Economic Research Institute for ASEAN and East Asia
Term of Reference
Draft –to be discussed

ERIA-UNCTAD: NTMs in East Asia[1]

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1. **Title**: Consultant (ERIA-UNCTAD: NTMs in East Asia)

2. Background

Over the years, multilateral trade negotiations have helped substantially reduce tariff rates. However, Non-Tariff Measures (NTMs) are gaining more importance than ever in controlling and hampering the flow of international trade. NTMs cover measures such as sanitary and phyto-sanitary standards (SPS), technical barriers to trade (TBT), import and export licensing, export restrictions, customs surcharges, as well as anti-dumping and safeguard measures. In spite of their growing importance in regulating trade, the exact impact of NTMs on trade flows is not very well understood. There is an urgent need to develop a better understanding and transparency of existing NTMs.

In view of the above, the purpose of the consultancy is to identify and collect NTMs in Japan, by drawing on information from official sources and using the UNCTAD's NTMs classification and methodological guidelines. This consultancy falls within UNCTAD and ERIA's collaboration which aims to identify, collect and classify NTMs of countries in East Asia. It will contribute to developing export capacities by providing trading partners with access to NTMs related information. Lastly, it will assist policy-makers in producing impact assessment analysis of trade related reforms by providing reliable and up-to-date NTMs' information.

Objective

The key objectives of the consultancy are:

1. To collect, validate and store NTMs data from official sources; and

2. To improve general understanding of these measures and their impact on world trade.

3. To provide insights on NTMs in the country.

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[1] East Asia: China, Japan, South Korea, India, Australia, and New Zealand

3. Outputs and tasks

Outputs

3.1. Output 1: Data on NTMs in Japan implemented in 2015 and 2016 (all specific regulations that are in effect and implemented in 2015 (in XL using a template provided by UNCTAD).[2] All NTM data, including information from legislation (law or regulations) are in English.

   3.1.1. Output 1.1 (NTM data collection –first review of data validation)
   3.1.2. Output 1.2 (NTM data collection –second review of data validation)

3.2. Output 2: A descriptive analysis on NTMs in Japan and policy recommendations on streamlining NTMs in the country (in XL, STATA and Word).

Tasks

Under the supervision and management of the UNCTAD and ERIA, the consultant will aim at identifying new NTMs data that have not been covered by the database of 2015. The consultant will collect from official sources all Japanese trade regulations other than those collected in 2015, and classify them according to UNCTAD's NTMs classification system using the Guidelines to collect NTMs and a data entry template provided by UNCTAD.A large number of the regulations which could contain NTMs have already been classified to December 2015. The consultant will not be required to work on those NTMs from the beginning. The incumbent will be provided with the list of regulations which were covered, and the consultant task would be to update those NTMs (if necessary).

To that end, the consultant will be required to perform the following activities:

1. Identify official sources on all trade-related regulations in the assigned country based on the NTMs classification developed by UNCTAD and indicate institutions/agencies responsible for the issuance of those regulations, including their contact information (emails, phone); how the info can be accessed (website, CDs or printed documents); and the language in which they are usually published. A note should be made whenever texts are available in English.

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[2] The regulations could be issued back to years before, even a long time ago. As long as the regulations are in effect in 2015 (SPS, TBT, import and export licensing, export restrictions, customs surcharges, as well as anti-dumping and safeguard measures), they will be categorised as NTMs in effect.

The consultant should also analyze the impacts of state/regional regulations on international NTMs. If a state/regional regulation might affect international trade, the requirements should also be recoded.

2. Classify the regulations by the measure (using the latest MAST NTM February 2012 classification system) and the product to which they apply (which may be multiple), based on the Harmonized Coding System (HS code) at the most detailed level (national tariff line) for all types of officially available regulations.

    2.a. Enter official NTMs data collected in an excel worksheet with the following information: (i) name, description, web-link of the source; (ii) name, description, web-link and date of implementation of the regulation; (iii) measure code description and objective of the measure; (iv) affected product code and description; (v) affected countries.

    2.b. Send the legislations by electronic format all trade regulations identified whenever these are not available on-line or in electronic format and send them along with the filled template.

3. At the completion of data collection, the consultant will be requested to draft a brief summary report on the comprehensiveness and quality of the data collected (5-10 pages). Comprehensiveness and quality of the data collected and classify is of the outmost importance for this exercise. UNCTAD will constantly monitor and supervise on the basis of these two parameters.

4. Conduct a short descriptive analysis on NTMs in the country and provide policy recommendations in developing NTMs that could meet the goals to protect consumers' health and environment; and recommendations on streamlining the existing NTMs. The length of the analysis and policy recommendations is about 2,000-3,000 words).

5. Nominate and (with the approval from ERIA and the government of each country), select 1 (one) government official of which one of them is from the Ministry of Trade or Customs working on NTMs to work together with the team. The government official will also need to attend the workshops organised by ERIA and UNCTAD.

4. Time Frame

Before embarking on the exercise:

(i)   The selected consultant is expected to take on-line course on NTMs (see the links provided) and learn guidelines on NTM data collection and NTM classification.
http://vi.unctad.org/video/ntm/m0/player.html
http://vi.unctad.org/video/ntm/m1/player.html
http://vi.unctad.org/video/ntm/m2/player.html

http://vi.unctad.org/video/ntm/m3/player.html
http://vi.unctad.org/video/ntm/m4/player.html
http://vi.unctad.org/video/ntm/m5/player.html

(i)   The consultant will be invited to a 'mandatory' training on the latest data collection methodology for the identification, collection and classification of NTMs. The materials will be provided by ERIA-UNCTAD.

No	Activities	Timeline
1	On-line course (12 hour-online course)	Feb-Mar 2016
	Preliminary NTM collection of 30 regulations (the template will be provided by UNCTAD)	Mar 2016
2	First Workshop*	13-15 Mar 2016
	Training on data collection	
	Discussion on preliminary NTM collection	
3	NTM collection	Mar-Sep 2016
4	Review of data collection	
	a. First review (NTM data collection validation)	May 2016
	b. Second review (NTM data collection validation)	Aug 2016
5	Final data collection and final report	Oct 2016
	Final workshop on data validation	

* The workshop aims to provide a training for economist/technician/statistician who undertakes the work of the NTM data collection. The team leader should indicate two (2) team members/selected consultants from one team (or one country) and nominate one (1) government official from Ministry of Trade (or equivalent ministry) who works on NTM or Trade Facilitation. ERIA will cover the trip costs of the total of 3 (two consultants and one government official) from each country to attend the workshop.

5. Budget

USD XXX

The schedule for payment of constituting part of the Contract Amount shall be as follows:

1. Installment 1:   20% of the total consultancy fee shall be proceeded upon the accomplishment of Output 1.1 (mentioned in 3.1.1). During this phase of the project the consultant will be expected to complete the legislation source identification. UNCTAD will monitor the comprehensiveness of the source identification.

2. Installment 2:   40% after the accomplishment of Output 1.2 (mentioned in 3.1.2) presentation of partially filled NTM template as per UNCTAD; the consultant is expected to deliver mid-term NTM data collection or 75% of all NTMs collection and classification before the 2nd installment.

3. Installment 3: 40% after completion of Outputs 1.1-1.2 and 2 (mentioned in 3.1.1-3.1.2 and 3.2) or the final report and data collection and classification of NTM as per UNCTAD's methodology together with quality control of the data provided, upon the approval from the ERIA management team.

6. Contract period

The consultant will provide service from 20 February 2016 to 30 December 2016.

7. Project Coordinator:

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8. Qualifications of the leading consultant

- Postgraduate degree in international economics, international business or a related discipline from a recognized university.

- At least 5 years of progressive work experience in the fields of International Trade including quantitative research and a track record of relevant publications; knowledgeable in Non-tariff Measures is preferable.

- Solid understanding of trade issues in Japan;

- Familiarity with workings of international organizations.

9. Intellectual Property

The Consultant recognizes the importance of protecting and respecting intellectual property rights. The Consultant recognizes that ERIA and UNCTAD remains the sole proprietor of data classified and that both the ERIA and UNCTAD will make the data available for free and through open dissemination, either through ERIA's website, WITS/TRAINS portal or other means. The work conducted by consultant/ Research institute and source of the data shall be duly acknowledged.