

THE ONE PROGRAMME IN CAPE VERDE



SUB-PROGRAMME 4 - ACTIVITY 4.1.1.

JOB DESCRIPTION

Post title: National Consultant on business environment reforms

Post number: FB/CVI/09/A01/17-51

Duration: 6 w/m

Date Required: 14 June 2010

Duty Station: Praia, with travel in the country

Counterpart: UCRE - Coordination Unit for State Reform

Under the overall supervision of the UNIDO Project Manager based in Vienna and in close coordination with the UNIDO Representative based in Dakar and the UNIDO National Program Coordinator based in Praia, as well as the Coordination Unit for State Reform (UCRE), the National Consultant will prepare and carry out data collection, desk research and interviews with government entities as well as private sector representatives and other resource persons to identify constraints and opportunities for improvement in the services of the various institutions involved directly in the areas of the Doing Business (DB) indicators, in particular the implementation of reform measures. More specifically, the National Consultant is expected to carry out the following duties:

Main duties	Expected Results	Date
1) Compile and review available documentation		
2) Take stock of the reform measures undertaken and planned by the Cape Verde Government that affect the country's performance in the 14 indicators defined.	Reform measures by indicator fully documented	
3) Assess the (anticipated) impact of the reform measures, in comparison to the expected DB indicator performance and changes at the enterprise level.	Expected Impact of reform measures assessed in relation to by DB indicator	June
4) Identify all relevant institutions involved and their roles and required performance for successful implementation of the reform measures. Prepare institutional profiles.	Institutions and their functions by indicator fully identified	June
5) Develop questionnaire and interview guidelines, sampling method, sample size and work plan for enterprise survey.		June/July
6) Develop questionnaires and interview guidelines, assessment criteria based on quality management principles, for institutional survey on reform implementation capacities. .		June/July
7) Identify resource persons and develop questionnaires and interview guidelines.	Implementation quality / capacity	June/July

implementation capacities and processes in the concerned institutions and client satisfaction.	assessed	
8) Conduct surveys and interviews	Analysis of weaknesses / Recommendations	July-August
9) Identify main weaknesses and recommendations to improve performance in the indicators.		September
10) Identify possible benchmarking experiences in the international context.		September
11) Identify possible quick wins (implementable within six months)	Quick-wins suggested.	September
12) Prepare report on findings of the diagnostic survey	Diagnostic survey report	September
13) Contribute to the organization of a consultation workshop; present findings of the diagnostic phase and moderate discussions to develop workshop recommendations.	Consultation workshop	October
14) In consultation with concerned organizations, draw up their recommended actions and prepare detailed action plans.	Action plans for institutions	October/November
15) Assess UCRE capacity to monitor, guide and supervise reform measures and assist in development of a monitoring system.	Workshop with UCRE	November
16) Assist the national Coordinator and UCRE to organize a meeting with key stakeholders to present and discuss findings	Validation seminar.	December
17) Based on above, prepare a Report on the findings, with all the documentary outputs as attachments	Final Report	December

Qualifications:

- Higher university degree in economics/ statistics
- Experience in developing and conducting surveys.
- Familiar with Doing Business Reform, private sector development and related public sector services.
- Familiar with the local social and economic conditions, particularly the regions where the programme has operational activities.
- Demonstrated effective skills in communicating with stakeholders in private sector, national and local government.
- Neutral from local and individual agendas and interests
- Capability to write high quality reports.

Language: Portuguese and English.

List of indicators for the study:

Areas	Context
Creation of companies	Procedures, time and expenses associated with the legal set up of a public limited company
Registration procedure	All the required procedures, time and costs for the construction of a standard warehouse/
Hiring and firing	Flexibility of the regulations of contracting and firing employees, as well as the costs of employing and making redundant
Register a property	Steps, time and costs implicated in registering properties
Obtaining a credit	Creditor rights and records of credit information when expanding the access to a credit
Investor protection	Level of protection of minority shareholders against the misuse of company assets
Taxation	Taxes that a medium-sized company must pay or withhold in a given year and its administrative burden in paying taxes
Customs procedures	Costs and procedures involved in import and export of a standard shipping company
Performance and business contracts	Efficiency of the legal system in solving a commercial dispute, involved costs and procedures
Closing up a business/bankruptcies	Time, costs and results of bankruptcy procedures for companies
Support / incentives for business development	Analyzing the existing support and encouragement at various stages of company development, including the creation and development / expansion (internationalization, venture capital, among others).
Infrastructure	Analyze the conditions of the country level: Distribution Channels (Airports, Ports, Roads, Transport), Environment and Energy, Water and Sanitation, Information Society, Educational Institutions, Health Care, Safety, Industrial and Business Parks.
Performance of Municipalities	The insularity implies the existence of decentralized units in each island, the municipalities assume as a very important role in the business environment in Cape Verde. It is intended to analyze the dynamics and support the municipalities in Cape Verde.
Gender equality.	the extent that the business environment encourage (or not discourage) individual actions, male or female, that may lead to new ways of conducting business and economic activities and, in turn, contribute to a better distribution of wealth and income.