



The Human
Resource Division

REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA



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VACANCY ANNOUNCEMENT

THE ENHANCED INTEGRATED FRAMEWORK (EIF)/
Single Project Implementation Unit (SPIU)
MINISTRY OF COMMERCE AND INDUSTRY

TERMS OF REFERENCE

OPERATION MANUAL

I. BACKGROUND

The Enhanced Integrated Framework (EIF) of the World Trade Organisation, Geneva, is an international collaborative multi-donor program which supports Least Developed Countries (LDCs) to be more active players in the global trading system by helping them tackle supply-side constraints to trade while working towards the wider goals of promoting economic growth, sustainable development and reducing poverty, all based on the operating principles of trade as a development tool, LDC ownership and a partnership approach.

Implementation of the EIF program is steered by the *Guidelines for the Implementation of the Enhanced Integrated Framework for LDCs* (hereafter referred to as “*Compendium of working documents*” or “*Compendium*”) approved by the EIF Board on 11 April 2011, and as amended from time to time, with the EIF Steering Committee serving as the overall governing body of the EIF, and the EIF Board serving as the key decision making body for operational and financial oversight as well as policy direction;

The purpose of the EIF project in Liberia is of two-fold, (a) to establish, develop and support a local National Implementation Unit (now the SPIU) to advance the EIF operations as described above and (b) to provide technical support to the MoCI and the Project’s National Steering Committee geared to improve trade policy formulation and implementation, notably, Liberia’s accession to the World Trade Organisation (WTO), trade mainstreaming, Updating and implementing the DTIS Action Matrix and improving donor coordination on Aid-for-trade issues.

In accordance with the EIF guidelines for implementation, the NIU/SPIU and the Ministry of Commerce and Industry (MoCI) now seek professional services from qualified consulting/ Management Firms and/or Individuals to prepare a detailed Project Operation Manual for the EIF project.

II. OBJECTIVES OF THE ASSIGNMENT

The objective of the Manual is to have available and accessible to staff/stakeholders, a conveniently written manuscript that provides useful information and guidance on the

technical and fiduciary responsibilities, procedures and processes of the day to day operations of the EIF/SPIU.

III. DESCRIPTION OF TASKS

Under the overall supervision of the National Project Coordinator, the Consultant will work in close collaboration with the project's Focal point, staff of the SPIU and designated staff of the MoCI and member of the National Steering Committee. The Consultant will include consideration of:

- A review of all related documents to be provided by the Client, e.g., the Compendium, the MoU,
- Draft an annotated outline (with chapters and subheadings) based on initial research of existing practices and tools (sourced globally).
- Draft and refine the Manual
- Present complete first draft to the client for validation
- Review and refine the document according to inputs emerging from the validation.
- Submit final report inclusive of executive summary to the Client.

IV. DELIVERABLES

The work will be undertaken in three broad phases, with the following deliverables at the end of each phase:

- i. Initial draft Report of the Operation Manual, seeking feedback to inform the next deliverable – Submitted within the first 15 working days after signing of contract,
- ii. A final report incorporating feedback and necessary change – submitted within 30 working days after signing of contract.
- iii. The final report will be presented to the client as described at paragraph VI below.

V. RISK

- Objectives in the ToR are not met
- Deliverables not completed

VI. DURATION

The contract would be for 30 working days spread over (up to) 2 months after signing of contract. Expected to start by 15 March 2017.

At the end of the assignment, the consultant will submit 3 hard copies of the Manual and email the final approved draft to the National Coordinator.

VII. QUALIFICATION AND EXPERIENCE

The consultant should have: an advanced degree (Master) in Development Economics and/or Policy.

The consultant needs to have the following experience:

- A minimum of 5 years post graduate professional experience
- Proven ability to research and prepare reports of a similar nature.
- Excellent research skills both for qualitative and quantitative research purposes.

GROW: Good Policy for trade, Revitalizing the economy, Opening up the Private Sector and facilitation Work opportunities for the future

- Proven ability to write and present complex policy-related issues for a non-technical audience. **Excellent English writing skills are necessary.**

VIII. FACILITIES TO BE PROVIDED BY THE CLIENT

The Client shall make available and the Consultant shall consult all legal documents, such as Project Documents, the Compendium, MoUs, Financial and supervision reports and recommendations of Executive Secretariat of EIF and UNOPS Trust Fund Manager, correspondence, and any other information associated with the Projects and deemed necessary by the consultant.

Office space is available.

IX. REPORTING ARRANGEMENT

The Consultant will report to the Chair of the National Steering Committee and the Minister of Commerce and Industry through the National Project Coordinator of the Enhanced Integrated Framework/single Project Implementation Unit.

X. PAYMENT TERMS

- First installment of 30% of the contract price upon signing of contract.
- Second installment of 30% of the contract price upon validation of first draft
- Final installment of 40% of the contract price upon validation of Final Draft
- Agreed contract price is inclusive of service tax and other applicable taxes, duties and levies, etc.

XI. Application Process

Interested experts are invited to apply by submitting the following application documents:

- Curriculum Vitae (CV)
- Cover Letter indicating your experience, skills, qualifications and professional networks fit with the required deliverables (two pages maximum)
- Copies of relevant terminal certificates/degrees and reports via e-mail below or hand deliver to:

**The National Project Coordinator
Enhanced Integrated Framework/
Single Project Implementation Unit
Ministry of Commerce and Industry
Corner, Gurley and Ashmun Streets
Monrovia, Liberia
Email: syaidoo@moci.gov.lr
Mobile:0886545968/0777950859**