

**Terms of Reference (ToR)
For
Junior Trade Expert cum Focal Person Coordinator**

BACKGROUND

The World Bank/BRCP-1 is seeking the services of an experienced specialist (consultant) to undertake an assignment to support the establishment and the day to day operation of a NTFC Secretariat to the Bangladesh National Trade Facilitation Committee (NTFC) and user friendly Bangladesh Trade Portal's (BTP) operation, upgradation and development. The consultant will also support the World Bank and BRCP-1 team on project development and supervision as and when needed.

The Bangladesh National Trade Facilitation Committee (NTFC) was established in January 2018 under the chairmanship of the Hon. Commerce Minister, and comprises 39 members representing various ministries, departments' agencies and trade bodies. It was set up to coordinate all trade and transport-related policies and activities in Bangladesh under the World Bank-financed Bangladesh Regional Connectivity Project (BRCP) and serves as the Advisory Committee for the Project. Working Groups have been set-up under this Committee to oversee the work under the, technical committee of NTFC, National Single Window project, works to improve Border Management Infrastructure, and to address challenges faced by women-led enterprises. Component 2b of the BRCP covers capacity development support to the NTFC.

BACKGROUND OF BTP

Bangladesh Trade Portal (BTP) is an official source of all regulatory information relevant to traders who wish to move goods and merchandise across the borders of Bangladesh. The objective of the BTP is to make all regulatory trade related information and other information useful to Bangladeshi importers and exporters easily and readily available in a single integrated website. Ministry of Commerce (MoC) of Bangladesh Government has established the Trade Portal in order to improve the predictability and transparency of the country's trading laws and processes. Trade Portal ensures that businesses have easy access to relevant information and helps them be compliant. It also helps reduce the cost of complying with trade procedures. By bringing together relevant government ministries and departments, BTP serves as a critical stepping-stone towards the implementation of greater trade facilitation regime. Under the 3rd revision of the project, 3rd version of the Bangladesh Trade Portal will be developed (both content and technology) for better user experience.

BACKGROUND OF NATIONAL ENQUIRY POINT FOR TRADE

Under BRCP-1, the Ministry of Commerce has already developed and launched the National Enquiry Point for Trade to facilitate trade related queries. Under the 3rd revision, the operations and maintenance of the NEP will continue.

BACKGROUND OF NTFC:

Bangladesh's National Trade Facilitation Committee (NTFC) was established in January 2018 under the chairmanship of the Hon. Commerce Minister, and comprises 39 members representing various ministries, departments' agencies and trade bodies. It was set up to coordinate all trade and transport-related policies and activities in Bangladesh under the World Bank-financed Bangladesh Regional Connectivity Project (BRCP) and serves as the Advisory Committee for the Project. Working Groups have been set-up under this Committee to oversee the work under the National Single Window project, works to improve Border Management Infrastructure, and to address challenges faced by women-led enterprises. Component 2b of the BRCP covers support to the NTFC.



BACKGROUND OF THE TRADE FACILITATION AGREEMENT (TFA) IMPLEMENTATION ACTION PLAN

TFA Implementation Action Plan for 33 trade-related agencies have already been developed in collaboration with the USDA Bangladesh Trade Facilitation Project. These action plans have been shared with respective agencies and now require regular monitoring and consultation for successful adoption and timely implementation of the same.

Objective

BRCP-1 will engage a Junior Trade Expert cum Focal Person Coordinator to assist the officials and provide technical input during the development and upgradation of the Bangladesh Trade Portal, operation of the National Enquiry Point for Trade, assisting the NTFC secretariat, coordinate with all Focal Person is related to TFA Implementation and BTP and NEP management.

SCOPE OF SERVICES

A. Tasks related to BTP, NEP, WENP and Mobile Application

- Track all agencies' website and collect relevant new contents to upload on the BTP;
- Maintain the BTP website updated;
- Provide technical input to the upgradation and development of the BTP;
- Regularly talks with the Focal Point Agencies to collect all updated trade related information;
- Organize Focal Point Coordination Meeting on a regular interval;
- Respond to the Trade Queries received through the BTP Website and National Inquiry Point in consultation with the focal point agencies;
- Designing and coordinating meeting/ workshops/ seminar and prepare necessary documents;
- Regularly translate contents into Bangla Language;
- Assist in Market Linkage activities of WENP website.

B. Assist Secretariat officials to implement/Monitor a detailed TFA Road Map/Implementation Action Plan (IAP) to include:

- Monitor and report on project progress, achievement and challenges;
- Organize and implement a program of regular consultation on trade and transport facilitation issues with GOB stakeholders as well as the interested private sector companies and associations.
- Co-ordination with the working groups which were formed under NTFC for different issues, e.g. NTFC working Group, NSW Working Group, Border Management and Infrastructure Working Group etc.

C. Efficient organization of NTFC meetings:

- Organize and coordinate: the arrangement meetings; Preparation of agendas;
- Collection and distribution of discussion papers;
- Recording and distribution of minutes; and Follow up on agreed actions;
- Designing and coordinating study related meeting/ workshops/ seminar and prepare necessary documents;
- Coordinate and submit to the NTFC project reports and updates;
- Review of Trade, Tariff and Policy Review related reports; and
- Liaise and consult with NTFC members and designated agency representatives to ensure that problems are identified and solved and/or reported and project deadlines are met.



Any other task assigned by the Project Director/project management as and when required related to BTP Update.

DURATION

Duration of the consultancy services would be for 21 man months/till project period which one is earlier. However, the duration of the assignment may be extended or reduced according to the project needs and budget.

INSTITUTIONAL ARRANGEMENT:

The Consultant will work under the direct supervisor of the Project Director. The Consultant will submit report and deliverable to the Project Director through Project Manager.

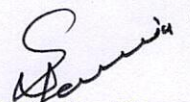
Qualifications

a) The minimum qualifications and experience required of the Consultant are:

- Post Graduate university degree in Economics/Law/Business /Public Policy or Trade related field;
- At least 05 years of experience in WTO/ Trade Facilitation/ bilateral or regional or national trade-related issues with public/ private/ development sector;
- Experience in managing Trade Information Portal and Enquiry Point will be an advantage;
- Experience in conducting trade/investment/access to finance/SME related research will be an added advantage;
- Experience in designing and coordinating meeting/ workshops/ seminar/training is required;
- Experience in partnership management is preferable;
- Experience in designing and drafting promotional materials (e.g. newsletter, TVC, documentary etc.) will be an advantage;
- Experience in or exposure to WB's funded operating conditions and reporting requirements will be an advantage;
- Proficiency in Microsoft Word, Excel, Power Point, and Microsoft Projects with design and photo-editing software.

Selection Method

Selection of the Junior Trade Expert cum Focal Person Coordinator will follow the procedures for selecting Individual Consultants described in the World Bank's Procurement Regulations for IPF Borrowers, July 2016, updated on November


(Shaila Yasmin)
Project Director (Joint Secretary)
(Additional Charge)
Bangladesh Regional Connectivity Project-1
Ministry of Commerce