

TERMS OF REFERENCE

Reference: NBCWG0923

Post Title: Consultancy to develop an integrated “2018 Commonwealth Trade Review”

Project Location: London, UK

Project Duration: 40 days from 2 October 2017 to 24 November 2017

An all-inclusive fee: £16,000

Closing date: 25 September 2017

Background

In 2015, the Commonwealth Secretariat prepared the first Commonwealth Trade Review, *The Commonwealth in the Unfolding Global Trade Landscape*, which was launched at the Commonwealth Heads of Government Meeting (CHOGM) in Malta. The review focused on the shifting global trade landscape and how Commonwealth members are adapting to these new realities. It offered perspectives on important trade issues and identified examples of best practice in leveraging trade to achieve development based on members’ experiences to date.

Most significantly, the 2015 Review is credited with revitalising interest in and discourse on boosting intra-Commonwealth trade and investment. Although not a trading bloc, the report demonstrated how when bilateral partners are Commonwealth members, they tend to trade, on average, 20 per cent more and generate 10 per cent more foreign direct investment flows than otherwise. This so-called ‘Commonwealth effect’ or ‘advantage’ is also related to lower bilateral trading costs between Commonwealth partners (on average, 19 percentage points lower compared with other country pairs).

Building on the success of the first review, the Secretariat is preparing the next report to be launched at CHOGM in London in 2018. The 2018 Review seeks to further expand analysis on the ‘Commonwealth effect’ by examining how more effective trade governance could lead to increased trade, as well as gains from trade, in the Commonwealth. The report will also consider how Commonwealth countries can harness digitisation and new technologies to grow future trade and investment, within this context. The report will be divided into five sections:

1. Intra-Commonwealth trade and investment flows
2. Global and regional trade trends impacting the Commonwealth
3. Trade governance in the Commonwealth
4. New technologies for trade, investment and development
5. Summary and conclusions

Tasks:

The Secretariat is seeking the services of qualified Consultant/s with relevant experience in the areas of international trade, investment and publishing, with a solid understanding of

the Commonwealth and its 52 member states to prepare and consolidate an integrated report. The Consultant/s will liaise closely with the Commonwealth Secretariat in undertaking the following tasks:

1. Review the five sections prepared by the Secretariat, including proposing new content and data or updating the existing drafts, where necessary.
2. Standardise the five sections in terms of style, presentation and format.
3. Develop an integrated narrative that connects all the sections and identify the key policy messages and action points arising from the report. Include as relevant simple charts, tables, boxes, case studies, and info-graphics and diagrams to make the report user-friendly.
4. Prepare an Executive Summary.

Given the aforementioned tasks, the finalisation of the “2018 Commonwealth Trade Review” can be considered as progressing along the following phases:

- **Phase 1 - Concept design:** Through a consultative process with the Secretariat, the draft sections will be shared and the concept of the Trade Review 2018 discussed.
- **Phase 2 - Review and standardisation:** The Consultant/s will review and standardise the draft chapters, and update and propose new content and data, where necessary.
- **Phase 3 - Finalisation:** The Consultant/s will finalise the analyses as agreed within Phase 2 and through close collaboration with the Secretariat.
- **Phase 4 - Project close:** The Consultant/s will secure the delivery of an integrated and consolidated draft with a coherent narrative, with executive summary.

Person Specification

Education

- An advanced degree in Economics or related subject.

Experience

The person should have:

- At least 10 years of working experience on International Trade and/or Investment issues;
- A good track record of drafting trade and/or Investment reports for publications;
- An advanced knowledge in performing econometric and statistical analysis of trade and investment issues;
- A solid understanding of the Commonwealth and its 52 member states.

Expected output:

An integrated and consolidated draft of the “2018 Commonwealth Trade Review”.

Deliverables/Timeline:

A draft report to be submitted by 1 November 2017 for comments by the Secretariat. The Consultant/s will deliver a final report, which incorporates all suggestions and comments provided by the Secretariat, by no later than 24 November 2017.