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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 supervise the implementation of 30 face-to-face interviews with exporters from selected sectors, which will be conducted by the Investment Council of the Kyrgyz Republic using the UNECE “Traders” questionnaire and prepare a report summarizing the key results of the survey. The interviews will cover selected sectors, which will be decided following consultation with the National Advisory Council that will be acting as the UNECE counterpart.

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. Supervise the pilot testing of the questionnaire
2. Supervise the implementation of 30 face-to-face interviews with Tajik exporters, which will be conducted by the Investment Council of the Kyrgyz Republic using the UNECE “Traders” questionnaire.
3. Assess the quality of the data generated through the surveying process.
4. Supervise the translation of interview transcripts from Tajik into English.
5. Working closely with the UNECE polling expert, supervise the consolidation of the interview results in an electronic database (in English) using standardized tabulations provided by UNECE
6. Prepare a brief report summarizing the challenges faced throughout the surveying process.
7. Prepare a report summarizing the key findings of the survey, using the outline prepare by the secretariat.
8. Tangible and measurable outputs of the work assignment

* A brief report summarizing the challenges faced throughout the surveying process (6 pages).
* A report summarizing the key findings of the survey (50 pages).

Report required:

YES No. of pages: 56-60 pages Language: English Format: electronic