

Project structure - National project team

NATIONAL PROJECT OWNER (NPO): it is the government body responsible for implementing the project. It assumes political responsibility and ensures the project is in line with national development strategies. The person in charge of the project within the institution should have sufficient leverage/authority to ensure the cooperation of all national stakeholders (national bodies/programmes overseeing state reform, simplification, eGovernment, improvement of the business environment, and ministries and institutions managing administrative procedures).

PROJECT COORDINATOR: designated by the National Project Owner. It can be a single person or an entity (existing or specially created) that will implement project activities on a part-time basis. If the Coordinator is an entity, a supervisor will be appointed to oversee day-to-day operations: manage the project team, present the project to stakeholders, interact with administrations, solve problems and report back on progress to the National Project Owner.

INFORMATION OFFICERS: at least two persons working full time (TOR attached). They collect information on non-tariffs measures, on procedures through field visits, validate it with the administrations involved and register the data in the national Trade Portal system. It is important that they work full time on the project and are fluent in English. The information officers must be familiar with the national regulatory and business environment. They are **not IT experts** but should be comfortable with common IT tools (word processing, Internet browsers...).

It is advisable that information officers be regular employees of the National Owner and be formally assigned full-time to the project. They will receive on-the-job training on the use of project tools and methodologies. Building national capacity to publish clear and accurate on procedures, tariffs and non-tariffs measures is one of the project's main goals. It is therefore essential that those who have been trained remain with the National Project Owner.

If necessary, and in accordance with local regulations, employees assigned to the project can be compensated for the extra-work required by the assignment and/or paid a performance-based bonus.

If regular employees of the national project owner cannot be assigned, or if additional help is needed, external consultants can be hired by the project to assist with documentation and publication of the expected data.

Responsibilities of the **Project Coordinator**

1. Understand and master the project aims, tools and methodology.
2. Participate in the **selection** of the **Information Officers**.
3. **Present** the project to institutions whose procedures will be documented.
4. Request that participating institutions nominate project **focal points**. Follow up until focal points have been nominated.
5. Send letters to participating institutions to **introduce Information Officers** and the purpose of their visit (see model letter).
6. In coordination with the National Owner, draw up a list of **priority procedures and non-tariff measures** to be published in the Trade Portal system.
7. Facilitate logistics for **workshops and training sessions**.
8. **Solve problems** arising during data collection and registration (reluctance of institutions to hand over data, logistical issues, etc..).

Time investment

The Project Coordinator should free up at least 30% of his/her time to pilot national project activities.

Information Officer: job description and selection

The success of the project depends on the careful selection of the Information Officers.

How to identify candidates?

The goal is to identify a sufficient number of good candidates (at least ten), through the following channels:

1. Within the National Project Owner or another administration (if regular staff are to be assigned to the project).
2. Within the National Project Owner's network (pool of past or current national consultants).
3. Through external advertising (recommended when hiring external personnel).

Selection process

1. The Project Coordinator shortlists candidates who meet the job profile (up to ten).
2. UNCTAD and the Project Coordinator interview the shortlisted candidates, face-to-face or by phone/skype, to present the project in detail and get a sense of the candidates' communication skills and understanding/knowledge/interest in the subject.
3. Skills test: candidates are asked to pick an administrative procedure of his/her choice (obtaining a passport, birth certificate, etc..) and document it according to the Trade Portal procedures methodology (this is explained in detail over the phone; background material is also provided).
4. Review test results and final selection.

Terms of Reference - Information Officer

CONTEXT

Within the prospect of the future implementation of the Pacific Agreement on Closer Economic Relations (PACER) Plus, signatory countries will need to acquire in the capacity to fulfil their commitments on publication, notification, and information exchange under the Agreement by its entry into force in June 2019.

The United Nations Conference on Trade and Development (UNCTAD) with the support of the Governments of Australia and New Zealand shall provide training and assistance to the nine Pacific island countries – Cook Islands, Kiribati, Nauru, Niue, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu – to increase their regulatory transparency in trade and investment-related capacity to reach the standards set out in the PACER Plus. The project aims at strengthening regional integration and competitiveness to create economic opportunities, particularly for small and medium-sized enterprises.

RESPONSIBILITIES

Under the joint supervision of the National Project Coordinator and the UNCTAD team and, in close cooperation with other Business Facilitation experts and consultants, the incumbent will:

- Understand and master the philosophy of the Trade Portal system and the information collection methodology.
- Learn to use the Trade Portal content management system in order to register and update data, texts and images.
- Organize field visits and collect information on procedures from entities in charge of procedures to make sure the data accurately reflects administrative practices (the list of procedures will be provided to the information officer).
- Obtain and categorize all trade-related regulatory documents (laws, decrees, technical regulations, etc) from various national government authorities
- Register the information in the Trade Portal system and check its consistency.
- Organise and participate in validation sessions and obtain certification of the information.
- Regularly verify and update all information published in the Trade Portal system.
- Weekly report to UNCTAD's regional coordinator about progress made
- Participate in outreach activities

DELIVERABLES

Documentation and publication of procedures

Activities	Supervised by	Deadline
Document and publish at least first procedure	National Project Coordinator	1 month after contracting

Document and publish at least two procedures	National Project Coordinator	2 months after contracting
Document and publish at least 2 full import + 1 full export procedures	National Project Coordinator	By the date of National Workshop (Q1/Q2 2019-Date to be confirmed)
Incorporate comments from national stakeholders to finalize proper coverage of procedures	National Project Coordinator	1 month after National Workshop

Publication of Legislation

Activities	Supervision by	Deadline
The Information Officer will receive a list of Competent Authorities (Ministries, Agencies with respective websites and other information sources) from the National Project Coordinator		
Contact 30% of Competent Authorities from that list: - obtain relevant legislation - enter relevant legislation in the Trade Portal (tab Legislation)	National Project Coordinator	1 month after contracting
Contact 60% of Competent Authorities from that list: - obtain relevant legislation - enter relevant legislation in the Trade Portal (tab Legislation)	National Project Coordinator	2 months after contracting
Contact 100% of Competent Authorities from that list: - obtain relevant legislation - enter relevant legislation in the Trade Portal (tab Legislation)	National Project Coordinator	By the date of National Workshop (Q1/Q2 2019-Date to be confirmed)
Incorporate comments from national stakeholders to finalize proper coverage of legislation	National Project Coordinator	1 month after National Workshop

QUALIFICATIONS

The project is seeking a highly motivated, dynamic and proactive professional to research national business procedures and legislation. The project, which is implemented jointly by the, and the national counterpart, aims at clarifying and simplifying administrative procedures for business creation and operation. For more information see also: <http://businessfacilitation.org/eregulations/>.

Experience: At least one year of professional experience in public or private sector linked to organizational processes, business or administrative procedures, or any other activity where excellent organizational skills are required to meet objectives and manage a wide network of contacts.

Education: University degree (Bachelor's or higher) preferably in Law, Public or Business Administration, Management or related fields.

Language: Fluency in written and spoken English and local language.

Other desired skills and qualifications: Ability to manage large volumes of information and data; ability to use simple softwares and applications (as for instance Microsoft Word or Facebook); ability to work autonomously and in a team; excellent interpersonal and networking skills; interest in administrative procedures, their simplification and the reform of public administration in general; sense of public service.

Applications of female candidates are strongly encouraged.

Duration of Contract: To be defined with National Counterparts (between 3-6 months, with the possibility of extension)

Payment + Payment Schedule: Overall remuneration is based on UN national salary scales. Payments will be made upon successful completion of deliverables as verified by UNCTAD.