

Terms of reference

NATIONAL CONSULTANT, E-COMMERCE STRATEGY FOR MYANMAR

Date:	15 November 2019
Organizational Unit:	United Nations Conference on Trade and Development (UNCTAD)
Deadline:	30 November 2019 (23:59 Central European Time)

Job Title: National Consultant
General Expertise: Economic Affairs
Category: E-Commerce

Duties and Responsibilities

Myanmar has requested assistance from UNCTAD to develop a national e-commerce strategy, to be funded under the EIF Tier 2 Project titled "Myanmar - Services Trade Enhanced Project" (M-STEP). The e-commerce strategy, which is one of the two components under the Digital Economy pillar of the M-STEP would constitute a follow-up to the Myanmar eTrade Readiness Assessment that was supported by UNCTAD in 2017-18. In this context, the services of a national consultant are required to undertake the following activities under the guidance of the UNCTAD project manager, the international consultants and of the relevant Ministry of Commerce (MoC) officials assigned to support the project (Department of Trade):

1. Literature review: Assist in gathering documents and up-to-date statistics related to ICT policies, practices and use in Myanmar, especially related to the technical e-commerce area, and translating them where necessary.
2. Identify best practices stories from local e-commerce players and stakeholders: Develop brief case stories/boxes (based on provided UNCTAD template) which could be featured in the report as well as on the etradeforall.org platform.
3. Liaise and mobilize public/private stakeholders to a) raise their awareness of the project and encourage them to provide inputs and information regarding e-commerce development in Myanmar; and b) encourage their active participation in the roundtables/workshops during the missions of the international consultants.
4. Logistic support related to event organization: Assist in the organization of the roundtables/workshops, including where necessary by organizing and moderating focus group discussions and providing translation and interpretation for the benefit of the international consultants.
5. Review of e-commerce strategy drafts: conduct a comprehensive review of the two drafts prepared by the UNCTAD team and provide detailed comments on the analysis and especially the recommendations.

6. Translation of key technical and legal documents (short documents) and interpretation services for the meetings with UNCTAD personnel and consultants, when necessary.
7. Facilitation of group works and focus-group discussions, in cooperation and under the guidance of UNCTAD experts

Ultimate result of service

Output 1: Background documents identified, and relevant statistics obtained;

Output 2: Best practices stories identified and drafted for UNCTAD review;

Output 3: Identification, adequate participation of and involvement in the project activities of relevant national by stakeholders;

Output 4: Public and private sector roundtables/workshop/focus-group discussions organized and successfully facilitated.

Output 5: E-commerce strategy for Myanmar completed together with the international consultants.

Expected Duration

Contract duration: 8 months

Place of work: Yangon and Nay Pyi Taw (Myanmar)

Evaluation Criteria

Academic Qualifications: Bachelor's degree in economics, Business Administration, Trade Policy or Trade facilitation.

Experience: 3 years of experience in project support, possibly in contact with Government institutions. ICT sector, e-commerce experience is desirable. Prior exposure to the work of international organizations in Myanmar is desirable.

Language and other skills: Fluent in spoken and written English and in Burmese. Proficiency (user level) of computer applications (Word, Excel, PowerPoint, etc.). Excellent communication, interpersonal, and problem-solving skills.

Instructions for Submission of Candidacy

Candidates must submit their CV accompanied by a cover letter to martine.julsaint.kidane@unctad.org by 30 November 2019 (23:59 Central European Time).

Late submissions will not be considered. Only shortlisted candidates will be contacted.