

# **SADC SUB REGIONAL TRANSPORT AND TRADE FACILITATION PROJECT**

## **Terms of Reference for the Provision of Training to Customs Staff, Freight Forwarders, and SME Cross Border Traders**

### **(Individual Consultant)**

Transport Sector

Financing Agreement reference: 2100150043246

Project ID No.: P-Z1-DBO-253

Procurement Ref. No.: RA/DEV/CON/SADC/2024-25/2

---

### **1. Background**

The African Development Bank (AfDB) and the OPEC Fund are co-financing the SADC Sub Regional Transport and Trade Facilitation Project which forms part of the Programme for Infrastructure Development in Africa (PIDA) Priority Action Plan (PAP II) 2021-2030 and is also aligned to 2006 SADC Protocol on transport, communication and meteorology, and SADC regional infrastructure development master plan 2012-2027. The project further complements activities of the SADC-EU Trade Facilitation Programme to deepen regional economic integration based on the SADC common agenda in the SADC's revised Regional Indicative Strategic Development Plan (2020-2030).

At regional level, the overarching project objective is to enhance competitiveness and socio-economic integration between Malawi and Mozambique by improving SADC sub-region transportation and trade facilitation through the implementation of the five components: (i) Infrastructure Investments, (ii) Trade and Transport Facilitation; (iii) Environment, gender/social inclusiveness (iv); Institutional Support and project management; and (v) Compensation and resettlement. Thus, capacity building of border agencies on trade facilitation initiatives forms an important activity within component two of the project. The Roads Authority, therefore, intends to apply part of project funds to engage an individual consultant to build trade facilitation capacity of border agencies and traders.

### **2. Introduction**

In order to achieve efficient movement of goods and people, it is important to build a pool of skilled border officials and make traders aware of the various trade facilitation initiatives that the Government of Malawi is implementing. In particular, Border Control Agencies' officials need to be trained on trade facilitation aspects relating to border clearance and operations. For instance, Malawi is implementing various trade facilitation initiatives including One Stop Border Posts (OSBPs), Coordinated Border Management (CBM), Simplified Trade Regime (STR), Non-Tariff Barriers (NTB) Online reporting mechanisms and the SADC electronic Certificate of Origin Framework.

The border agencies that require capacity building include both the remaining agencies and those whose responsibilities have been delegated under the CBM Concept. Apart from the Malawi Revenue Authority (MRA); Department of Immigration and Citizenship Services, Ministry of Agriculture, Malawi Bureau of Standards (MBS), Malawi Police Service, Ministry of Health (Port Health); institutions that have delegated their responsibilities, such as the Department of Fisheries and Department of National Parks and Wildlife need to understand the trade facilitation initiatives within the overall context of border clearances. Clearing and forwarding agents and cross border traders also require sessions to make them aware of new border processes.

### **3. Objective and Scope of the Assignment**

The overall objective of the assignment is to build the capacity of trade facilitation for customs officials, other cadre of government officers that facilitate cross-border trade and traders. Specifically, the assignment entails provision of technical assistance including

- a) capacity building of border agencies to implement the OSBP concept and other trade facilitation initiatives appropriately and effectively;
- b) capacity building of border agencies to strengthen the institutional capacity of customs administrations and management to share and enhance knowledge and provide advisory services;
- c) strengthening customs monitoring and guidance for customs agents to improve their level of compliance;
- d) training of customs officials and traders in areas of cross border trade, sanitary and phytosanitary (SPS) measures, customs procedures and market access, targeting SMEs, youth and women; and
- e) awareness raising for clearing and forwarding agents and cross border traders on various trade facilitation initiatives including OSBPs, CBM, STR, NTB online reporting mechanisms and electronic certificate of origin.

### **3. Methodology**

The consultant is expected to use different approaches in undertaking this assignment and include making a desk review on the concept of trade facilitation and its instruments. During training, the consultant is expected use presentations, questions and answers and ensure that there is interactive session between the facilitator and participants.

### **4. Qualifications**

The following expertise will be required to successfully carry out the consultancy services;

- a) Minimum qualification of Master's Degree in International Trade, Trade Facilitation, or other related qualification.

- b) At least 10 years' experience in projects of similar nature financed by international organization in the trade and transport facilitation sector, particularly the cross border and logistics facilitation subsector, are required.
- c) At least some experience in quality infrastructure development, standards and conformity assessment, non-tariff measures, non-tariff barriers and training /capacity building skills; specifically, the expert should be conversant with the Tripartite (COMESA-EAC-SADC) and AfCFTA NTB online reporting and monitoring mechanisms.
- d) Those with experience in customs administration and specifically in customs and trade processes, transit management, customs procedures and the clearance of goods; proven experience in preparing, organising, delivering and evaluating training events within governmental and non-governmental organisations; and experience in electronic certificate of origin and analysing data, will have an added advantage
- e) Excellent communication and planning skills and ability to interact with people with various expertise and consolidate their inputs. Additional experience of familiarity with trends in the cross-border trade within the African Continental Free Trade Area (AfCFTA), COMESA, SADC and other Regional Economic Communities.

## **5. Institutional and reporting arrangements**

The Consultant will be responsible to the Chief Executive Officer (CEO) of Roads Authority for the successful execution of the assignment. However, for carrying out day-to-day operational activities he shall interact with the Project Coordinator.

The reports, in English shall be submitted to the following address.

**The Chief Executive Officer,  
Roads Authority,  
Private Bag B346,  
Lilongwe 3**

In addition to the reports, the consultant is expected to prepare PowerPoint Presentations to be presented during meetings.

## **6. Timing**

The assignment is expected to be undertaken within a period of **6 months** beginning from the date of contract signing and the consultant shall commence services within fourteen (14) calendar days of contract effectiveness.

## **7. Deliverables**

The Consultant shall provide the deliverables and indicative contents of each deliverable, but not limited to the ones listed in **Table 1**.

**Table 1: List of Deliverables for the Assignment**

No.	Deliverable	Timeframe	Major Contents
1.	Inception report	End of Week 4 from commencement	<ul style="list-style-type: none"> <li>• Work program for the assignment, including strategies for each task</li> <li>• Mobilization schedule of each expert</li> <li>• Workshop/consultation schedule</li> <li>• Implementation strategy and schedule of the person-trip survey</li> <li>• Logistics arrangement</li> </ul>
2.	Progress reports	End of every month, except when other reports are due	<ul style="list-style-type: none"> <li>• Progress for the concerned month</li> <li>• Record of experts' mobilization</li> <li>• Issues and problems</li> <li>• Action plans for the following month</li> </ul>
3.	Training workshops for border officials	Within one week after each activity	<ul style="list-style-type: none"> <li>• Presentation of draft training materials and training program;</li> <li>• Record/report/minutes of workshops, consultations, meetings, including attendance list (gender disaggregated) and photos, and copy of reference/presented materials</li> </ul>
4.	Awareness sessions for cross border trainers	Within one week after each activity	Record/report/minutes of workshops, consultations, meetings, including attendance list (gender disaggregated) and photos, and copy of reference/presented materials
5.	Draft final Report	8 weeks before the end of the assignment period	<ul style="list-style-type: none"> <li>• 3-page summary of the entire report</li> <li>• Summary of Tasks</li> <li>• Full draft report for review</li> </ul>
6.	Final report	Within two weeks after receiving comments on the draft report	<ul style="list-style-type: none"> <li>• 3-page summary of the entire report</li> <li>• Response note to comments received during review of the draft final report</li> <li>• Final report</li> </ul>

## 10 . Selection Criteria

Eligibility criteria and the selection procedure shall be in accordance with the African Development Bank's "**Procurement Framework**" **dated October 2015**, which is

available on the Bank's website at <https://www.afdb.org/en/projects-and-operations/procurement/new-procurement-policy>.

### **11.0 Obligations of the Consultant**

The consultant's obligations shall include, but not be limited to the following:

- making his/her own arrangements for all necessary office and living accommodation, local transportation, office and other supplies, computers, computer software, etc. in connection with the services to be provided.