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

**TERMS OF REFERENCE**

1. Objectives and Targets

The consultant will assist the UNECE Secretariat in undertaking an assessment of trade facilitation conditions in Kyrgyzstan. The assessment forms part of the UNECE project “Removing Regulatory and Procedural Barriers to Trade in Kyrgyzstan”, and will be conducted working closely with a National Advisory Working Group that brings together representatives from relevant public and private sector institutions. The findings of the assessment will be discussed and shared with the National Advisory Working Group in the framework of a national stakeholder’s workshop. The findings will also be presented at a high-level forum that will be held in May 2015 as part of the annual session of UNECE Sectoral committee responsible for trade and economic integration issues, before eventual publication at the end of 2015.

The consultant will be required to conduct face-to-face interviews with relevant government agencies in Kyrgyzstan using a set of questionnaires developed by the UNECE, prepare a report summarizing the results of the interviews and propose concrete measures for improving trade facilitation conditions in the country.

Working under the supervision of the Chief of Section, Trade Policy and Governmental Cooperation of the UNECE Trade and Sustainable Land Management Division and designated staff, the consultant will:

* 1. Conduct interviews with relevant government agencies.
  2. Prepare written transcripts of the interviews
  3. Prepare a draft report in English summarizing the findings of the interviews using the outline provided by the UNECE.
  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.

1. Tangible and measurable outputs of the work assignment

* A draft report titled "Regulatory and Procedural Barriers to trade facilitation in Kyrgyzstan: Trade Needs Assessment".
* A list of all interviewed public sector representatives, with their contact details
* Written transcripts of the interviews in English (even though their contribution can be confidential and their names will not be published).

Report required:

YES No. of pages: 30-40 Language: English Format: electronic