



Ministry of Economic Development
Male',
Republic of Maldives

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**National Single Window Project
Post of Lead Consultant**

**22nd May 2019
Ministry of Economic Development
Republic of Maldives**



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TERMS OF REFERENCE

Contract	<i>National Single Window Lead Consultant</i>		
Project	<i>National Single Window Project</i>		
Expertise	<i>Acting as the Lead Consultant (LC) to achieve the National Single Window Project</i>		
Source	<i>National</i>	Category	<i>Independent</i>
<p>Objective/Purpose of the Assignment:</p> <p>The National Single Window (NSW) Project is an electronic platform that allows parties involved in trade and transport to lodge standard information and documents with a single entry point to fulfill all import and export related statutory requirements.</p> <p>The aim of the National Single Window is to provide an efficient, standard environment for streamlined and enhanced international trade procedures between the private sector and border control line agencies, who are involved in the issuance of related permits with regard to import and export of goods. The project will leverage information and communication technology (ICT) to provide online access to carry out the said border control procedures.</p> <p>NSW will enable traders and other service providers to transact business electronically. In addition, the project will facilitate sharing of harmonized data to enable automated processing of documents across stakeholder IT systems. This will contribute to the government's sectoral strategy to enhance trade facilitation.</p> <p>The project is aligned with the following impacts: (i) Top 40 ranking on the World Bank Ease of Doing Business Index achieved by 2025; and (ii) Faster, cheaper, and more predictable cross-border trade in the South Asia Sub Regional Economic Cooperation (SASEC) sub region.</p> <p>The project will have the following outcomes:</p> <ul style="list-style-type: none">- An electronic platform that allows parties involved in trade and transport to lodge standard information and documents with a single entry point to fulfill all import and export related statutory requirements.- Streamlined and enhanced international trade procedures between the private sector and border control line agencies.- Sharing of harmonized data to enable automated processing of documents across stakeholder IT systems.- Leverage information and communication technology (ICT) to provide online access to carry out cross border trade and efficiency in the clearance of cargo.			



Scope of Work:

Lead Consultant Role:

- Lead the overall coordination of NSW and Private Sector related activities implemented by the PMU.
- Assist the Government in establishing and functioning of the National Single Window Operator as per the road map and the NSW Business Process Analysis report, prepared under the ADB technical assistance.
- Identify and familiarize with rules, procedures (including procurement procedures) and requirements of key donor implementing the NSW project.
- Lead the work in establishing a project performance management system, using targets, indicators, assumptions and risks in the project design and monitoring framework.
- To ensure that, the PMU prepare quarterly, mid-term and end of project monitoring reports to be submitted to ADB.
- Act as the lead focal point regarding legislative and regulatory actions required for facilitating the adoption, operation and use of the NSW facilities and finalize the legal framework to provide long term enabling policy and regulatory environment for the National Single Window. This includes the work related to the enactment of:
 - The Electronic Transaction Act
 - The Data Protection Act
 - Digital Signature Act
 - Cyber Crime Act and;
 - Amendments to existing laws and regulations in consultation with the relevant sections of the Ministry and stakeholder Ministries and submit the legislative and / or regulatory changes to the Project Steering Committee or the Trade Facilitation Committee
- Coordinate all project related activities in the preparation of annual work plans for activities implemented under PMU.
- Effective Coordination, consultation and information sharing with all implementing agencies and the private sector in relation to the implementation of the NSW project.
- Provide inputs to the PMU monitoring database and progress reports on project related activities.
- Participate and actively contribute to project coordination meetings and report to the National Steering Committee and the Trade Facilitation Committee, weekly progress of the project.
- Acting in liaison with the project accountant to ensure that the proceeds of loan and grant from ADB is made available to the implementing agencies.
- Acting in liaison with the project accountant to ensure that the Project Management Unit maintains a separate fixed asset registry.
- Acting in liaison with the project accountant to ensure that an off the shelf accounting package to implement an automated accounting system for project finance maintenance is procured and this system is used for accounting purposes.



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- Provide feedback and suggestions to consultant's reports, conduct monitoring of all activities implemented under PMU.
- Contribute to documenting success / best practice case studies based upon lessons learnt from projects implemented under PMU.
- Provide inputs to the PMU communication plan relevant to all project activities implemented under the PMU.
- Provide inputs to legislations or legal reform activities relevant to all project activities implemented under PMU.
- Provide inputs to the national budgeting process in MED on all project activities implemented under the PMU.
- Act as the MED's Donor Focal Point for ADB and act as the single point of contact for all correspondence and donor coordination required by ADB for the project.
- Effectively network with partners, seizing opportunities to build alliances, particularly with private sector on a regular basis.
- Keeps abreast of new developments in the areas on Single Window Projects and on the job knowledge and seeks to develop him/herself professionally.
- Any other task assigned by MED or relevant authorities related to the NSW project.

Qualifications and experience required for the position are:

- A relevant Bachelors Degree with minimum 7 years project management experience OR
- A relevant Masters Degree with minimum 3 years project management experience

Output/Reporting Requirements:

- Take the lead on NSW role out, including conducting awareness programs, workshops and disseminate informational materials for Cross Border Regulatory Agencies (CBRA's) and stakeholders.
- Take the lead role in the procurement of the equipment required for NSW, as per the national and ADB guidelines and Regulations.
- Ensure the preparation of NSW report, detailing the roadmap for implementation of activities under each of the outputs, annual performance targets, work and disbursement plans based on progress reports prepared by international and national consultants against specified milestones.
- Ensure the preparation of monthly updates and other periodic reports as may be required by ADB, MED and MoF.
- Lead the PMU in preparing capacity development and awareness raising plan, including outreach, targeting women organizations.
- Ensure timely preparation of the NSW final report with overall findings of the study, including the summary to be submitted by the end of the study.
- Provide inputs to PMU annual work plan, monitoring database and communication plan.
- Ensure the setup of NSW help desk.
- Any other deliverables as defined by MED, related to NSW project.



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Remuneration: Salary - <u>MVR</u> 20,000 Living Allowance - <u>MVR</u> 15,000 Special duty allowance - <u>MVR</u> 10,000 Phone allowance - <u>MVR</u> 3,000		
Places of Assignment:	Days Estimated Dates	(dd/mm/yyyy)
Ministry of Economic Development, Male', Maldives	June 2019 to June 2023	