



Technical Assistance Report

Project Number: 46191-001
Regional—Policy and Advisory Technical Assistance (R-PATA)
August 2014

Strengthening Trade Facilitation in the Greater Mekong Subregion through Partnerships with the Private Sector (Financed by the Japan Fund for Poverty Reduction)

This document is being disclosed to the public in accordance with ADB's Public Communications Policy 2011.

Asian Development Bank

ABBREVIATIONS

ACH	–	Asia Cargo Highway
ADB	–	Asian Development Bank
AEO	–	authorized economic operator
ASEAN	–	Association of Southeast Asian Nations
BPS	–	business perception survey
CTB-MOF	–	Customs and Tariff Bureau, Ministry of Finance
GMS	–	Greater Mekong Subregion
Lao PDR	–	Lao People's Democratic Republic
SMEs	–	small and medium-sized enterprises
TA	–	technical assistance
TTF	–	transport and trade facilitation
WCO		World Customs Organization

NOTE

In this report, "\$" refers to US dollars.

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POLICY AND ADVISORY TECHNICAL ASSISTANCE AT A GLANCE

1. Basic Data		Project Number: 46191-001	
Project Name	Strengthening Trade Facilitation in the GMS through Partnerships with the Private Sector	Department /Division	SERD/SERC
Country Borrower	REG, CAM, LAO, MYA, THA, VIE x	Executing Agency	Asian Development Bank
2. Sector	Subsector(s)	Financing (\$ million)	
✓ Industry and trade	Industry and trade sector development		0.75
	Trade and services		0.75
		Total	1.50
3. Strategic Agenda	Subcomponents	Climate Change Information	
Inclusive economic growth (IEG)	Pillar 1: Economic opportunities, including jobs, created and expanded	Climate Change impact on the Project	Low
Regional integration (RCI)	Pillar 2: Trade and investments		
4. Drivers of Change	Components	Gender Equity and Mainstreaming	
Governance and capacity development (GCD)	Client relations, network, and partnership development	No gender elements (NGE)	✓
Knowledge solutions (KNS)	Institutional development		
	Application and use of new knowledge solutions in key operational areas		
Partnerships (PAR)	Knowledge sharing activities		
	Bilateral institutions (not client government)		
	Implementation		
	Official cofinancing		
	Private Sector		
	Regional organizations		
Private sector development (PSD)	Conducive policy and institutional environment		
	Promotion of private sector investment		
	Public sector goods and services essential for private sector development		
5. Poverty Targeting		Location Impact	
Project directly targets poverty	No	Not Applicable	
6. TA Category:	B		
7. Safeguard Categorization	Not Applicable		
8. Financing			
Modality and Sources		Amount (\$ million)	
ADB		0.00	
None		0.00	
Cofinancing		1.50	
Japan Fund for Poverty Reduction		1.50	
Counterpart		0.00	
None		0.00	
Total		1.50	
9. Effective Development Cooperation			
Use of country procurement systems		No	
Use of country public financial management systems		No	

I. INTRODUCTION

1. The Asian Development Bank (ADB) has been supporting the Greater Mekong Subregion (GMS) Economic Cooperation Program to promote connectivity, competitiveness, and community. While physical connectivity in the GMS has improved significantly, weak institutional and operating capacity to facilitate cross-border trade has constrained the transformation of transport corridors into economic corridors.

2. In 2010, the Government of Japan launched a trade facilitation initiative, the Asia Cargo Highway (ACH), and provided ADB with a \$25 million grant from the Japan Fund for Poverty Reduction to support coordinated assistance for customs administrations in Asia. The objective of the ACH is to promote the seamless flow of goods within and outside Asia. The ACH involves four development partner institutions: (i) ADB; (ii) the Customs and Tariff Bureau, Ministry of Finance, Japan (CTB-MOF); (iii) the Japan International Cooperation Agency (JICA); and (iv) the World Customs Organization (WCO). The Association of Southeast Asian Nations (ASEAN) member states endorsed the ACH in 2011.¹ In coordination with the CTB-MOF, JICA, and WCO, ADB subsequently provided initial technical assistance (TA) under the ACH to conduct a series of time release studies at border crossings in five GMS countries: Cambodia, the Lao People's Democratic Republic (Lao PDR), Myanmar, Thailand, and Viet Nam.²

3. The regional policy and advisory TA builds on these ongoing ACH initiatives and broader ADB support for transport and trade facilitation (TTF) in the GMS. The TA is consistent with ADB's development agenda for regional integration under the Midterm Review of Strategy 2020 as well as ADB efforts to support private sector development.³ The concept paper for the TA was approved in January 2013, and ADB fielded fact-finding missions to Cambodia, the Lao PDR, Myanmar, Thailand, and Viet Nam in May–August 2013. The five GMS countries indicated strong demand and support for the TA to strengthen trade facilitation through partnerships between customs administrations and the private sector. The design and monitoring framework is in Appendix 1.⁴

II. ISSUES

4. The GMS Economic Cooperation Program Strategic Framework, 2012–2022 prioritizes the development of major GMS transport corridors into economic corridors, and emphasizes that improvements in TTF are essential for the transformation process. The framework also highlights the importance of enhancing private sector participation and investment in developing economic corridors.⁵ The GMS Business Forum, a joint initiative of the chambers of commerce of the GMS countries, emphasized at the Third GMS Economic Corridors Forum in June 2011

¹ At the ASEAN–Japan Customs Directors General and Commissioners Meeting on Trade Facilitation in Phnom Penh, Cambodia, 28–29 April 2011.

² ADB. 2012. *Technical Assistance for Trade Facilitation Support for ASEAN Economic Community Blueprint Implementation (Greater Mekong Subregion/Indonesia-Malaysia-Thailand Growth Triangle)*. Manila (TA 8079-REG, \$2,000,000 approved on 26 April); and ADB. 2012. *Technical Assistance for Trade Facilitation Support for ASEAN Economic Community Blueprint Implementation (Myanmar)*. Manila (TA 8190-REG, \$225,000, approved on 8 October).

³ ADB. 2014. *Midterm Review of Strategy 2020: Meeting the Challenges of a Transforming Asia and Pacific*. Manila.

⁴ The TA first appeared in the business opportunities section of ADB's website on 20 June 2014.

⁵ ADB. 2013. *Technical Assistance for the Mekong Business Initiative (MBI) Preparation*. Manila (TA 8539-REG, \$225,000, approved on 6 December). The Government of Australia is supporting the GMS to establish the Mekong Business Initiative, an advisory and advocacy facility for private-sector-led development.

that customs administrations would benefit from greater feedback from the private sector on how best to facilitate cross-border trade.

5. In the five GMS member countries, which are also members of ASEAN, the customs administrations are working with other ASEAN member countries to upgrade the quality of their services. Such efforts focus on modernizing, streamlining, and harmonizing complicated customs and other trade-related procedures and documentation requirements which, taken together, impose significant transaction costs on the private sector involved in trade. On average, more documents and time are required to export and import in the five GMS countries than in other ASEAN member countries.⁶ Therefore, the performance of customs administrations in the GMS still lags other ASEAN member countries.⁷

6. While customs administrations are responsible for the clearance of goods crossing borders, the private sector plays an increasingly important role in trade facilitation services. The trade-related private sector has identified a number of ways to improve cargo clearance procedures at the borders. In recognition of the trade-related private sector's interests and contributions to TTF, the GMS Freight Transport Association was established in 2012 as a subsidiary body of the GMS Business Forum to highlight TTF issues and help identify solutions.

7. The core message from private sector agents engaged in cross-border trade (such as importers, exporters, freight forwarders, customs brokers, port operators, and warehouse operators, collectively referred to as the trade-related private sector) is that customs formalities remain the major impediment to improved logistics and efficient supply chains. Another common complaint is the lack of business-friendly information about customs procedures, regulations, and standards. These issues are very relevant for the five GMS countries as they seek to facilitate trade with other ASEAN member countries, and try to enhance subregional connectivity through the development of economic corridors.

8. Surveys of the trade-related private sector have proved to be an effective means to measure the efficiency of trade at border-crossing points, and identify areas in need of improvement.⁸ However, because business perception indexes are typically aggregate indicators, they do not provide solutions to specific trade facilitation constraints or bottlenecks. Surveys of the trade-related private sector must move beyond identifying what needs improvement, to identifying how trade efficiency can be improved. Solutions to trade facilitation constraints or bottlenecks can range from improved information and communication, to streamlined systems and procedures, to the introduction of new technologies. The private sector is an important source of fresh ideas and proposals on these areas.

⁶ World Bank. 2013. *Doing Business 2014*. <http://www.doingbusiness.org/~media/GIAWB/Doing%20Business/Documents/Annual-Reports/English/DB14-Full-Report.pdf>. The average number of documents required to export in the five GMS countries is 7.4 and for import 8.2, and in the other ASEAN member countries 4.4 for export and 5.4 for import. The average time required to export in the five GMS countries is 21 days and import 22.2 days, and in other ASEAN member countries 13.6 days for export and 12.8 for import.

⁷ World Bank. 2014. *Connecting to Compete 2014 Trade Logistics in the Global Economy The Logistics Performance Index and Its Indicators*. Washington, DC. The average score of the logistics performance index for the five GMS countries is 2.62, while for other ASEAN member countries (Indonesia, Malaysia, the Philippines, and Singapore), it is 3.31.

⁸ World Bank. 2013. *Doing Business 2014: Understanding Regulations for Small and Medium-Size Enterprises*. Washington, DC; World Bank. 2014. *Connecting to Compete: Trade Logistics in the Global Economy: The Logistics Performance Index and Its Indicators*. Washington, DC; World Economic Forum. 2013. *The Global Enabling Trade Report 2014*. Geneva; and Transparency International. 2013. *Corruption Perceptions Index*. 2013. Berlin.

9. The identification of trade facilitation solutions is also a function of who is surveyed. In the survey design, inputs must be solicited from small and medium-sized enterprises (SMEs) engaged in cross-border trade. SMEs are often most directly impacted by complex customs procedures and inadequate support services. While customs administrations in the GMS countries do disseminate information such as customs legislation, procedures, and guidelines through their websites, further clarification is often needed to ensure that the trade-related private sector, especially SMEs, can achieve compliance efficiently and effectively. In this regard, forging better partnerships and communication channels with SMEs can help facilitate trade.

10. One framework for strengthening partnerships and communication between customs administrations and the trade-related private sector is the WCO's SAFE (Security and Facilitation in a Global Environment) Framework of Standards to Secure and Facilitate Global Trade. Its customs-to-business initiative includes the trusted traders program and the authorized economic operator (AEO) scheme under which simplified customs procedures are provided for traders who verify their ability to comply with customs procedures, regulations, and standards. The introduction of compliance-based programs and trader accreditation programs has gained momentum since 2005, and established AEO programs are now seeking to formalize AEO mutual recognition agreements with other customs administrations.

11. Among the GMS ASEAN member countries, Thailand introduced an AEO scheme in January 2013 for exporters, importers, and customs brokers; and Viet Nam initiated a customs compliance program (Priority Enterprise) in June 2011.⁹ While Cambodia, the Lao PDR, and Myanmar have not yet developed a trusted traders program or an AEO scheme, customs administrations in the three countries recognize the TTF benefits of forging stronger partnerships with the trade-related private sector. In a recent assessment of AEO programs around the world, WCO concludes that partnership programs allow customs to achieve more with less effort and ensure sustainable and long-term compliance through incentives such as reduced control, periodic reporting, deferred payment, and reputational benefits.

III. THE POLICY AND ADVISORY TECHNICAL ASSISTANCE

A. Impact and Outcome

12. For the five participating GMS ASEAN member countries, the expected impact is that partnerships are forged between customs administrations and the trade-related private sector, thereby facilitating the cross-border movement of goods along economic corridors. The impact will be measured by an increase in the number of AEOs and compliant traders established and recognized by customs administrations in the five GMS countries. The outcome will be established or strengthened schemes and measures for customs administrations to better coordinate with the private sector for more effective trade facilitation. The expected outcome would be demonstrated by increased capacity of customs administrations to engage and coordinate with the trade-related private sector through outreach activities and improved information-sharing including accreditation programs, websites, booklets, and help desks; and implementation and strengthening of partnership initiatives between customs administrations and the private sector, including trusted traders programs and AEO schemes.

⁹ World Customs Organization. 2014. Compendium of Authorized Economic Operator Programmes. <http://www.wcoomd.org/en/topics/facilitation/instrument-and-tools/tools/~media/B8FC2D23BE5E44759579D9E780B176AC.ashx>

B. Methodology and Key Activities

13. The expected outcome will be achieved through the delivery of two outputs: (i) trade facilitation constraints and solutions identified via surveys of the trade-related private sector, and (ii) capacity and procedures of customs administrations improved to enable more effective partnership and engagement with the trade-related private sector.

14. **Output 1: Trade facilitation constraints and solutions identified via surveys of the trade-related private sector.** Business perception surveys (BPSs) will be conducted at 12 selected border checkpoints along the GMS corridors to identify trade facilitation constraints and solutions from the perspective of the trade-related private sector.¹⁰ The BPS will be conducted in cooperation with the national chambers of commerce, GMS Freight Transport Association, and other relevant business associations, and specific target agents of the trade-related private sector. The BPS will focus on identifying constraints in border-crossing procedures, both under the customs' purview and under the private sector's responsibility. Equally important, the BPS will seek solutions to these constraints and suggestions for strengthening partnerships and communication between customs administrations and the trade-related private sector. The surveys will take into account: (i) the actual conditions and requirements for securing necessary clearances at border checkpoints, (ii) the role of various agents in the trade-related private sector, and (iii) the available results of time release studies at the selected border checkpoints. The findings will be validated with customs administrations and the private sector, and measures recommended to address the identified constraints to facilitate cross-border trade and strengthen partnerships with the trade-related private sector. Country workshops will be organized by customs administrations to (i) share the BPS findings and recommendations to address constraints to trade facilitation, and (ii) promote collaboration and partnership with the trade-related private sector in implementing proposed solutions.

15. **Output 2: Capacity and procedures of customs administrations improved to enable more effective partnership and engagement with the trade-related private sector.** Based on the findings from the BPSs, the TA will provide support for customs administrations to engage more effectively with the trade-related private sector by (i) improving the dissemination of information on custom procedures and the provision of support services, and (ii) strengthening partnerships through customs compliance programs and trader accreditation programs. For information-sharing, support will focus on preparing and disseminating business-friendly information about customs compliance requirements, including valuation, classification, preferential treatment, and clearance processes. Such information will be disseminated through various means, including the websites of customs administrations, booklets in local languages, the establishment of help desks on customs matters, and outreach sessions for dialogue. To strengthen partnerships, the existing AEO schemes and customs compliance programs in Thailand and Viet Nam will be enhanced or upgraded based on international standards and best practices. Advisory support will be provided to assist these countries in providing the foundation for mutual recognition agreements with other customs administrations. For Cambodia, the Lao PDR, and Myanmar, support will be provided to develop and implement trader accreditation programs, which can serve as building blocks for the introduction of AEO schemes. WCO standards and guidelines will be used to help develop these programs, including the applications for traders to be accredited. Guidelines and capacity-building support will be

¹⁰ The 12 proposed checkpoints are (i) Bavet, Cambodia; (ii) Poipet, Cambodia; (iii) Dansavanh, Lao PDR; (iv) Kaysone Phomvihane, Lao PDR; (v) Myawaddy, Myanmar; (vi) Tachileik, Myanmar; (vii) Aranyaphet, Thailand; (viii) Mae Sai, Thailand; (ix) Mae Sot, Thailand; (x) Mukdahan, Thailand; (xi) Lao Bao, Viet Nam; and (xii) Moc Bai, Viet Nam.

provided to ensure effective implementation of the accreditation programs, particularly in the areas of risk management and compliance-based audit. Finally, a regional workshop will be organized to promote regional dialogue between customs and the trade-related private sector on longer-term trade facilitation issues and solutions in the GMS.

C. Cost and Financing

16. The TA is estimated to cost \$1.5 million, which will be financed on a grant basis by the Japan Fund for Poverty Reduction and administered by ADB. The detailed cost estimates and financing plan are in Appendix 2.

D. Implementation Arrangements

17. The TA will be implemented from 1 September 2014 to 31 August 2016. ADB will be the executing agency with the Southeast Asia Department as the focal point. ADB will work closely with customs administrations in the five participating GMS countries, as well as with the country representatives of the GMS Business Forum and the national chambers of commerce. Close coordination will be maintained with institutions supporting Japan's trade facilitation initiative, namely CTB-MOF, JICA and WCO.

18. A total of 106 person-months of consulting services will be engaged for the TA comprising 21 person-months of international and 85 person-months of national consulting. International consulting inputs include 16 person-months for a team leader and customs specialist who will design and carry out the BPSs, analyze the results, and design and conduct the capacity-building activities; and 5 person-months for resource persons who will participate in capacity-building activities and regional dialogue between customs and the trade-related private sector. National consulting inputs comprise 65 person-months for five trade facilitation country specialists who will provide country-specific support to implement the TA in the participating GMS countries and 20 person-months for a project administrator. ADB will engage the consultants on an individual basis in accordance with its Guidelines on the Use of Consultants (2013, as amended from time to time). Disbursements under the TA will be made in accordance with ADB's *Technical Assistance Disbursement Handbook* (2010, as amended from time to time). The outline of terms of reference for consultants is in Appendix 3.

19. ADB review missions will regularly monitor and report on the progress of major activities under the TA. TA progress will be reported to the GMS countries through the GMS ministerial conference, the GMS Economic Corridors Forum, other GMS-related meetings, and national and regional meetings to be held under the TA. The major activities, good practices, and lessons from the TA will be documented and disseminated through the GMS website maintained by ADB.¹¹

IV. THE PRESIDENT'S DECISION

20. The President, acting under the authority delegated by the Board, has approved ADB administering technical assistance not exceeding the equivalent of \$1,500,000 to be financed on a grant basis by the Japan Fund for Poverty Reduction for Strengthening Trade Facilitation in the Greater Mekong Subregion through Partnerships with the Private Sector, and hereby reports this action to the Board.

¹¹ ADB. Greater Mekong Subregion. <http://www.adb.org/countries/gms/main>.

DESIGN AND MONITORING FRAMEWORK

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
<p>Impact Partnerships are forged between customs administrations and the trade-related private sector, thereby facilitating the cross-border movement of goods along economic corridors</p>	<p>By 2020, 140 AEOs are recognized by the customs administration in Thailand and 10 in Viet Nam (2014 baseline: 111 AEOs in Thailand and zero AEO in Viet Nam)</p> <p>By 2020, 5 compliant traders are recognized by customs administrations in each of Cambodia, the Lao PDR, and Myanmar (2014 baseline: zero compliant trader in Cambodia, the Lao PDR, and Myanmar)</p>	<p>Government legal texts, i.e., laws, decrees, and circulars on customs' accreditation schemes for traders</p> <p>Records of customs administrations on the applications for and establishment of AEOs and compliant traders</p>	<p>Assumption Governments and the private sector remain committed to trade facilitation.</p> <p>Risks Entrenched interests prevent cooperation.</p> <p>An economic downturn could lead to the introduction of new approaches or policy shifts limiting trade.</p>
<p>Outcome Established or strengthened schemes and measures for customs administrations to better coordinate with the private sector for more effective trade facilitation</p>	<p>By 2016, customs compliance programs are established in Cambodia, the Lao PDR, and Myanmar (2014 baseline: no customs compliance program or AEO scheme in Cambodia, the Lao PDR, or Myanmar)</p> <p>By 2016, customs compliance program in Viet Nam is upgraded to AEO program (2014 baseline: customs compliance program operating in Viet Nam)</p> <p>By 2016, existing AEO program in Thailand is expanded to other operators (2014 baseline: AEOs in Thailand are applicable to exporters, importers, and customs brokers)</p>	<p>Government's legal texts (i.e., laws, decrees, circulars on customs accreditation schemes, and compliant trader programs)</p> <p>Evidence of improved information-sharing through websites, booklets, and help desks</p> <p>Technical assistance completion reports and workshop proceedings</p>	<p>Assumptions Governments and the private sector have full awareness and ownership of trade-facilitation reforms.</p> <p>Risk Vested interests may delay the forging of partnership.</p>

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
<p>Outputs</p> <p>1. Trade facilitation constraints and solutions identified via surveys of the trade-related private sector</p>	<p>At least three constraints in each country identified through the BPSs by the second quarter of 2015</p> <p>At least two solutions or policy recommendations identified by the third quarter of 2015</p>	<p>Results of the BPSs and consultations with customs administrations and the private sector</p> <p>BPS analysis and recommendation reports</p> <p>Workshop proceedings</p>	<p>Assumptions</p> <p>Governments and customs administrations are willing to undertake the necessary policy and regulatory reforms to improve border management.</p> <p>Cooperation of customs administrations and relevant border agencies and private sector is obtained.</p>
<p>2. Capacity and procedures of customs administrations improved to enable more effective partnership and engagement with the trade-related private sector</p>	<p>At least 30 customs officials for each country improve their capacity by the third quarter of 2016</p> <p>Customs compliance programs are designed in Cambodia, the Lao PDR, and Viet Nam; and improvements of AEO and customs compliance programs are identified in Thailand and Viet Nam by the third quarter of 2016.</p>	<p>Workshop proceedings</p> <p>Reports of the Asian Development Bank review mission</p>	<p>Risks</p> <p>Vested interest may delay the implementation of recommendations.</p> <p>The private sector may not have complete trust in the process to disclose trade activities and other data necessary for analysis.</p>

<p>Activities with Milestones</p> <p>1. Trade facilitation constraints and solutions identified via surveys of the trade-related private sector</p> <p>1.1 Conduct survey-scoping meetings to brief target countries about the BPS by the fourth quarter (Q4) 2014.</p> <p>1.2 Conduct the BPSs in 12 selected border checkpoints and analyze findings and recommendations by Q2 2015.</p> <p>1.3 Analyze the results of the BPSs and draft the BPS report with policy recommendations by Q3 2015.</p> <p>1.4 Conduct five country workshops to discuss the results and recommendations of the BPSs with customs administrations and the private sector by Q3 2015.</p> <p>1.5 Finalize the BPS report, including agreed policy recommendations for implementation.</p> <p>Capacity and procedures of customs administrations improved to enable more effective partnership and engagement with the trade-related private sector.</p> <p>2.1 Provide information materials to facilitate the private sector's understanding of and compliance with customs requirements and procedures, including through websites, help desks, or other forms of communication by Q3 2015.</p> <p>2.2 Provide advisory and capacity-building support to participating</p>	<p>Japan Fund for Poverty Reduction: \$1.5 million</p>
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Activities with Milestones	
<p>customs administrations to enhance, upgrade, or develop existing AEO schemes and/or customs compliance programs by Q2 2016.</p> <p>2.3 Provide guidelines and training to ensure effective implementation of the AEO and other accreditation programs, particularly for risk management and compliance-based audit by Q2 2016.</p> <p>2.4 Conduct a regional workshop to promote regional dialogue between customs and the trade-related private sector on longer-term trade facilitation issues and solutions in the Greater Mekong Subregion by Q3 2016.</p> <p>2.5 Promote continued dialogue on and monitoring of private sector compliance with customs procedures by Q3 2016</p>	

AEO = authorized economic operator; BPS = business perception survey; Lao PDR = Lao People's Democratic Republic; WCO = World Customs Organization.
Source: Asian Development Bank.

COST ESTIMATES AND FINANCING PLAN
(\$'000)

Item	Amount
Japan Fund for Poverty Reduction^a	
1. Consultants	
a. Remuneration and per diem	
i. International consultants	440.00
ii. National consultants	280.00
b. International and local travel	263.00
c. Reports and communications	30.00
2. Training, seminars, conferences, workshops, and meetings	370.00
3. Surveys	50.00
4. Miscellaneous administration and support costs ^b	20.00
5. Contingencies	47.00
Total	1,500.00

^a Administered by the Asian Development Bank.

^b Includes costs of office supplies for events, printing of banners, and translation between local language and English.
Source: Asian Development Bank estimates.

OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

1. Under the supervision of the Southeast Asia Department team overseeing the regional policy and advisory technical assistance (TA) implementation, 21 person-months of international consultants (including resource persons) and 85 person-months of national consultants will be engaged to implement the TA. The general requirements for these consultants will be (i) relevant technical expertise based on training and professional experience; (ii) familiarity with regional cooperation concepts and initiatives; (iii) excellent communication skills, both oral and written; and (iv) skills on human relations and ability to work with a multicultural and multidisciplinary team. The consultants will prepare reports on their tasks and other reports as required and requested by the TA. The basic reports will include (i) an inception report due within 1 month from the start of engagement; (ii) progress reports, to include results from workshops, field visits, and consultations; and (iii) a final report.

A. International Consultants

2. **Customs specialist and team leader** (16 person-months). The specialist will undertake the business perception surveys (BPSs) on trade facilitation and capacity-building activities for customs administrations, and coordinate implementation of the project across the participating countries. The customs specialist and team leader's key deliverables will include (i) design of the BPS on trade facilitation; (ii) draft analytical BPS report on trade facilitation; (iii) plan of capacity-building activities for customs administrations; and (iv) draft evaluation report on capacity building for participating countries. The consultant should have a graduate degree and at least 10 years of experience working in the area of customs or trade facilitation, especially in customs audit function, partnerships with the private sector, and capacity development. Experience working with customs in Greater Mekong Subregion countries will be preferred. Responsibilities will include the following:

- (i) design the BPS on trade facilitation and conduct the BPS in participating countries;
- (ii) consult with customs administrations and other stakeholders in participating countries in analyzing and validating BPS findings on trade facilitation;
- (iii) conduct a survey scoping meeting to explain the BPS to customs administrations and other stakeholders;
- (iv) prepare BPS reports on trade facilitation, identifying constraints and recommending measures for enhanced trade facilitation in participating countries;
- (v) organize national workshops to share the BPS findings and measures to be undertaken by customs and trade-related private sector;
- (vi) conduct a review and prepare a report on customs outreach policies and practices;
- (vii) design and provide information materials to facilitate the private sector's understanding of and compliance with customs requirements and procedures;
- (viii) provide policy and advisory capacity building for customs to implement recommended measures after appropriate approvals or adoption;
- (ix) organize a regional workshop to share the lessons and experience of trade facilitation among customs administrations and the trade-related private sector;
- (x) supervise other consultants as the team leader;
- (xi) participate in Asian Development Bank (ADB) missions and joint missions of ADB, the Customs and Tariff Bureau, Ministry of Finance Customs of the

- Government of Japan, the Japan International Cooperation Agency, and the World Customs Organization as necessary;
- (xii) prepare inception and completion reports; and
 - (xiii) support the ADB project officer and provide inputs as required.

3. **Resource persons** (5 person-months, combined, and intermittent). The TA is expected to engage resource persons to provide capacity building in highly specialized skills as required to implement the adopted measures of trade facilitation. Resource persons will include internationally qualified experts on relevant topics. The resource persons will support the tasks of the team leader and the project officer, and serve as moderators and facilitators in meetings and workshops conducted under the TA.

B. National Consultants

4. **Trade facilitation country specialists** (65 person-months combined, intermittent). Subject to confirmation by participating countries, the TA will engage a national consultant with trade facilitation expertise to support country-specific matters in each participating country. The trade facilitation country specialists should have experience working with the trade-related private sector and customs administration in their particular country, and will work closely with the international consultants, project officer, customs administration, and the trade-related private sector involved in participating countries. The responsibilities of the country specialists will include the following:

- (i) provide inputs to and support the team leader as required in designing and conducting the BPS;
- (ii) provide inputs and support the team leader and project officer in reviewing customs procedures and operations, and public relations policies and practices with a view to strengthening customs' partnerships with the private sector;
- (iii) support the team leader to design and provide information materials to facilitate the private sector's understanding of and compliance with customs requirements and procedures;
- (iv) provide inputs on country-specific issues to international consultants and ADB's Southeast Asia Department team;
- (v) research and collect country-specific information regarding government policies, procedures, and regulations on trade necessary for international consultants to perform their assignments;
- (vi) translate necessary documents between local languages and English;
- (vii) participate in ADB missions as necessary; and
- (viii) provide inputs and support as required by the team leader and project officer.

5. **Project administrator** (20 person-months, intermittent). A national consultant will be engaged to support project implementation. The project administrator will work closely with the project officer, project consultants, and participating customs administrations to help coordinate and administer the project activities. The project administrator should be familiar with ADB's project administration to support the work of project consultants, and have experience working with developing countries. The responsibilities of the project administrator will include the following:

- (i) provide necessary administrative and logistical support to project consultants to perform their assignments to implement the project;
- (ii) support the project officer to implement the project;

- (iii) assist in organizing workshops, and coordinating materials and documents;
- (iv) provide necessary logistical support to ADB missions;
- (v) facilitate communication between project officer, consultants, and government agencies and private sector;
- (vi) participate in ADB missions as necessary; and
- (vii) provide inputs and support as required by the team leader and project officer.