

Terms of Reference

Conducting Trade related 03 studies in FY 2023-24.

1. Background

The Government of the People's Republic of Bangladesh has received an SDR 150 million Credit from the International Development Association (IDA) - a member of the World Bank Group - for financing the cost of the Bangladesh Regional Connectivity Project I (BRCP-1), being jointly implemented by the Bangladesh Land Port Authority (BLPA), National Board of Revenue (NBR) and Ministry of Commerce. The second component of this umbrella project is being implemented by the Ministry of Commerce as a separate technical assistance project. The overall objective of this technical assistance project is to strengthen trade related institutional capacity in order to ensure active and sustainable cooperation between multiple trade-related stakeholders and economic empowerment of women traders.

This technical assistance project consists of following three (3) components:

- Component A: Develop (pilot) programs to support female traders and entrepreneurs. This component will pilot activities to help address barriers to women becoming more integrated into regional and global supply chains and trading opportunities.
- Component B: Capacity Development Support for the National Trade and Transport Facilitation Committee. The inter-ministerial National Trade and Transport Facilitation Committee (NTTFC) has been set up to coordinate all trade and transport-related policies and activities in Bangladesh, and will also serve as the Advisory Committee for the Project.
- Component C: Improvements to Bangladesh Trade Portal and to set up a National Enquiry Point for Trade. The Bangladesh Trade Portal (BTP) was launched in March 2016. This component will support further up gradation of the BTP to expand its functionality to include information of relevance to potential Bangladesh exporters and to ensure that content is kept up to date. This component will also set up the National Enquiry Point for Trade, which will help Bangladesh to meet a key requirement of WTO Trade Facilitation Agreement.

The Ministry of Commerce intends to apply part of the IDA Credit for procuring consultancy services from qualified research/consultancy firms or institutions/individuals to conduct three studies selected from the list of studies identified under NTTFC activities of the project (Component B). These studies aim to develop in-depth understanding about three relevant areas of trade facilitation and are directly linked with the activities of three implementing agencies of the BRCP-1 umbrella project.

2. Scope of Consultancy Services:

The project will conduct the following three studies in 2021-22/23 fiscal year that are critical for export promotion and trade facilitation:

Study 1: Vehicle and Cargo tracking under free transit regime

Study 2: Assessment study on necessity of more Off Dock/Dry Port

Study 3: Feasibility study on enhancing trade and connectivity with North East India and Bangladesh.

These studies will be conducted under a single package to explore best output from the study. The detail scope of the proposed studies is given below:



▪ Study 1: Vehicle and Cargo tracking under free transit regime

Background:

Transport system provides one of the basic infrastructures and acts as a prerequisite for socioeconomic development of a country. To ensure a cost-effective, environment friendly and safe freight transport, choosing the best mode of transport is necessary. Dhaka and Chittagong are the two major metropolitan cities of Bangladesh. Dhaka is the main commercial center and administrative capital of the country. Chittagong is the primary sea port, accounting for about 90% of imports and exports. Dhaka and Chittagong are linked by roads, inland waterways, air and railway to provide various transport options. Road and railway links handle most of the container cargo traffic in this corridor, though both of these modes of transport have serious capacity constraints. Bangladesh Garment Manufacturers and Exporters Association (BGMEA) alleged that export goods are theft from covered vans while they are on the road towards Chittagong off docks. The top exporters' group also alleged that imported goods, destined towards factories from the ports, are also being stolen at roads and highways. Bangladesh government has made mandatory use of a global positioning system (GPS) tracker in covered vans aiming to prevent theft of cargos on roads.

Having given due consideration to the principles of transparency, fairness, nondiscrimination and all other relevant principles, a proper Guidelines on Licensing Procedure of Vehicle Cargo Tracking Services need to be formulated.

The Vehicle Tracking System would be a useful solution to gain considerable operational efficiency in managing a large fleet of vehicles. It will help mitigating the major safety concerns that exist in the transport sector in Bangladesh. The service will offer its customers an innovative Vehicle Tracking and management solutions that will bring efficiency in their vehicle fleet operations. Vehicle Tracking System will allow offering of a range of services, like managing fleet of vehicles, locating roaming sales professionals and tracing stolen vehicles in an easier, productive and efficient manner. It will create opportunities for new businesses and employments, benefit the government and corporate bodies, road transport industry, motorists, vehicle owners and individual private users by helping them to reduce road traffic accidents and unauthorized or inefficient vehicle usage and as well as generate revenue for the exchequer. The use of a simple cost-effective Vehicle Tracking Solutions will certainly increase productivity, reduce operational cost, improve customer service and enhance security for both driver and vehicle.

There has also been discussion on the misuse of the bonded-warehouse facilities provided by the government to boost export. Potential misuse can be detrimental for the growth of domestic industries and cause a loss in tax revenue. Taking the risk factors into consideration, the customs authority has set indicators to help detect abuse of duty-free facilities under the bonded warehouse scheme in Bangladesh. It is important to explore how Vehicle and Cargo tracking system may assist in preventing such misuse.

From a regional connectivity perspective, Bangladesh, Bhutan, India, Nepal (BBIN) Motor Vehicle Agreement (MVA) has been a notable progress which aims at setting regulations for passenger, personal and cargo vehicular traffic among and between the four countries. The purpose of MVA is to enhance connectivity and foster greater sub-regional cooperation in South Asia. The issue of vehicle and cargo tracking has also been highlighted in the MVA which states “Installation of a tracking system on motor vehicles as well as containers at the cost of entering

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vehicle/container will be introduced within two years from the signing of the agreement subject to the mutual consent of Contracting parties" which should be taken into consideration for setting up necessary policy regimes.

Objectives

The Government of Bangladesh seeks to facilitate the introduction of a Vehicle Tracking System to improve the efficiency of cross border transport. The Guidelines on Licensing Procedure of Vehicle Cargo Tracking Services are intended to provide an overview of the licensing and regulatory framework for Applicant(s) seeking to obtain license/permission. Vehicle Tracking License/permission to be issued under these Guidelines will authorize an operator to establish, operate and maintain Vehicle Tracking Services in Bangladesh. No person or business entity shall be allowed to provide Vehicle Tracking Services without a valid License/permission issued by the Commission.

Scope of the study

The guidelines will provide an overview of the service as well as act as a framework to govern the organizations and Cellular Mobile Operators that intend to offer Vehicle Tracking Services in Bangladesh. No organization shall be allowed to offer Vehicle Tracking Services in Bangladesh without obtaining license from the Regulatory Commission by following the procedure as described in this Regulatory and licensing guidelines. Under the existing licenses Cellular Mobile & Broadband Wireless Access (BWA) Operators qualify to offer such telecommunication services subject to the Commission's permission including tariff approval.

This study is intended to recommend guidelines and principles for the development of a Vehicle and Cargo tracking under free transit regime. The following may be the areas of the study:

1. Analyze and identify the gaps of the existing guidelines on the Vehicle and Cargo tracking system;
2. For cross border trade all the land ports should be included in this study with a view to identify and suggest automated border management and custom procedures, electronic lock and seals, modern tracking device etc.;
3. Mention how this cargo tracking system can contribute to improving Bangladesh's ranking on the Logistic Performance Index (LPI)and other indices measuring logistics performance ;
4. Identify the few good practices and regional experiences of the neighboring countries of the Vehicle Cargo tracking system under free transit regime including the TIR Convention highlighting the benefits of each instrument [Electronic Cargo Tracking System (ECTS) and the Convention on International Transport of Goods Under Cover of TIR carnets (TIR Convention)] and the differences between them)
5. Major Legal and policy constraints and challenges and suggest the applicable, modern, comprehensive Policy Guidelines;

Study 2 : Need assessment study on necessity of more Off Dock/Dry Port

Background:

Some 70 per cent of the container cargoes moving through Chittagong Port originate in, or are destined for, the capital, Dhaka. Only 3 per cent of the container throughout volume of Chittagong Port is currently moved inland by rail, as compared with 67 percent by road (in break-bulk form).

The rail served Dhaka ICD has been in operation since 1987, but is now capacity restricted by the heavily congested urban development surrounding the terminal. Several years ago, the Chittagong Port Authority, in an effort to reduce road and cargo congestion in and around the port, encouraged the establishment of “off dock” container terminals in most cases only 5-10 km from the port. There are now 16 such terminals operating close to Chittagong Port, all of them developed and operated by the private sector and in several cases involving substantial investments in infrastructure and handling equipment. The functions of off-dock terminals are identical with those of dry ports, in the sense that they provide the full range of services for the handling, storage, and customs clearance of containers and container cargo. These terminals now process the vast majority of export consignments of ready-made garments which are transported from Dhaka in small breakbulk trucks having payloads in the range of 7-10 tonnes and are loaded into containers at the off-dock terminals. While the strategy of encouraging the establishment of off-dock terminals may have had the intended effect of reducing congestion within the port, it also resulted in increased congestion of the main highway between Chittagong and Dhaka (Asian Highway 41) by adding breakbulk trucks to the road. Even at current traffic levels one breakbulk truck passes on average every minute of the day. By 2025, it is estimated that nearly 10,000 breakbulk trucks per day will be running on the Chittagong-Dhaka Highway – double the estimated current number of 5,100. For some years, a second rail served dry port has been under consideration for Dhirasram near Gazipur to the north of Dhaka. This facility would be well located as it would be in centre of the garment processing industry around Gazipur. The Government of Bangladesh is now planning for it to be constructed under a PPP contract, but it is long overdue.

Government has a target to carryout 100% export and import activities by dry ports by 2030. In this regard existing 16 dry ports/ICD are not adequate to handle the \$80b export in 2024 and \$ 84b in 2025. Transport Modal share is only 3% by railway and more railway based ICD are necessary as out of 6000 exporters of RMG 2400 located in Tongi, Savar, Bhaluka , Norsingdi etc. Regarding the establishment of more business friendly dry ports around the countries necessary policy need to be formulated. According to NBR off dock can be established beyond 20km distance and the number of products can be increased from 37 to more depending on the capability of this Off Dock ports.

To help ease congestion at Chittagong seaport, facilitate quick clearance of FCL (Full Container Load) cargo by allowing un-stuffing/delivery from outside the port area, and facilitate trade, Government encourages the establishment of Off-Dock facilities in the form of private container freight stations (CFSS) or inland container depots (ICDs).

Eligible private sector operators are licensed as CFSS/ICDs to store selected low risk import items and empty containers, and conduct Customs clearance formalities and allow un-stuffing/delivery of selected categories of import consignments. These private ICDs/CFSS require to obtain permission from the National Board of Revenue, Ministry of Shipping, Chittagong Port Authority, Department of Environment and other relevant government agencies. They also need to fulfil certain conditions to get warehouse license from Customs House, such as –

1. Location proximity (will have to be within 20 kilometers of the port).
2. Provision of proper office for customs officials.



3. Adequate facilities for container handling, such as fork lift, cranes, straddle carriers etc.
4. A well-secured warehouse, and tight security system with installed close circuit television (CCTV) cameras).

In order to enable transfer of container-laden import goods to private ICDs to complete customs formalities, name of the private ICD has to be mentioned beforehand in the Letter of Credit (LC) and Bill of Lading (BL) of the consignment.

Private ICDs/CFs perform three main functions:

1. Handling of import containers of selected items (selected 37 low duty import items).
2. Handling of all export containers.
3. Storing and handling of empty containers.

Import items eligible to be cleared through private ICDs: Customs allows 38 import items to be taken to private ICDs for completion of Customs formalities there.

Objectives: The main objective of developing a dry port network is to expand trade opportunities by facilitating the uninterrupted movement of trade consignments between dry ports located in different countries

Basic requirements of dry ports within the network to be able to exchange cargo effectively among themselves, dry ports in the network must satisfy certain requirements as to the basic services they provide and the facilities with which they are equipped in order to provide these services. These basic requirements may be summarised as:

- They should have infrastructure and equipment for the handling, consolidation, storage and modal transfer of containers and other types of unitized cargo ;
- They should have the authority, capability and facilities for all border clearance of cargo;
- They should be located within, or close to, concentrations of industry which generate export/import trade, but can be located remotely from seaports; and
- They should be connected to railways for long haul transport from seaports, or indeed from other dry ports, and to roads of adequate quality for local pick-up and delivery of cargo. Not all, and possibly even only a minority, of the dry ports nominated for coverage by the IGA satisfy all of these requirements

Dry port location and transport mode connection issues The location of dry ports in relation to the ultimate origins or destinations of the cargo they handle and the seaports to which they dispatch, and from which they receive, cargo and containers is a determinant of their operational and financial success. It is also a determinant of their success in minimizing the logistics cost of moving cargo between an origin and a destination, e.g. between a shipper located in one country and a consignee located in another. Proximity to a shipper's or consignee's premises will allow breakbulk cargo to be moved economically a relatively short distance (ideally no more than 30-40 km) by small truck to or from a dry port. By contrast, remoteness from a seaport or indeed from another dry port across a land border will ensure that railway transport may be used economically for the long distance transport of containers. Numerous studies have shown that the unit operating

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cost for haulage of containers by road is likely to exceed that for haulage by rail for distances exceeding 300 km. For distances shorter than 300 km, road unit costs are likely to be substantially lower than those of rail. As the distance approaches 600 km (i.e. twice the rail breakeven distance), the cost advantage of rail becomes substantial.³ By contrast, the movement by rail of containers only a short distance between a dry port and a seaport is unlikely to be justified unless the lack of haulage distance is compensated by massive container movement volume. The short haul movement by rail of breakbulk cargo is likely to be even more untenable. Thus, by blending the long-haul economics of rail with the short-haul economics of road, dry ports with optimized locations can achieve minimized logistics costs.

Seaport, rail and road linkages to dry ports An important function of dry ports is to facilitate access to the sea for land-locked countries and regions. This is particularly true for the countries of Central Asia, some of which are located 3,000- 4,000 from the nearest seaport. Dry ports facilitate access to the sea for trade to and from these countries by consolidating cargo and providing cost-effective transport linkages to seaports.

Scope of the study

This study is intended to review guidelines and principles and propose evidence driven recommendations for the development of a dry port network in Bangladesh. The following may be the guidelines for the **assessment study on necessity of more Off Dock/Dry Port in Bangladesh :**

1. **Describe and Analyze the existing dry port facilities and short comings with a view to ease trade**
2. Identify the significance of more dry ports in Bangladesh;
3. Identify the basic requirements of a dry port;
4. Assessment-based recommendation for potential dry port location and transport mode connection;
5. Analyze the seaports, rail, and road linkages to dry ports;
6. Find out the principles and standards for dry ports design and operations;
7. Incorporation of dry ports into transport documents and legal instruments;
8. Review of best practices and example of other countries;
9. Proposed arrangements for custom clearance at dry ports;
10. **Comprehensive** Policy measures, legislation and solution for planning dry port development;
11. Required infrastructure and sources of financing for the development and operations of dry ports;

Study 3 : Feasibility study on enhancing trade and connectivity with North East India and Bangladesh

Background:

The Bangladesh- India relationship with respect to geographic, political, social and economical have been growing since long. India is not only neighbor country of Bangladesh but also good friend and development partner. Since 2009, Bangladesh and India bilateral relation reaches in new horizon. Political leadership have made significant success to carry forward Bangladesh-India relations in every sphere of their engagements, with particular focus on Bangladesh-India trade and economic cooperation. India has given consent to historic Land Boundary agreement. The

event would take our relationship to a newer height. This relationship will also give a new impetus to further strengthen relationship between the two countries in the area of trade and commerce.

Over the period of last 5 (five) years, bilateral trade has registered an impressive growth. Total trade between the two countries increased from USD 3.15 billion in fiscal year 2009-2010 to USD 10.0 billion in fiscal year 2020-21, i.e. growth of trade is 90 percent. However, this growth was mainly driven by substantial increase of import \$7.64 billion into Bangladesh from India and export from Bangladesh \$1.25 billion which also led to further deepening Bangladesh's trade deficit. Bangladesh need to narrow the gap. Background from few Secretary level meeting and JWG meeting deeply appreciate India's sincerity to address Bangladesh's concern in terms of its trade deficit with India. Bangladesh have enormous potentials in the fields of trade and investment especially in the North East India part and what need is to harness those potentials for the well-being of the people of both the countries.

There is an ample opportunities to expand trade if both sides willing to working to remove barriers to trade and some barriers have indeed been removed, should work further to remove the remaining barriers to ensure unfettered trade. , Bangladesh enjoys duty free and quota free market access for all products except 25 tariff lines (alcohol, tobacco and drugs) to India under SAFTA. This has created immense opportunity for Bangladesh to further enhance trade with India. Despite Bangladesh's serious efforts, export to India has not increased significantly mainly due to some challenges with regard to product diversification, product standardization, infrastructure at the land port, road and shipping connectivity, Para-tariff and non-tariff barriers, which need proper attention and intervention.

The main items exported from Bangladesh to India are:

Raw jute, Jute goods, Jute yarn & twine, Cane molasses, Engineering products, Furnace oil, Frozen fish, Sacks & bags, Cement, Betel nuts, Knit & woven garments, , Cut flower, Rice bran oil, Copper wire, Agro processed Food , Soap & Toiletries, Jamdani Saree, Mosquito net, Accumulator battery etc.

The main items imported from India into Bangladesh are: Live animals, food stuff, vegetables, spices, mineral products, products of the chemical or allied industries, plastic and articles thereof, textiles & textiles articles, pulp of wood, articles of stone, base metals, vehicles & transport equipment, machineries etc.

Highest priority sector:

Highest priority sector refers to the products that have high export potentials but, for different reasons, the potentials could not be used and necessary support could promote their export :-

- ❖ Value added readymade garments and garment accessories;
- ❖ Software & IT enabled Services, ICT products;
- ❖ Pharmaceutical Products;
- ❖ Ocean going Ship & fishing trawlers;
- ❖ Shoes & Leather Products;
- ❖ Jute goods;
- ❖ Plastic products;
- ❖ Agro-products and Agro-processed products;
- ❖ Furniture Industry;
- ❖ Home textiles;
- ❖ Terry Towel; and
- ❖ Luggage.

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b) Special development sector:

Products which have export potentials but do not have a strong production & supply base have been included in the list of special development sector. The products are:

- ❖ Diversified jute products;
- ❖ Electric and Electronic products;
- ❖ Ceramic products;
- ❖ Light engineering products including auto-parts & bicycles;
- ❖ Value added Frozen fish;
- ❖ Papadam;
- ❖ Printing & Packaging;
- ❖ Rough Diamond & Jewellery;
- ❖ Paper & paper products;
- ❖ Rubber;
- ❖ Silk products;
- ❖ Handicrafts;
- ❖ Handloom products including Lungi; and
- ❖ Coconut coir.

c) Special Development Service sectors are:

- ❖ Tourism; and
- ❖ Architecture, Engineering and Consultancy Services.

Bangladesh and India have been working very closely during last several years to reap the benefit of closer cooperation between two neighboring countries. In this regard North-East part of India are encouraging more multimodal connectivity, developing physical and economic infrastructure, engaging into power trade across the border etc. However, there are some non-tariff barriers and infrastructural bottlenecks which are hindering trade between the two countries in this part. Moreover, India is a vast country having huge exportable products, some of which have good market prospects in the neighboring countries like Bangladesh. Non-tariff barriers faced by Bangladesh exports in accessing to the Indian market are Inadequate physical facilities at land customs stations of India, Mandatory standards requirements, Technical regulation. Banking difficulties in northeastern India: The number of banks authorized in northeastern India to handle foreign currency transactions and open L/C is very limited. Moreover, these banks cannot carry on transactions directly with banks in Bangladesh. This is a major impediment to international trade between Bangladesh and northeastern India. An MOU can be signed between the revenue authority of the both side for data sharing of export and import with a view to eliminate the trade barriers. Trade between Bangladesh and seven sisters mostly related on export from Bangladesh which faces several NTBs. For operationalized the BBIN agreements for ease cargo movement and in this regard Land port sub-group of both the countries may be more active and an action Plan may be formulated to this regarding the export from Bangladesh to the seven sisters. Automation process of the LCS in the Indian side are not adequate, only 07 LCS are automated out of 30 LCS which ultimately barrier for trade. Besides in Bangladesh side 11 land ports are connected with ASYCUDA system.



Given the scenario this study has the following objectives to understand the current status of the trade policies of Bangladesh as well as finding from the different country perspectives and good practices, ways to create an enabling environment, particularly focus is needed on harmonizing export, import and customs related policies with different potential trade partners and standards and guidelines developed at the global levels :

1. What is the current status of the Bangladesh Bilateral Trade relations with the North East India ;
2. Identify the opportunities and economic benefits of Bangladesh if the connectivity, port facilities with the Northeast India part improved;
3. Identify commodity wise-export potentials (top ten products) of Bangladesh products and services in the North East of India, Analyze the market demand (quantitative) for Existing & diversified products from Bangladesh having export potentials;
4. Identify major infrastructural constraints to increase cross-border trade with the Northeast India;
5. What are the NTMs/NTBs/ PTBs exists between the Land Custom Stations and Land Ports in the North East Part of India and Bangladesh;
6. Major Legal and Policy Constraints and challenges for Trade Facilitation and Cross-Border management in Bangladesh including Implementation Gaps and Procedural Hindrances Identified ;
7. Identify the specific provisions of the border clearance agencies required for the local traders of Bangladesh to expand export in the North East part of India;
8. Develop a flow-chart about the efficient procedures to export from Bangladesh to the selected destinations or provinces of the North India.;
9. Mention the applicable comprehensive policy guidelines or regulatory measures for the promotion of trade between Bangladesh and North East India ;

Timeframe of the Services:

The duration of the assignment is anticipated to run for a period of six months commencing on the date of signing the agreement. The Consulting Firm shall report to the Project Director or his assigned official for any clarification with regard to the assigned responsibilities or any issues that need to be mitigated.

Sl.No.	Report/ Deliverables	Expected date of Delivery
01	Inception Report	Within 02 Week from contract signing
02	Literature review and data collection	Within 20 weeks from contract signing
03	Presentation of the draft findings in TWO Workshops	Within 21 weeks from contract signing. All cost of the workshops will be borne by the Consultant.
04	Submission of the Final Reports	Within 24 weeks of contract signing



4. Expected deliverables from the firms/institutions:

The consultancy firm will at least submit the following reports for each of the studies to the project authority:

- a) Inception Report
- b) Draft Report
- c) Final Report

The Inception Report (IR) will contain scopes, methodologies and work plan for each of the studies separately and in detail. The IR must have an elaboration of study questions and objectives. This elaboration should follow the detail of research methodologies to be applied for each of the studies. The detail plan of quantitative and qualitative analysis and methods for data analysis will also have to be included in the inception report. The methodologies should include justification for choosing a particular method of data collection, sampling design and indicators, data sources, detail of data collection methods and a set of data collection instruments to be used in each of the studies, detail of field survey or study and limitations in study. The inception report should also contain the detail of key persons engaged in the study and their specific responsibilities. It should also contain the plan for monitoring and evaluation of study progress by the research firm and the client's representatives. The work plan also needs to be detail so that the client understands how the studies will reach to final stage of report writing.

Draft Final Report (DFR) will contain detailed findings, qualitative and quantitative analysis on findings. The structure of DFR should at least contain executive summary of the study, introduction, literature survey, methodology of the study, findings of the study, discussion and analysis, recommendations and conclusions, references and annexures. This study will have three separate DFRs. Report should be delivered in English version.

The Final Report (FR) of the study should be submitted to PIU on agreed formats before the end of the contract period. The report should at least contain executive summary introduction, literature survey, methodology, findings, discussions and analysis, lesson learned, recommendations/suggestions, conclusions, references and database in the annexure. The FR should also have a discussion about the observations of the stakeholders including clients and their answers. This study will have three separate FRs. Report should be delivered in English version.

All reports will be evaluated by the technical committee of the project and the recommendations of the technical committee will have to be reflected in the reports before finalization of the same.

The consultant will arrange for proof reading, if required to maintain the quality. All field notes and the data set should be submitted as annexure with the final report. Follow up meetings will be held time-to-time between the contracted agency/consultant and BRCPC MOC. **One Hundred and Twenty (120)** color printed copies of each of the final reports should be submitted along with soft copies. During the implementation, any other information that is important may be added or deleted during discussion periods, which may become an integral part of the TOR.

5. Methodology of Study

Document Review: The studies will have a large number of document reviews to do analysis and comparison among regulatory regimes.

Quantitative analysis: For Study 3 on Feasibility study on enhancing trade and connectivity with North East India and Bangladesh the consultant needs to conduct quantitative analysis/ economic assessment/ economic modeling on pertinent issues.

Questionnaire: Necessary questionnaires for KII and FGDs need to be developed and agreed with the related implementing agency(ies). Testing of the questions will be required.

Key Informants Interviews:

To verify data collected from beneficiaries, group or individual interviews with informants will need to be organized. Approach to selecting KII and guide is to be elaborated by the firm.

Study	Minimum Number of KIIs
Study 1: Vehicle and Cargo tracking under free transit regime	25
Study 2: Need assessment study on necessity of more Off Dock/Dry Port	40
Study 3: Feasibility study on enhancing trade and connectivity with North East India and Bangladesh (at least 05 representatives of business community/ government officials from North East of India is required)	25

Focus Group Discussion:

The data collection team can use the FGDs tool. The FGDs will be carried out in mix separate male/female groups as appropriate and will be carried out based on an elaborated guide approved beforehand by the related implementing agency(ies). Detailed documentation of the proceedings of the FGDs will be maintained.

Study	Minimum Number of FGDs
Study 1: Vehicle and Cargo tracking under free transit regime	3 (in-person)
Study 2: Need assessment study on necessity of more Off Dock/Dry Port	4 (in-person)
Study 3: Feasibility study on enhancing trade and connectivity with North East India and Bangladesh (Online FGDs for engaging stakeholders from NE)*	2 (in-person) 2 (online)

* Expected number of participants should be in between 8-15 persons.

Public Consultations

These studies will also include public consultations at selected locations with the relevant stakeholders in discussion with the implementing agency (ies). (One public consultation per study, engaging 40 relevant participants)

Data Analysis and reporting

The **quantitative** data will be processed in SPSS or similar data processing software. The qualitative data will be analyzed by using NVIVO or other similar software. Privacy of the survey data will be strictly maintained by the consultant/firm.

N.B.: Specific assessment criteria/ factors/ issues to be studied under each of the three studies will be finalized during the inception phase of the assignment, after consultation with relevant stakeholders. However, the consultant may propose assessment criteria/ factors/ issues in their technical proposal.

6. Consulting Firms qualification and experiences

The interested consulting firm should provide evidence of the following in their applications:



The Consulting firm shall have the legal capacity to enter into the contract;

- The firm should have at least **10** years of general experience in providing consulting services out of which at **least 05** years of experience in national and international trade related research or studies for public and private sector;
- **The firm must have successfully completed one service contract/study/research related to cross-border trade and related issues;**
- The firm should have experience in working with development partner's funded projects (IDA financed project experience would be desirable);
- A capacity statement on available training facilities, IT equipment, logistics support, transport and office space;

Required Documents: The company must submit the following documents:

- Company Registration, Up to date Tax payment certification and VAT registration certificate;
- Audited Financial statement (last 03 Years);
- Company Brochure.

7. Team Composition and their Qualifications

The proposed services under this Terms of Reference shall be carried out by using a firm (Consultant) with adequate experience in designing and delivering the expected output of the study. The firm should propose the structure and composition of its team members. It should list the main disciplines of the assignment, the key experts, technical and support staff. An indicative team structure may be as follows:

Study 1	Study 2	Study 3
Team Leader		
Trade Expert/ Economist		
Transport Management Expert	Port Management Specialist	-
IT Specialist	-	-

Position	Duration (man months)	Qualification, Experience and Responsibility
Team Leader-01 No. (Input for all three studies)	04	<p>Team Leader (TL) must have a minimum of 15 years of general experience out of which at least 10 years' prior experience in the International /regional/ cross border Trade related field. He must have relevant Master's degree from a recognized university preferably in International Trade, Trade Law, Business Administration or other related areas. Must have experience of working with complex, multi-system environments in public sector.</p> <p>The Team Leader will take the overall responsibility for the execution of the assignment in accordance with the TOR and also for the coordination of all professional inputs. She/he will be responsible to the Employer and maintain close contact with Project Director (Employer's representative) to ensure that the contract is implemented in accordance with the World Bank guidelines. The Team Leader will act as the Consultant's authorized representative for both the design and implementation supervision phase and make decisions on all matters pertaining to the consulting services.</p>

Position	Duration (man months)	Qualification, Experience and Responsibility
Trade Expert/ Economist- 01 No. (National Consultant) (Input for all three studies)	04	The incumbent must have a minimum of 10 years of general experience out of which at least 05 years' relevant experience in international / regional/ cross border trade areas. She/he must have relevant Master's degree from a recognized university preferably in International Trade, Port Management, Trade Law, Business Administration, Operations Management, IT Management or other related areas. She/he must have experience in trade facilitation, logistics, infrastructure/connectivity assessment and planning. She/he must have least 1 year customs and border management experience. She/he should have familiarity with trade and transport issues in South Asia with specific exposure to overland trade, and cross border goods movement. Experience in conducting/ studying economic assessment of cross-border trade/ bilateral trade will get preference She/he should have strong written and verbal skills in English Knowledge and understanding of business practices of trade regulating agencies.
Transport Management Expert 01 No. (National Consultant)	01	The incumbent must have a minimum of 10 years of general experience out of which at least 05 years' relevant experience in international /regional/ cross border trade areas. She/he must have relevant Master's degree from a recognized university preferably in engineering, International Trade, Port Management, Trade Law, Business Administration, Operations Management, IT Management or other related areas. She/he must have experience in assessing and designing transport systems. She/he must have least 1 year multi-modal/ cross-border transport related study/research/operational experience.
Port Management Specialist 01 No. (National Consultant)	02	The incumbent must have a minimum of 10 years of general experience out of which at least 05 years' relevant experience in port management/ customs related issues. She/he must have relevant Master's degree from a recognized university preferably in engineering, International Trade, Port Management, Trade Law, Business Administration, Operations Management, IT Management or other related areas. Experience in studying/ policymaking/ managing/ operating dry port/ off-dock facilities will get priorities.
IT Specialist 01 No. (National Consultant)	02	The incumbent must have a minimum of 10 years of general experience out of which at least 03 years' relevant experience in designing and implementing GPS based monitoring system/IoT systems. She/he must have relevant Master's degree from a recognized university preferably in CSE, IT or other related areas. She/he must have experience in assessing, designing and implementing different tracking system. Experience in projects/ study related to training vehicles will get preference.



Position	Duration (man months)	Qualification, Experience and Responsibility
Research Associate (2 no.) (Input for all three studies)	12	The incumbent must have a minimum of 05 years of general experience out of which at least 02 years' relevant experience in conducting qualitative and quantitative research. She/he must have relevant Master's degree from a recognized university preferably in International Trade, Trade Law, Business Administration/Economics and other trade related fields. Research experience in international trade/ cross-border cooperation related areas should get preference. She/he will support the key experts with necessary research activities.
Non-key Experts		
Data Collector /s (Input for all three studies)		The incumbent/s must have a minimum of 03 years of general experience out of which at least 01 years' relevant experience in collecting data. She/he must have at least bachelor's degree preferably in English, journalism, or mass communication, or in a related field from a reputable university. Data Collector /s will support the core team with necessary data collection, data entry, transcription etc. related activities.
Editor and proofreader (1 no)		The incumbent/s must have a minimum of 03 years of general experience out of which at least 2 years of experience proofreading or editing written content (reports, academic books, journals etc.). She/he must have at least bachelor's degree from a reputable university. Editor and proofreader will be responsible for ensuring production grammatical and typographical error-free, properly referenced, plagiarism-free three reports.

Consultant may propose/add Non-key experts/staff with well-distributed inputs (person-months) in its proposal of team composition as would be required for the assignment and is advised to include NKEs/staff as indicated above. However, proposed NKEs will be reviewed but not evaluated.

Note: Independent reviewers shall be engaged by PIU for objective review of the reports before finalization.

8. Selection Method:

The selection method for this package will be Consultant's Qualification Based Selection (CQS) described in the World Bank's Procurement Regulations for IPF Borrowers, July 2016, updated in 2020.

9. Facilities Provision

The firm (consultant) will facilitate monitoring of studies by the employer, and World Bank officials. The project will provide to the Consulting firm all key program documents & reports such as:

- Relevant extract of Technical Assistance Project proposal (TAPP), if required;
- Sharing relevant up to date project information for a better understanding of the project;

- Providing timely feedback to the consulting firm on inception report, questionnaire, sampling, training module, draft reports etc.;
- Any logistic support such as transportation as well as office space will not be provided by the client.

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