transactions is carried out (payment methods, identify the payment flows, the invoicing process, terminology, e-invoice/e-payments/e-signature use. It might include the identification of best adapted tools for the simplification and standardization of payment procedures and documentation.
 - The accessibility to trade finance instruments will be also studied, including the identification of finance instruments used in Pakistan (i.e. letters of credit, guarantees, collections, open accounts, factoring, etc.) and an analysis of the supply chain finance.
 - b) Aspects for development of e-commerce/business solutions supporting trade facilitation and logistics in Pakistan:
 - Current state of e-commerce in Pakistan;
 - Identification of technical aspects and existing legal framework for the development of e-commerce/business, including aspects related to the electronic exchange of documents and information for cross border trade transactions, use of standards for document simplification, data harmonization, document alignment, methods to share/exchange data and inter-operability between businesses, government agencies and other relevant stakeholders.
 - Identification of tools and methods to raise awareness of stakeholders to improve their collaboration within e-commerce/business.
 - c) Based upon the results of the study, the Consultant would produce technical and policy recommendations for the development of e-commerce/business that supports trade facilitation and the logistic sectors;
 - d) The report should include an implementation plan or strategy to give effect to the recommendations to bring efficiency in international trade procedures.
10. The Consultant may be required to present his/her findings to the NTTFC, other stakeholders or to the NTTFP-2 project team.
11. The Consultant will collect information through desk research and consultations with TTFU/UNCTAD, in coordination with the NC, and eventually by soliciting views of stakeholders.

MONITORING / PROGRESS CONTROL

12. Before commencing work on the report, the Consultant will have a briefing session with the STA either over the phone or in-person, as appropriate.
13. The Consultant will regularly communicate and coordinate (at least every two weeks) with the STA and the project director of TTFU, to discuss and assess progress of the work, as well as to seek/receive advice as necessary.
14. The Consultant may also be required to meet with the STA in Pakistan during the period of the consultancy.
15. The Consultant will also keep close contact with competent national authorities, particularly the NTTFC.
16. For this assignment the Consultant will adhere to the schedule and complete the tasks, as follows:

- **Within two weeks** of commencement of contract the Consultant will submit a draft study plan to TTFU/UNCTAD for comments and revision.
 - **By the fourth week of work**, the Consultant will travel to Pakistan for meetings with key stakeholders and key agencies, gather further data and conduct site visits where necessary and if possible.
 - **By the eighth week of work**, the Consultant will present the initial findings to representatives of the UNCTAD/TTFU for validation and comments. UNCTAD/TTFU will **respond within one week** of receipt of initial findings, and afterwards the Consultant will incorporate comments and remarks to draft a final report.
 - **By the eleventh week of work**, the Consultant will present the final draft to UNCTAD/TTFU.
 - **By the twelfth week of work**, the Consultant would present the report to selected stakeholders for their comments/validation.
 - Submission of final report no **later than one week after end of contract**.
17. Any variation to the above schedule must be agreed between the Consultant and TTFU.

EXPECTED OUTPUTS

18. The Consultant will deliver the following outputs:
19. Prepare a report, in electronic format, on the above mentioned issues (see paragraph 10).
20. The report must include the following parts:
- a. Current state of services supporting the logistics and the financial subsectors;
 - b. Accessibility to trade finance instruments including through electronic means;
 - c. Promotion of e-commerce for trade facilitation and options for its development ;
 - d. Collaboration between stakeholders to develop e-commerce/business solutions for trade facilitation;
 - e. Technical recommendations and policy advisory note along with the implementation plan/ strategy to implement those recommendations. Moreover, the report will include drafts of relevant procedures and policies to the GOP.
21. A PowerPoint presentation highlighting the main findings and recommendations of his work.

REQUIRED PROFILE/QUALIFICATIONS

- Qualifications:** The Consultant will be a specialist in international trade, logistics, customs and/or transport with a minimum of 10 year working experience particularly in the area of trade facilitation and e-Commerce, including some experience in the region. The Consultant will have prior experience in and a good knowledge of international supply chain analysis, finance sector analysis, document alignment and standardization, the broking industry or shipping/forwarding practices.
- Education:** Advanced university degree in economics, law, or development, with specialisation in international trade, customs and/or transport or a first level university degree with a relevant combination of professional and academic qualifications.
- Languages:** The Consultant should be fluent both in oral and written English.