TERMS OF REFERENCE FOR CONSULTANTS

1. To implement the technical assistance (TA) project, the Asian Development Bank (ADB) will require an estimated 32 person-months of international consulting inputs and 30 person-months of national consulting inputs. Reporting to the ADB project team, the consultants will be engaged following the ADB Procurement Policy (2017, as amended from time to time) and its associated project administration instructions and/or staff instructions.

2. World Trade Organization (WTO) and International Trade Expert (international, 3 person-months). The consultant will have at least 15 years of relevant and adept with international trade issues, WTO agreements, and recent developments in the Asia-Pacific, at least a master’s degree in trade, economics, finance, law, or a related field applicable to the position, and fluent in English. Demonstrated experience in supporting developing countries in WTO accession or implementation of WTO commitments is preferred. The consultant will perform the following tasks:

   (i) Provide advisory support and technical assistance in terms of preparing key documents and addressing technical issues with respect to accession to, post-accession commitments, trade policy reviews and ratification of agreements under the WTO;
   (ii) Provide advisory support and technical assistance in the implementation of WTO agreements including the agreement on Sanitary and Phytosanitary Measures, Technical Barriers to Trade and Trade Facilitation Agreement including potential enactment and/or amendment of legislations or government decrees, as may be requested;
   (iii) Review relevant trade policies and international agreements or arrangements entered into by Central Asia Regional Economic Cooperation (CAREC) countries including customs union and free trade agreements, and provide advise as required in ensuring compliance with international commitments;
   (iv) Draft advisory notes to support government’s decision or policy-making as needed;
   (v) Provide capacity-building in terms of training and seminars as required; and
   (vi) Conduct other tasks related to TA implementation that the ADB project team may reasonably request.

3. Trade Economists (international, 5 person-months; national, 10 person-months). The consultants will have at least 10 of relevant experience in conducting research and analysis of global and regional trade, adept with recent economic developments and issues particularly in CAREC countries, at least a master’s degree in trade, economics, finance, law, or a related field, and fluent in English. The national consultant shall be fluent in Russian and/or Chinese language. Demonstrated experience in conducting and managing capacity building for developing countries, particularly among CAREC countries is preferred. The consultants will perform the following tasks:

   (i) Conduct a stock-take of trade-related data, published works and available online resources and propose a mechanism for improved information exchange among trade agencies, dissemination to the general public, and monitoring of trade performance of CAREC countries, including through development of an online trade portal;
   (ii) Provide technical assistance to Regional Trade Group (RTG), other sectoral bodies of CAREC, and as needed national committees on trade facilitation of CAREC
countries, to support effective and efficient discussions on trade issues and priorities for implementing the CAREC Integrated Trade Agenda 2030;

(iii) Prepare written reports and presentations on identified trade-related topic, as may be determined to support the TA’s implementation;

(iv) Participate and provide technical assistance in capacity-building activities such as trainings and seminars as required; and

(v) Conduct other tasks related to TA implementation that the ADB project team may reasonably request.

4. **Customs and Trade Facilitation Expert** (international, 3 person-months). The consultants will have at least 10 years of relevant experience, adept with customs procedures, international best practices and standards under the World Customs Organization (WCO), and recent developments in the Asia-Pacific, at least a master’s degree in customs, economics, finance, law, or a related field, and fluent in English. Demonstrated experience in supporting developing countries in customs reforms and in regional customs cooperation is preferred. The consultant will perform following tasks:

(i) Provide advisory support and technical assistance to emerging trade facilitation issues with the objective of adopting practical and innovative solutions to improve customs services and trade facilitation;

(ii) Provide technical expertise to support the priority areas work of CAREC Customs Cooperation Committee (CCC) in customs development, customs technology, and customs services;

(iii) Identify and analyze gaps and issues in customs and trade facilitation including infrastructure and institutional constraints among CAREC countries and recommend measures and draft action plans to overcome such challenges;

(iv) Undertake scoping studies for potential investment projects such as to improve customs and border services, establish a new border crossing point (BCP) with joint customs control, and coordinate border management in CAREC countries;

(v) Provide capacity-building in terms of training and seminars as required; and

(vi) Conduct other tasks related to TA implementation that the ADB project team may reasonably request.

5. **Transit and Risk Management Specialist** (international, 3 person-months). The expert will have a master’s degree in economics, management, public administration or related field, at least 15 years of working experience in customs risk management systems and familiarity with the Risk Management Compendium of the WCO, and fluent in English. Preference will be given to specialists with regional and/or international experience, a good understanding of customs procedures and operations, and familiarity with the CAREC trade facilitation program. Working closely with the customs and trade facilitation expert, the consultant will perform following tasks:

(i) Provide advisory support and technical assistance to CAREC customs authorities in formulating risk management strategies suitable for their countries, including establishment of baseline indicators, identification of risk areas, selectivity, risk profiling, targeting, and introducing the authorized economic operator program;

(ii) Draft proposals and recommend practical tools for the consideration of concerned customs agencies to facilitate implementation of the strategies and identify resources needed;
(iii) Provide technical assistance in finalizing the Prototype of the CAREC Advanced Transit System (CATS) guarantee scheme including a manual of transit operations and procedures and provide the necessary support to implement the pilot phase of the Prototype CATS among three CAREC countries; and
(iv) Evaluate the pilot scheme and provide recommendations regarding improvement of the CATS and possible scaling up with more CAREC countries participating.

6. **Trade and Investment Expert** (international, 3 person-months). The consultant will have at least a master’s degree in trade, business, economics or a related field, a minimum relevant experience of 10 years extensive experience in economic analysis, international finance, law, and investment promotion, and fluent in English. Demonstrated expertise and experience in regional cooperation, cross-border investment facilitation and investment policies in CAREC countries are desirable. The consultant will perform following tasks:

(i) Conduct a review of the literature including publication of ADB and other development partners on trade and investment policies and identify the challenges and constraints, particularly on cross-border investments in CAREC countries;
(ii) Undertake a mapping of priority areas and sectors within CAREC countries with potential to increase trade and investments and make recommendations at the national and regional level such as to facilitate cross-border investments;
(iii) Undertake a case study of foreign direct investment policies and cross-border investment facilitation measures as may be determined;
(iv) Provide capacity-building in terms of training and seminars as required; and
(v) Conduct other tasks related to TA implementation that the ADB project team may reasonably request.

7. **Trade in Services Expert** (international, 3 person-months). The consultant will have at least a master’s degree in economics, law, commerce, business management or a related field, a minimum of 10 years relevant experience in economic analysis, international finance, law, and trade in services, and adept with the General Agreement on Trade and Services (GATS). Familiarity with the services sector of CAREC countries is desirable. The consultant will perform following tasks:

(i) Conduct a review of literature on CAREC countries commitments under the GATS and analysis on the impact of the regulatory constraints vis-à-vis the potential expansion of trade in services in CAREC countries;
(ii) Undertake a mapping of priority areas and sectors within CAREC countries with potential to increase trade in services and make recommendations at the national and regional levels to strengthen services linkages with global and regional value chain;
(iii) Undertake a study to improve services trade and integration in services sectors as may be determined including finance, health, pharmaceutical, education, transport and tourism;
(iv) Provide capacity-building in terms of training and seminars as required; and
(v) Conduct other tasks related to TA implementation that the ADB project team may reasonably request.

8. **Regional Value Chain Development Expert** (international, 3 person-months). The consultants will have at least 10 years of relevant experience, expertise in undertaking economic
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viability of value chain, economic zones, economic corridor and industrial parks, at least a master’s degree in customs, economics, finance, law, or a related field, and fluent in English. Demonstrated experience in supporting developing countries in regional cooperation and value-chain development is preferred. The consultant will perform following tasks:

(i) Conduct a review of literature including ADB publications on international best practices and successful cases and develop a framework for regional value chain;
(ii) Identify and analyze gaps and issues in value chain development including infrastructure and institutional constraints among CAREC countries and recommend measures and draft action plans to overcome such challenges;
(iii) Undertake a scoping study on potential regional value chain development in select sectors in agriculture, manufacturing industries and tourism with at least 2 CAREC members participating;
(iv) Provide capacity-building in terms of training and seminars as required; and
(v) Conduct other tasks related to TA implementation that the ADB project team may reasonably request.

9. Digital Trade and Innovation Expert (international, 3 person-months). The consultant will have a degree in economics, business development and information and communications technology, or any relevant field, at least 10 years of relevant working experience in digital trade solutions, block-chain technology, paperless trade, electronic single window or automation, and fluent in English. Experience in projects financed by multilateral development banks (such as ADB and World Bank) is preferred. The consultant will perform following tasks:

(i) Provide advisory support and technical assistance to government agencies in adopting innovative solutions to trade processes and measures to promote innovation;
(ii) Review the business processes related to trade, associated documentation procedures, and other trade-related services and identify constraints and gaps for application of technology with the objective of facilitating and expanding trade in CAREC countries;
(iii) Conduct a scoping study to look into the adoption of e-commerce or other innovation such as use of block-chain technology, internet of things, and big data in trade-related government services among CAREC countries;
(iv) Provide capacity-building in terms of training and seminars as required; and
(v) Conduct other tasks related to TA implementation that the ADB project team may reasonably request.

10. Institutional and Capacity Development Specialist (international, 3 person-months). The consultant will have a relevant university degree in organization, public administration, governance and management; at least 10 years of work experience providing institutional capacity building in Asia-Pacific region, and fluent in English. With the objective of enhancing institutional capacity of trade institutions, the consultant will perform following tasks:

(i) Assess the capacity of trade institutions in CAREC to better coordinate sectoral policies and priorities and of government officials for evidence-based policy- and decision-making, negotiate trade related agreements and conduct stakeholders participation in trade-related matters;
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(ii) Identify capacity-building needs and knowledge gaps, and support the design of training activities taking into consideration international best practices and good experience from within the CAREC region and beyond; and

(iii) Conduct other tasks related to TA implementation that the ADB project team may reasonably request.

11. **Program Manager** (national, 10 person-months). The consultant will have a relevant university degree in public administration, business, economics or related field, relevant program or project management experience in TAs in Asia-Pacific region, and fluent in English. Experience or knowledge in CAREC program and CAREC countries is desirable. The consultant is expected to support the timely and efficient implementation of the TA and will perform following tasks:

(i) Assist the TA supervising unit in coordinating TA activities to ensure that the TA objectives are met;

(ii) Facilitate communication between consultants, participating governments, and ADB;

(iii) Monitor the progress of the TA as per the design and monitoring framework and recommend measures to meet required outputs, including the consultant deliverables, as necessary;

(iv) Prepare progress report and reference documents for the TA and CAREC sectoral bodies, particularly the RTG and CCC;

(v) Organize regional workshops, seminars and consultation meetings including logistical arrangements; and

(vi) Conduct other tasks related to TA implementation that the ADB project team may reasonably request.

12. **Regional Cooperation and Trade Analyst** (national, 10 person-months). The consultant will have a relevant university degree in business, economics, statistics or related field; relevant work experience in economic, financial and trade data processing and analysis and research in Asia-Pacific region, and fluent in English. Experience or knowledge in CAREC program and CAREC countries is desirable. The consultant will perform following tasks:

(i) Support the collection, analysis and dissemination of trade data and information for the planned online trade portal of CAREC;

(ii) Assist in the preparation of reports, publications and presentation materials as required under the TA;

(iii) Provide technical and logistics support to the TA’s knowledge-sharing activities such as trainings, seminars and workshops; and

(iv) Conduct other tasks related to TA implementation that the ADB project team may reasonably request.

13. **Resource Persons** (international, 3 person-months). Each resource person will be engaged for not more than 15 working days to make presentations at specific knowledge-sharing seminars, workshops or conferences on areas not otherwise covered by the TA’s consultants. The resource persons will be internationally distinguished experts or policy-makers specializing in trade-related issues under the CITA 2030 priorities. The resource persons will perform the following tasks:

(i) Prepare and make presentations in knowledge-sharing activities such as trainings, seminars and workshops on select topic as may be assigned by the ADB project team;
(ii) Moderate and facilitate discussions and exchange ideas among participants and other resource persons; and

(iii) Provide inputs to summary or highlights report of the TA’s knowledge-sharing activities.