

Terms of Reference

Introduction

Improving the doing business environment and strengthening trade facilitation measures is a priority of the Government of the Maldives. Towards this end, under the leadership of the National Trade Facilitation Committee (NTFC), the Ministry of Economic Development (MED) has identified implementation of a National Single Window (NSW) for trade facilitation as priority initiative for the country.

In support of NSW initiative, the Ministry through support from Enhanced Integrated Framework (EIF) Tier 1 project and Asian Development Bank assistance, by end of Feb 2017 has completed the Business Process Analysis (BPA) work of 7 critical agencies that are identified as first set of agencies to be integrated under a NSW project. The BPA has identified short and medium term measures that could be implemented across the agencies that will complement the trade facilitation environment as well as implementation of NSW project. Under the BPA exercise, for each of the 7 agency, an implementation matrix has been formulated and the National Trade Facilitation Committee is closely working with counter parts in the respective agencies to ensure timely implementation of the recommendations provided therein.

The Ministry is therefore seeking services of experienced local consultants through the EIF Tier 1 project to support National Trade Facilitation Committee to monitor progress made in implementing the BPA recommendations by partner agencies.

Objective:

The objective of the consultancy is to provide technical support to the Ministry and the National Trade Facilitation Committee to monitor and ensure timely implementation of BPA recommendations by the partner agencies identified to be integrated in the initial phase of NSW project.

In providing the consultancy services, the local consultants are expected to provide implementation support and work closely with technical counter parts identified in key Government agencies. Each consultant is expected to deliver the outputs specified in the TOR of provided here in.

The following key partners are identified in the initial phase for implementation of BPA recommendations.

- 1- Maldives Customs Services
- 2- Ministry of Economic Development
- 3- Maldives Ports Limited
- 4- Maldives Airports Company Limited
- 5- Ministry of Fisheries and Agriculture
- 6- Maldives Food and Drug Authority
- 7- Ministry of Defense and National Security
- 8- Any other relevant trade facilitation agency that are important for implementation of BPA

Position 1: Manager – Business Process Analysis

No: of Position - 1

Scope of Work:

Under the overall guidance of the NTFC and designated focal point from Ministry, the consultant is expected to carry out the following scope of work;

- 1- Establish a mechanism that will facilitate coordination of BPA implementation work across core agencies.
- 2- In collaboration with key trade agencies, undertake day-to-day work to support implementation of BPA recommendation by all agencies.
- 3- Work with all partner agencies to identify areas where active support of NTFC and MED is required to achieve implementation of BPA recommendations.
- 4- Support NTFC to monitor implementation progress of BPA recommendations and provide periodic updates of progress being made.
- 5- Support advocacy and outreach efforts of MED to inform traders, business community and public on changes being implemented under the BPA re-engineering efforts.
- 6- Provide secretariat support to any of the working groups established to monitor and coordinate the work of BPA implementation
- 7- Support efforts initiated by MED and other stakeholder agencies to mobilize resources towards implementation of a NSW project.
- 8- Support review and drafting work to implement changes to the legislative framework to enable implementation of BPA recommendations.

- 9- Support trade facilitation efforts and initiatives led by MED, including data harmonization work across agencies.
- 10- Identify additional areas for improvements that will complement BPA implementation efforts and advise NTFC on changes required

Outputs/ Deliverable

- 1- Fortnightly report on implementation progress of BPA recommendations.
- 2- Convene fortnightly regular coordination meetings among core agencies.
- 3- Ensure short to medium term BPA recommendations are implemented, including recommendations on elimination of redundant documents.
- 4- Submit regular updates to NTFC
- 5- Submit a summary activity report outlining implementation achievements, challenges and way forward.

Qualifications and qualities

Successful candidates are expected to have the following qualification, experiences and qualities;

- Bachelor's Degree in Business, IT or related field.
- Knowledge of existing international trade procedures of key trade related organizations identified above and relevant trade related laws in Maldives.
- Business analysis skills and experience in modeling business processes,
- Familiarity with BPA methods used for trade facilitation by UNESCAP, UNNeXT, UN/CEFACT will be an added advantage.
- Experience in project implementation
- Good documentation skills
- Knowledge of using Access, Excel(Advanced), Visio, and MS Project
- Display forward thinking, being receptive to change and having an innovative mindset
- Team player

Work station: The consultant will work under the guidance of NTFC and will be based in Ministry of Economic Development (MED) or any other key trade related agency identified by the MED.

Working Hours: 8 am -4 pm with one hour lunch break.

Salary: MVR 25000 per month.

Duration: from the date of contracting until 31 July 2017.

Position 2: Business Process Analyst

Number of positions: 1

Scope of Work:

Under the overall guidance of BPA Consultant – Manager, the consultant is expected to carry out the following scope of work;

- 1- Support BPA Manager to implement BPA recommendations in collaboration with core agencies.
- 2- Take responsibility to monitor and prepare implementation progress reports of agencies assigned to the consultant and assist the Manger in preparing the compiled progress reports.
- 3- Support advocacy and outreach efforts of MED to inform traders, business community and public on changes being implemented under the BPA re-engineering efforts.
- 4- Provide secretariat support to any of the working groups established to monitor and coordinate the work of BPA implementation.
- 5- Support efforts initiated by MED and other stakeholder agencies to mobilize resources towards implementation of a NSW project.
- 6- Support review and drafting work to implement changes to the legislative framework to enable implementation of BPA recommendations.
- 7- Support trade facilitation efforts and initiatives led by MED, including data harmonization work across agencies.

Outputs/ Deliverable

- 1- Fortnightly report on implementation progress of BPA recommendations.
- 2- Convene fortnightly regular coordination meetings among core agencies assigned to the consultant.
- 3- Ensure short to medium term BPA recommendations are implemented in the core agencies assigned to the consultant.
- 4- Provide inputs to regular updates to NTFC

- 5- Provide inputs to activity completion report prepared by Manager – Business Process Analysis.

Qualifications and qualities

Successful candidates are expected to have the following qualification, experiences and qualities;

- Bachelor's Degree in Business, IT or related field.
- Knowledge of existing international trade procedures of key trade related organizations identified above and relevant trade related laws in Maldives.
- Business analysis skills and experience in modeling business processes,
- Familiarity with BPA methods used for trade facilitation by UNESCAP, UNNeXT, UN/CEFACT will be an added advantage.
- Good documentation skills and computer skills
- Display forward thinking, being receptive to change and having an innovative mindset
- Team player

Work station: The consultant will work under the guidance of NTFC and will be based in Ministry of Economic Development (MED) or any other key trade related agency identified by the MED.

Working Hours: 8 am -4 pm with one hour lunch break.

Salary: MVR 22000 per month.

Duration: from the date of contracting until 31 July 2017.