



Ministry of Commerce, Manufacturing, Business Development, Cooperatives and Consumer Affairs

TERMS OF REFERENCE

CONSULTANCY TO PROVIDE TRADE ADVISORY SERVICES TO THE MINISTRY OF COMMERCE, MANUFACTURING, BUSINESS DEVELOPMENT, COOPERATIVES AND CONSUMER AFFAIRS

1.0 BACKGROUND

In keeping with the new direction of the Ministry of Commerce, Manufacturing, Business Development, Cooperatives and Consumer Affairs and the plethora of global issues impacting trade and commerce, there is need to contract the services of a Trade Consultant, to assist the Ministry with the implementation of global trade decisions and the effective management of trade and related issues impacting consumers and the business community.

2.0 OBJECTIVE

The objective of this engagement is to present the Ministry of Commerce Manufacturing, Business Development, Cooperatives and Consumer Affairs with a comprehensive strategy in identifying challenges and making recommendations for the implementation of various regional and international trade agreements and the promotion and advancement of Saint Lucia's trading interest and negotiating positions.

3.0 SCOPE OF SERVICE

The consultant shall:

- 3.1 Analyze regional and international trade agreements, treaties and laws and evaluate their impact on specific industries and sectors within the country;
- 3.2 Provide technical and analytical support and advice to the Ministry and other external stakeholders on trade related matters; competition law and policy matters;

- 3.3 Prepare briefs, position papers, presentations, speeches and dossiers on trade related matters, competition law and policy issues to be presented when required;
- 3.4 Work with other stakeholders in formulating and implementing strategies and positions for negotiations on bilateral and multi-lateral trade agreements;
- 3.5 Monitor ongoing regional and international trade policies, negotiations and global developments and advise on their likely impact on the business community in Saint Lucia;
- 3.6 With the permission of the Minister or Permanent Secretary, represent the Ministry on trade related matters and policy issues at the national, regional and international levels.
- 3.7 Perform other related duties that may be assigned by the Honourable Minister and or Permanent Secretary.

4.0 CONDITIONS

- 4.1 Congenial administrative office accommodation is provided.
- 4.2 Required to work Monday to Friday from 8:00 a.m. to 4:30 p.m. and longer hours when needed.
- 4.3 Salary will be commensurate with qualifications and experience.

5.0 REPORTING REQUIREMENTS

- 5.1 Submission of an inception report within two weeks of acceptance of this consultancy. The submission will indicate the work plan and approach to the assignment.
- 5.2 Produce a monthly report to the Permanent Secretary on the progress of the assignment.

5.0 DURATION

The assignment is expected to last for no more than **eight (8) months** from the commencement date.

6.0 QUALIFICATION AND EXPERIENCE

- Masters' Degree in International Trade, Management Studies, Public Administration, Economics, Law or International Relations, plus Advance Certificate in Administration and Management plus eight (8) years Civil Service experience.
- Possess very good communication skills.
- Should possess very good analytical and problem- solving skills

Interested applicants are invited to submit a Curriculum Vitae clearly denoting competences and experience relevant to the post with two references, contact telephone numbers, email address as well as certified copies of their qualifications, in a sealed envelope addressed to the:

The Permanent Secretary
Ministry of Commerce, Manufacturing, Business Development,
Cooperatives and Consumer Affairs
4th Floor Heraldine Rock Building
Waterfront
Castries

Application: **Consultancy – Trade Advisory Services**

Deadline for submission of all application is **August 5, 2022 at 4:00 p.m.**

Please note only the shortlisted applicants shall be contacted, via telephone and or email for an interview.