

Foreign WTO expert  
in the Ministry of Trade and Economic Development,  
Dushanbe  
2010-2011 (2012)

**Terms of references**

IDEAS Centre is executing a mandate from State Secretariat for Economic Affairs (SECO) to provide assistance to the government of Tajikistan in its accession to the WTO. The Centre is looking for an international expert on WTO and accession issues to work in Dushanbe within the WTO Unit of the Ministry of Trade and Economic Development with the primary objective of strengthening their capacities. The Unit is currently understaffed and faces difficulties meeting all the demands of the accession process. To address this, the consultant will help the Unit in its daily work related to accession and will dedicate time to train the Unit staff on WTO agreements and accession process. In addition, the consultant will facilitate the work of IDEAS Centre and contribute to the implementation of the project as a complementary resource person. The consultant is hired for a one year with possibility of extension for one additional year.

Under the guidance of IDEAS Centre, the consultant will have two set of responsibilities. First, on the policy and negotiating advices he will assist the WTO Unit with the follow-up and implementation of the accession reforms' action plan; identify with the WTO Unit the needs to help the process going; organize the mission of external consultants and of IDEAS staff and assist IDEAS with activities related to the project. Second, on activities related to inclusion of the private sector, media, parliament, academia and on the coordination with donors' agencies in Dushanbe, the consultant will be the person in charge of executing and supporting those activities in collaboration with IDEAS Centre.

**The main responsibilities of the expert will be:**

1) Negotiations and policy advice related to WTO accession, coordination with inter-ministerial committee and line ministries, training of staff.

- Assist the director of the WTO Unit in its daily work related to WTO accession. Initiate, advocate and draft reform steps needed to address the compliance gap of Tajikistan to WTO requirements.
- Assure follow-up of the reform action plan adopted after the 4<sup>th</sup> Working Party Meeting and facilitating the internal work on answering the questions of the working party members
- Organize and execute dedicated training sessions for the new staff members of the WTO Unit on WTO agreements and on accession process
- Organize and participate in regular meetings of the inter-ministerial technical committee. Set agenda with director of WTO Unit and draft meeting report
- Meet representatives of the line ministries and agencies in charge of outstanding multilateral issues as well as those in charge of revising goods and service offers. Following up on the work done during the missions.
- Preparing of and participating in missions of foreign experts, parliamentarians and IDEAS Centre staff and following-up on the results of those missions.

- Assisting IDEAS Centre in preparing and organizing seminars aimed at addressing key stumbling blocks in the accession process.

## 2) Coordination with stakeholders

- Donors: coordination of the accession process on the reform process supported by donors' agencies based in Dushanbe. Prepare and participate in regular meetings with those agencies.
- Exchange information on a regular basis with the Swiss Cooperation Office in Dushanbe
- Media and communication: responsible of the execution of media strategy. Together with a local partner (Open Society Institute) in principle), identify issues that should be raised in the media and assist in adapting messages to the Tajik context
- Private sector: responsible of executing the strategy defined in the project document to give a voice to the private sector. In collaboration with International Trade Center, International Finance Corporation and USAID the expert will assist in setting up an information campaign, organize consultative committees and stimulate and follow-up closely with the government their work.
- Academia: define the needs and modalities of a training program. Participate in organizing and executing the program.

## Requirements

- Advanced university degree in law, economics, political science or related international development fields.
- At least 7 years of progressively responsible experience working on issues related to the WTO and on multilateral and bilateral trade negotiations from the perspective of an economy in transition.
- Experience with and the sound knowledge of the WTO accession process, preferably within the national administration.
- Hands-on knowledge and expertise with the WTO Agreements and trade negotiations in the WTO
- Ability to appreciate and make assessment of policy implications of particular proposals in trade negotiations;
- Experience with trade assistance projects would be an advantage
- Sound analytical, communication and coordination skills
- Good interpersonal skills; good communication skills; ability to establish and maintain effective working relationships with colleagues
- Ability to establish and maintain effective working relationships with government officials, donors and other stakeholders within the project.
- Fluency in Russian and excellent knowledge of English. Drafting skills in both languages are very important.
- Ability to use relevant computer technology (internet, word processing, database, statistical spreadsheet and presentation packages)