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| Office des Nations Unies à Genève | UN_42 | United Nations Office at Geneva |

**TERMS OF REFERENCE**

1. Objectives and Targets

Within the context of UNECE´s Project “Removing Regulatory and Procedural Barriers to Trade in Kyrgyzstan”, the consultant will conduct an assessment of regulatory and administrative procedures associated with the export of selected agricultural products in Kyrgyzstan using the UNECE Business Process Analysis methodology. The consultant will prepare a report summarizing the results of assessment. The products that will form the focus of the assessment will be communicated by the ECE following its consultations with the Government.

Working under the supervision of the UNECE staff from the Trade Policy and Government Cooperation Section, the consultant will:

1. Conduct interviews with conduct a business process analysis of regulatory and administrative procedures associated with the export of selected agricultural products using the UNECE Business Process Analysis methodology. The analysis is to be based on case studies, and focus on the in-country business processes (i.e., logically connected activities by traders) and regulatory activities (i.e., logically connected activities by state entities) associated with the movement of goods and related information across borders from buyer to seller across the international trade supply chain. This includes trade-related procedures, including commercial (associated with the establishment of commercial contracts); transport (associated with the arrangement of inland and cross-border transportation of goods); regulatory (associated with regulatory activities); and financial (associated with the payment for purchased goods). 2 companies should be chosen in consultation with the UNECE staff to serve as case studies.
2. Prepare a draft report summarizing the findings of the business process analysis following a detailed outline to be discussed with the Secretariat.
3. Provide a detailed list of recommendations proposed by the two companies and the other stakeholders interviewed as part of the business process analysis.
4. The consultant will send the draft report to UNECE for comments by email, following the schedule outlined in the table below.
5. The consultant will incorporate UNECE feedback and revise the report where necessary. Corrections should be introduced in the report in track change mode.
6. Tangible and measurable outputs of the work assignment
* A draft report titled "Improving the export competitiveness of Kyrgyzstan’s agricultural products: A business process analysis".

Report required: [x]  YES No. of pages: 40-50, including annexes Language: Russian Format: electronic