



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)

Title:	Associate National Expert in Business Environment Improvement
Main Duty Station and Location:	Islamabad with travel to major cities of Pakistan
Start of Contract (EOD):	1 st April 2015
End of Contract (COB):	31 st December 2015
Number of Working Days:	Total 9 months equal to 198 working days
Result Area:	2.2.7

ORGANIZATIONAL CONTEXT

The Associate Expert/Research Associate will work under the direct supervision of the DG PITAD with the overall guidance and technical support of the Chief Technical Advisor (CTA) and the Project Manager in UNIDO, in accordance with the agreed work plan of activities as stipulated in the log frame of the project document. The Associate Expert/Research Associate will specifically be expected to perform the duties described in the below Job Description under the result area 2.2.7

PROJECT CONTEXT

The TRTA-II programme has three complementary components:

- Component 1: Trade Policy Capacity Building
- Component 2: Export development through improvement of the quality infrastructure
- Component 3: Strengthening of the Intellectual Property Rights

aimed at improving the trade and investment policy climate and enhancing trade development, strengthening standards and quality capacity, and improving the protection of intellectual property rights.

The programme was extended by the EU Delegation and the GoP in May 2014 for 2 years with additional funding.

The overarching goal of this extension would be economic growth, employment creation and regional trade. The goal stems directly from the current needs of the Country and is also in line with the broader EU cooperation strategy. This addendum to the original cooperation agreement now incorporates the structure of this extension programme.

The extended period will be spent to (i) bring to conclusion some activities, to (ii) deepen some of the flagship initiatives, for consolidation and up-scaling and to (iii) develop pilot initiatives to complement the design of the cooperation strategy of EU in the Country beyond this period.

In connection with the pilot initiatives the extended phase will include three additional activities:

- Business Environment Improvement and Support to the Competition Commission of Pakistan
- Global Value Chain Analysis for Competitiveness.
- Regional Trade in South Asia

MAIN DUTIES	Concrete/ measurable Outputs to be achieved	Expected duration (days)	Location
<p>Review the documents and material related to the business environment in Pakistan including the Competition Commission of Pakistan.</p> <p>Carry out desk-based research on work done to improve the business climate in Pakistan and the role of CCP to address monopolies within the business and services sectors in Pakistan.</p>	<p>Documents & materials reviewed</p> <p>Materials collated and desk research completed</p>	Continuous	Islamabad & throughout Pakistan
<p>Assist the International Expert in carrying out meta-analysis of the business environment with the aim to develop a framework on reforms needed for business processes in Pakistan</p>	<p>Meta-analysis carried out and a framework on business reforms developed</p>		
<p>Assist TRTA II Experts in developing the criteria for selection of the pilot sectors for the application of business environment reforms and preparation of subsequent reports.</p>	<p>Criteria for selection of two pilot sectors developed and reports prepared</p>		
<p>Assist the International Expert in implementing pilot specific interventions to support issues of business environment improvement in a selected sector</p>	<p>Specific interventions to support business environment reforms implemented in pilot sector</p>		
<p>Arrange meetings for TRTA II International Expert & Programme Officer with key stakeholders/public sector institutions/ministries and the private sector for consultation to elaborate business environment reforms and their benefits related to the economic growth of countries</p>	<p>Meeting arranged, conducted and recorded</p>		
<p>Organize training workshops, seminars and conferences related to business environment reforms under the guidance of the TRTA II programme officers</p>	<p>Training workshops, seminars conference organized</p>		
<p>Carry out follow-up activities based on the detailed time-bound roadmap/action plan developed by the TRTA II Experts in consultations with the relevant stakeholders</p>	<p>Follow-up activities carried out</p>		
<p>Assist the International Expert in Identifying and build capacity of public and private sector through concerted roadmap of activities to lead the agenda of policy reform for business environment in a pilot sector through Champions</p>	<p>Champions identified and roadmap for strengthening of their capacity developed</p>		
<p>Execute all the activities as reflected in the action plan developed by TRTA II Experts</p>	<p>Activities reflected in the action plan carried out</p>		
<p>Assist in dissemination of the project activities and outputs to a wider group through formal and</p>	<p>Project activities disseminated</p>		

informal briefings, meetings and seminars.		
Plan meeting schedules for national and international experts, particularly those related to business environment reforms, and accompany them to meetings with relevant government and private sector departments	Meetings planned and organized	
Recording of minutes, maintenance of communication with stakeholders, filing of documents	Minutes of all meetings recorded and filed for record	
Carry out any other duty assigned by CTA and TRTA II Experts		

REQUIRED COMPETENCIES

Core values:

1. Integrity
2. Professionalism
3. Respect for diversity

Core competencies:

1. Results orientation and accountability
2. Planning and organizing
3. Communication and trust
4. Team orientation
5. Client orientation
6. Organizational development and innovation

Managerial competencies (as applicable):

1. Strategy and direction
2. Managing people and performance
3. Judgment and decision making
4. Conflict resolution

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education: University degree in business management, or economics or trade development.

Technical and Functional Experience:

At least 3 years of experience in carrying out assessments, business environment and investment climate analysis, with knowledge of private sector development .

Languages: Fluency in written and spoken English is required.