

TERMS OF REFERENCE FOR CONSULTANTS

1. Under the supervision of the South Asia Regional Cooperation and Operations Coordination Division team overseeing the implementation of the technical assistance (TA), the TA will engage 27 person-months of international consultants and 25 person-months of national consultants as individuals. These consultants will report to the designated international staff member of the South Asia Regional Cooperation and Operations Coordination Division, who will act as team leader and supervise the consultants' work. ADB will engage individual consultants in accordance with ADB Procurement Policy (2017, as amended from time to time) and the associated TA Staff Instructions.

A. International Consultants

2. **Trade facilitation expert** (1 position, 12 person-months). It is preferred that the expert have an advanced degree in economics, business, or related fields or extensive experience in trade facilitation in South Asia. Familiarity with the various trade facilitation initiatives to be supported by the TA, including but not limited to (i) Authorized Economic Operators' (AEO) Program or an equivalent trusted traders' program; (ii) post-clearance audit; (iii) risk management; (iv) use of electronic cargo tracking systems; and (v) national single window concept will be an advantage. The expert will assess the needs of SASEC countries in terms of improving their trade facilitation environment and propose solutions to be implemented. The expert is also expected to oversee the work of other experts to be engaged under the TA.

3. **Authorized Economic Operators' program expert** (1 position, 3 person-months). It is preferred that the expert have an advanced degree in economics, public policy, law, or related fields. 10 years operational experience in development and implementing an AEO program or equivalent program will be an advantage. The expert will carry out activities aligned to an implementation framework for a Trusted Traders or AEO Program, including (i) conducting a country assessment to determine the appropriate program to be implemented; (ii) designing and implementing the overall strategy, vision, and action plan for an AEO Program or equivalent program.

4. **Pre-arrival processing expert** (1 position, 1 person-months). The expert is preferred to have a bachelor's degree in economics, business, or related fields, with extensive experience in trade, transport and logistics facilitation, and be familiar with the World Customs Organization (WCO) Revised Kyoto Convention, WCO guidelines etc. The expert will study and prepare reports on preparatory measures to be taken for implementing pre-arrival processing in SASEC Customs administrations in a sustainable manner. The use of pre-arrival processing is expected to help customs administrations in conducting risk management for effective administration of customs and related trade laws and facilitating legitimate trade. The studies would cover some of the following areas: (i) analysis of the legislation governing customs operations and identifying gaps and provisions to enable pre-arrival processing; (ii) recommended business processes and documentation requirements for allowing pre-arrival processing; (iii) automation and electronic transmission of data requirements, in line with international standards (WCO Customs Data Model etc.) and suitable risk management framework; (iv) a capacity building plan for sustainable implementation of pre-arrival processing.

5. **Risk management expert** (1 position, 2 person-months). It is preferred that the expert possess a bachelor's or advanced degree in economics, public policy, law, or related fields; and 15 years significant operational experience in risk management in a customs environment will be an advantage. The expert will formulate and establish a Risk Management (RM) Framework and

assist in developing or updating standard operating procedures, compliant with the WCO SAFE Framework of Standards, RM Compendium (Volumes 1 and 2). The expert will also recommend the required institutional arrangements to implement the RM policy framework and systems and identify the needs for building RM capacity in specified SASEC countries.

6. **Post-clearance audit expert** (1 position, 1 person-month). It is preferred that the expert have a bachelor's degree in economics, public policy, law, or related fields; have extensive knowledge on the WCO SAFE Framework of Standards and involvement in helping governments align customs legislation towards compliance to the WCO Revised Kyoto Convention, particularly in establishing systems-based post clearance audit (PCA) systems. The expert will develop a PCA implementation framework, including developing standard operating procedures; implementing a pilot program in select custom houses and assessing its outcome; and building capacity for and ensuring a minimum retention of auditors.

7. **National single window expert** (1 position, 3 person-months). It is preferred that the expert have an advanced degree in economics, public policy, information technology, project management, or related fields; and have extensive knowledge of trade facilitation and automation of customs systems. The expert is expected to (i) formulate a Roadmap for the national single window (NSW) that covers the different stages in its development; (ii) conduct an assessment and mapping of the national situation in relation to the different stages ("as-is" versus "to-be" analysis); (iii) formulate time-bound action plans to close the gaps based on the assessment in step (ii); (iv) identify the institutional structures, infrastructure and mechanisms required to implement the Roadmap; and (v) identify the resources needed to rollout the NSW.

8. **Sanitary and phytosanitary expert** (1 position, 1 person-month). It is preferred that the expert have a master's degree or equivalent in economics, public policy, or related fields, and 12 years or more of relevant professional experience. Extensive knowledge about current SPS and TBT policies and regulations of SASEC countries as well as the standards and other relevant instruments of international organizations will be an advantage. The expert will study and prepare a detailed inventory of SPS and TBT infrastructure in a SASEC country. This inventory would be used to promote transparency in regulatory requirements and available facilities for trade in goods covered under SPS and TBT measures in the SASEC region. This is also expected to help in providing greater predictability and convenience to traders and facilitate trade. They will also study and prepare a detailed structure for a web-based national SPS and TBT database for at least 3 SASEC countries. The structure would be used to develop SPS and TBT-related information resources or integrate with existing trade information portals of the countries to enable a transparent and predictable trade regime, in respect of goods covered under SPS and TBT measures in the SASEC region. The studies would cover areas including (i) aggregate quarantine, laboratory, testing, and metrology facilities related to goods under trade in the relevant SASEC countries and the relevant standard operating procedures; (ii) regulatory interfaces such as automated systems and national single windows available for fulfilling SPS and TBT compliance requirements; and (iii) prepare a structure for an online database that will provide convenient access and information retrieval to the stakeholder community, of the SPS and TBT-related information.

9. **Logistics expert** (1 position, 3 person-months). It is preferred that the expert have a master's degree in economics, business, or related fields, with extensive experience in trade, transport and logistics facilitation, particularly in South Asia. The expert will study and prepare a report describing the constraints and deficiencies affecting trade and transport along the identified route and border-crossing points and help evolve a set of measures for addressing the issues in a holistic manner. The expert will cover one or more of the following areas: (i) mapping the route

in terms of its economic activity, trade profile, and volumes and status of trade facilitation reforms implemented and under planning; (ii) status of connectivity and infrastructure available across the route to cater to trade needs; (iii) constraints and issues hindering the efficient conduct of trade along the route; (iv) suggested measures to resolve the identified issues and improve trade efficiency; and (v) identifying the agencies responsible for implementing the solutions and devising institutional arrangements.

10. **Electronic cargo tracking system (ECTS) expert** (1 position, 1 person-month). It is preferred that the ECTS expert have a bachelor's degree in engineering or related fields, with experience in developing and implementing technological solutions in the field of logistics, transport and trade facilitation, particularly in application of inspection and monitoring equipment for cargo/vehicles. The expert will study and prepare a report on the feasibility of implementing ECTS for monitoring and tracking the movement of cargo in SASEC countries. The deployment of ECTS should help in effectively monitoring such movements, concurrently facilitating legitimate trade. The studies would cover some of the following areas: (i) case for the implementation of ECTS to monitor the inland movement of cargo and identify the potential benefits of its use; (ii) overall technical design of ECTS including its components, the manner of their interaction and monitoring software; (iii) conduct of trials and recommendation of business processes to be adopted for operating the ECTS; and (iv) a business case for operating the ECTS.

B. National Consultants

11. **Logistics expert** (1 position, 4 person-months). It is preferred that the expert have a bachelor's degree in economics, business, or related fields, with extensive experience in trade, transport and logistics facilitation, particularly in South Asia. The expert will study and prepare a report describing the constraints and deficiencies affecting trade and transport along the identified route and border-crossing points. The report will cover one or more of the following areas: (i) mapping the route in terms of its economic activity, trade profile, and volumes and status of trade facilitation reforms implemented and under planning; (ii) status of connectivity and infrastructure available across the route to cater to trade needs; (iii) constraints and issues hindering the efficient conduct of trade along the route; (iv) suggested measures to resolve the identified issues and improve trade efficiency; and (v) identifying the agencies responsible for implementing the solutions and devising institutional arrangements.

12. **Sanitary and phytosanitary expert** (3 positions, 9 person-months cumulative). It is preferred that the expert have a bachelor's degree or equivalent in economics, public policy, or related fields. 10 years of relevant professional experience will be an advantage. Extensive knowledge about current SPS and TBT policies and regulations of SASEC countries as well as other relevant international organizations will be an advantage. The expert will help prepare a detailed report on the inventory of SPS and TBT infrastructure in a SASEC country. This inventory would be used to promote transparency in regulatory requirements and available facilities for trade in goods covered under SPS and TBT measures in the SASEC region. This is also expected to help in providing greater predictability and convenience to traders and facilitate trade. The studies would cover some of the following areas (i) assessment and compilation of quarantine, laboratory, testing, and metrology facilities related to goods under trade in SASEC; (ii) the standard operating procedures applicable for testing and certification of the goods; (iii) critical gaps in SPS and TBT-related infrastructure that impede efficient trade in the region; and (iv) recommendations on making available to stakeholders, including traders, the SPS and TBT-related information and on priority infrastructure investments.

Trade facilitation analyst (1 position, 12 person-months). It is preferred that the analyst have a degree in economics, business, or management, and 5 years of experience in RCI coordination work will be an advantage. The analysts will help the ADB TA supervising unit coordinate activities under the TA, including (i) liaising with various ADB officers, international and national consultants, and focal persons in relevant agencies of SASEC countries on matters related to trade facilitation activities; (ii) coordinating the organization of consultations and workshops to review and refine the plan, and various capacity-building activities to facilitate the plan's implementation; and (iii) helping prepare, disseminate, and publish the various TA outputs (e.g., the updated plan, sector strategy papers, and other knowledge products).