

Terms of Reference for Visiting Fellows for Trade Policy and Facilitation

1. General Information

Title:	ESCAP Visiting Fellows for Trade Policy and Negotiation
Duration:	9 months with the possibility of extension
Induction Course dates:	TBD
Training dates:	Nine-month fellowship programme (dates to be confirmed)
Duty Station:	Bangkok, Thailand
Sector of assignment:	Trade Policy and Facilitation Section, Trade, Investment and Innovation Division
Application deadline:	31 July 2026

2. Supervision

Overall guidance:	Director of the Trade, Investment and Innovation Division
Direct supervision:	Chief of Trade Policy and Facilitation Section

3. Context

These fellowships are funded through the Regular Programme of Technical Cooperation (Section 23 of the United Nations regular budget), the broad objective of which is to support and advance processes aimed at strengthening the capacity of Governments, through both individuals and institutions, to formulate and implement policies for sustainable economic and social development. The Programme promotes the sharing of experiences across countries and regions, the use of national expertise from beneficiary countries to the extent possible, and the development of knowledge networks to facilitate continued exchange, cooperation and sustainability. Fellows are expected to strengthen their capacities through a variety of learning methods, including on-the-job training.

With the growing demand for trade policy related work, specifically on FTA negotiations and LDC graduation related trade strategies, and given recent trade policy developments, there are ample space for analytical work.

ESCAP is providing on-going support to Bangladesh on trade policy and negotiation, an area of strategic importance as the country moves towards LDC graduation and faces loss of unilateral preferences. As ESCAP continues to develop support tools in this area, including a national Bangladesh Trade Intelligence and Negotiator Adviser (TINA) platform, a visiting fellow from Bangladesh with experience in trade policy and negotiation would be particularly instrumental to identify and support development of new TINA features, and to produce related policy research, analysis and/or training materials.

4. Duties, responsibilities, and output expectations:

The Fellow will support the work of the Trade Policy and Facilitation Section, which ranges from research to capacity building activities and intergovernmental meetings, working closely with other staff from the section.

5. Learning Elements

After the assignment the fellow will be able to:

- Support trade policy analysis and negotiation in his/her own country and the region.
- Understand regional policy frameworks and cooperation mechanisms.
- Organize and support international meetings and capacity-building activities.
- Prepare policy-oriented knowledge products and communication materials.
- Strengthen professional networks with regional and international stakeholders.

6. Content and methodology of the supervision

The Fellow will be integrated in the Trade Policy and Facilitation Section and will attend and report on progress at Section meetings. He/She will take and pass at least 5 of the ESCAP online courses on trade policy and facilitation during the first 3 months of his visit, after which he/she may contribute to updating them – or developing new ones. He/She will meet with the Section chief on a monthly basis to discuss work plan.

Qualifications and experience

Education:

Advanced university degree (Master's Degree or doctorate or their equivalents) in economics, international trade and development, or related subject.

Work experience:

A combination of analytical skills and practical trade policy drafting experience will be considered as an advantage.

Languages:

Fluency in oral and written English.

Other skills:

Computer skills:

Able to operate in MS Office programmes, social media skills would be an advantage. Computer programming experience would also be an advantage.

Competencies:

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Technological Awareness: keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

7. Background information

The mandate of ESCAP is to promote sustainable and inclusive development and regional connectivity in the Asia-Pacific region. The role of ESCAP as a regional development arm of the United Nations Secretariat is to support its membership with policy-oriented research and analysis, normative support and technical assistance and capacity-building, to respond to the development priorities and changing needs of the region.

8. Fellows' Administrative Arrangements

The selected fellows must be available to travel to the assigned duty station as may be decided by ESCAP after the selection process;

The selected fellows will receive a return air ticket between his/her country of residence and the assigned duty station;

The selected fellows will receive, on a monthly basis, a stipend to cover local travel and subsistence for the duration of the fellowship. In the case of the final month's stipend, it will only be paid upon submission of a fellowship report and an approved final performance evaluation of the fellow.

The fellowship program is for nine months.

9. Reporting

At the end of the fellowship, fellows will be required to provide a report comprising self-assessment, supervisor's comments and learning outcomes during the fellowship with ESCAP. The assessment will help evaluate the overall fellowship period, including learning outcome and its impact on the fellow's contribution to national institutions in the implementation of development cooperation activities.

10. Special notice

This call is open only to nationals of Bangladesh

Candidates must submit, through their Government (through the Economic Relations Division (ERD) of the Ministry of Finance), their Candidate Profiles and the following documents as PDF attachments:

- Candidate Profile (Personal History Profile (PHP) to be prepared on inspira.un.org and printed as .pdf for submission by email)
- Copy of academic certificates

- Copy of applicant's national passport (information page only), and;
- Self-certification for health insurance coverage

ERD of the Ministry of Finance of the People's Republic of Bangladesh is Government's focal point for this Programme.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its recruitment. Qualified female candidates and young scholars are particularly encouraged to apply.

An impeccable record for integrity and professional ethical standards is essential.

ALL SUBMISSIONS TO BE EMAILED TO:	
Email Address:	duvaly@un.org ; escap-spmd@un.org
Subject Line:	ESCAP Fellowship for Trade Policy and Negotiation

Application deadline: 31 July 2026, midnight Bangkok time