

TERMS OF REFERENCE FOR CONSULTANTS

A. Introduction

1. The proposed knowledge and support technical assistance (TA) aims to address the needs of the member states and the Secretariat of the Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation (BIMSTEC) for innovative and operationally relevant knowledge solutions to critical development issues and for capacity development for strengthened cooperation to collectively address the challenges facing the region.

2. International and national individual consultants will be engaged to support implementation of activities.

B. International Consultants

i. Transport Finance Specialist (3 person-months)

3. The specialist will take the lead in the conduct of analytical studies to identify financing options for the proposed transport connectivity projects in the BIMSTEC region. Detailed tasks include the following:

- Consult with BIMSTEC Secretariat and member states to identify priority transport connectivity projects;
- Identify and provide expert advice on project financing issues for the transport infrastructure sector;
- Assess financial viability of the projects and recommend which can be prioritized based on availability of financial resources;
- Identify various modes of financing of projects and assess strengths and weaknesses;
- Identify projects that can be funded through private sector investments in the form of public-private partnerships;
- Assess financial capacity of governments and recommend possible reforms to address constraints and to create a business enabling environment to make transport connectivity projects more attractive for financing;
- Prepare reports consolidating the findings;
- Participate in consultation meetings with government and other stakeholders as requested by supervisors; and
- Perform other related tasks that maybe assigned by the supervisors.

Minimum Qualifications. The expert should have at least 15 years of related work experience with master's degree in the assigned sectors or other related disciplines.

ii. Trade Facilitation Specialist (4 person-months)

4. The specialist will take the lead in providing technical guidance in the development and implementation of trade facilitation agreements within the BIMSTEC region. Detailed tasks include the following:

- Take stock of existing trade facilitation agreements within the BIMSTEC region and review their status of implementation;

- Identify global and regional best practices on trade facilitation and analyze how these can be adopted in the region given the member states diverse social, economic, and political conditions;
- Assess regulatory and institutional framework within the trade facilitation environment and recommend policy measures to address any gaps;
- Identify how information and communication technology can be integrated in the trade facilitation environment taking into account the technological capacities of member states;
- Identify potential projects that can be formulated to address gaps in trade facilitation;
- Prepare reports consolidating the findings of studies;
- Participate in consultation meetings with government and other stakeholders as requested by supervisors; and
- Perform other related tasks that maybe assigned by the supervisors.

Minimum Qualifications. The expert should have at least 15 years of related work experience with master's degree in the assigned sector or other related disciplines.

iii. Tourism Advisor (3 person-months)

5. The specialist will take the lead in the developing a tourism plan for the BIMSTEC region. Detailed tasks include the following:

- Analyze tourism trends in the global, regional, and local market as well as economic trends that may affect the travel industry;
- Conduct SWOT analysis of economic, social, political, and ecological environment within the proposed tourism sites;
- Analyze accommodation standards and quality and hotel occupancy rates within the proposed tourism sites;
- Identify investment opportunities and other income generating activities especially for SMEs, as well as additional employment for potential increased in tourism;
- Assess capacities of local governments and communities for potential increased in tourism and recommend appropriate capacity building programs to address weakness;
- Recommend action plan including human and financial resources for implementation of recommendations including social and environmental safeguards;
- Prepare reports consolidating the findings of studies;
- Participate in consultation meetings with government and other stakeholders as requested by supervisors; and
- Perform other related tasks that maybe assigned by the supervisors.

Minimum Qualifications. The expert should have at least 15 years of related work experience with master's degree in the assigned sectors or other related disciplines.

iv. Capacity Development Specialist (3 person-months)

6. The specialist will take the lead in the development and implementation of capacity building programs for BIMSTEC Secretariat and member states. A minimum of 10 years of work experience in this field is required. Detailed tasks include the following:

- Assess capacity building needs of BIMSTEC Secretariat and member states;

- Identify specific knowledge and skills needed by stakeholders to effectively implement RCI initiatives;
- Develop materials for conducting capacity building activities and take the lead in the conduct of trainings;
- Prepare workshop documentations with recommendations on improving staff performance; and
- Perform other tasks as assigned by the project leader.

Minimum Qualifications. The expert should have at least 15 years of related work experience with master's degree in the assigned sectors or other related disciplines.

v. Sector Strategy Experts (11 person-months)

7. The specialists will be responsible in leading the conduct of analytical studies on additional topics that may be requested by member states or BIMSTEC secretariat Detailed tasks include the following:

- Conduct an assessment of the assigned sectors using most updated data, literature, and other comprehensive related reports to support the analysis;
- Identify global and regional best practices in relation to the assigned sectors and recommend those that can be adopted in countries in the BIMSTEC region given their economic and social conditions;
- Assess regulatory and institutional framework governing the sectors and recommend policy measures to address any gaps;
- Identify infrastructure gaps of the assigned sectors and recommend financing options;
- Identify how information and communication technology can be integrated in the recommendations/proposed solutions taking into account the technology gaps in the localities;
- Identify potential projects that can be generated from the conduct of analytical studies;
- Prepare reports discussing the results of the study and finalize the reports incorporating comments from government and other stakeholders;
- Present the results of the studies in meetings or workshops to generate insights from concerned stakeholders both from the government and private;
- Participate in consultation meetings with government and other stakeholders as requested by supervisors;
- Provide technical inputs in the design and implementation of capacity building activities; and
- Perform other tasks that maybe assigned by the supervisors.

Minimum Qualifications. The expert should have at least 15 years of related work experience with master's degree in the assigned sectors or other related disciplines.

C. National consultants

vi. Regional Cooperation Specialists (60 person-months)

8. The specialists will serve as country focal for regional cooperation within the BIMSTEC region. Detailed tasks include:

- Take the lead in monitoring the status of implementation of commitments of member states with regard to regional cooperation;

- Gather relevant country data including literature, surveys, development plans, policy materials, and up-to-date information in support of the conduct of analytical studies;
- Assist in the preparation of reports including their necessary elements such as tables, statistics, graphs, reference lists, etc;
- Review reports and provide comments and recommendations;
- Coordinate and liaise with stakeholders including government agencies to gather data and policy directions for cross-checking the results of the economic analysis and obtaining other relevant information for use in the analysis;
- Assist in preparing knowledge products by gathering data and providing inputs for preparing updates and technical notes and other papers as necessary;
- Perform other tasks as assigned by the project leader.

Minimum Qualifications. The expert should have a master's degree in economics, public policy, development studies, business administration, or related fields. With a minimum 10 years of experience on economic research.

vii. Research Analyst (17 person-months)

9. The research analyst will provide a full range of technical and administrative support to the project manager and international consultants in implementing the TA including the undertaking analytical studies and other activities. Detailed tasks include:

- Provide support in the conduct of analytical studies;
- Coordinate with member states, ADB project officers, and various stakeholders including other development partners regarding the implementation of TA activities;
- Assist in the development, processing and administration of TA projects and activities including overall coordination and monitoring of various activities;
- Participate in and contribute to relevant internal and external training and conferences and other activities for advocacy, dissemination, and knowledge building; and
- Coordinate with relevant government agencies and various stakeholders (local/ international) with regard to implementation of activities;
- Provide support in the conduct of various events such as meetings, consultations, workshops, and conferences; and
- Perform other tasks that may be assigned by project officers from time to time.

Minimum Qualifications. The expert should have a master's degree in economics, public policy, development studies, business administration, or related fields. With a minimum 10 years of experience.