



EAST AFRICAN COMMUNITY

TERMS OF REFERENCE

HIRING OF TIME RELEASE STUDY ENUMERATORS

1. Background

The East African Community (EAC) Secretariat has received funds from the African Development Fund of the African Development Bank Group (AfDB) to implement the EAC Capacity Building Project and would like to allocate some of the resources to recruit **individuals** for the role of **Time Release Study Enumerators**.

The EAC Secretariat will use part of the funds from AfDB is seeking services of Time Release Enumerators who will be recording cargo clearance time stamps of the main customs procedures or processes on a predesigned questionnaire during data collection at designated places along the Northern and Central Corridor.

2. Purpose of the assignment

The broad objective of the Time Release Study (TRS) in EAC Northern and Central corridors is to measure clearance time import, export and national/international transit and identify existing bottlenecks to the clearance and release process along the two corridors. Likewise, the study results will facilitate to measure the impact and progress of on-going customs modernization and trade facilitation initiatives that the EAC is currently undertaking.

3. Responsibilities of the Enumerators

The enumerators will be placed under the direct supervision of the Customs/Port/Road Agencies, the EAC Time Release Study Technical Working Group (TRS-TWG) who will oversee the fieldwork.

The Enumerators' duties will include: -

- i. Attending training sessions that will be scheduled.
- ii. Explain the objectives of the Time Release Study and procedures to be followed in data collection;
- iii. Assist in filling out the Time Release Study Questionnaire at the point of deployment;
- iv. Double-check information to ensure accuracy and completeness of information;

- v. Identify and report any issues that may arise while obtaining valid data and report to the TRS Supervisor
- vi. Ensure that the supervisor is kept informed of completed assignments and progress.

4. Coverage and Stations

Regional Time Release Study shall cover the Northern Corridor: Mombasa Port to Bujumbura via Kampala and Mpondwe DRC Border (for DRC Transit) and Nimule/Elegu via Uganda Inbound and Outbound; and The Central Corridor: Dar es Salaam Port to Kigali and Bujumbura and the border of Gatumba with DRC (inbound and Outbound).

The enumerators will be stationed at the following duty stations/data collection points that include,

a. Ports

Mombasa and Dar es Salaam Ports

b. One Stop Border Posts

Malaba and Busia [Uganda/Kenya], Nimule/Elegu [Uganda/South Sudan], Mpondwe [Uganda/DRC], Katuna/Gatuna [Uganda/Rwanda], Rubavu [Rwanda/DRC], Rusumo [Tanzania/Rwanda], Mutukula [Tanzania/Uganda] and Kobero/Kabanga [Tanzania/Burundi] One Stop Border Posts (OSBPs),

a. Inland Container Depots

Inland Container Depots (ICDs) and Warehouses in Kampala, Kigali and Bujumbura.

b. Weighbridges and check points

Nyakahura, Njuki (Singida), Vigwaza weighbridge, Isaka, Dumila and Misugusugu [in Tanzania], Malaba, Magamaga, Mbarara and Lukaya Weighbridges, Busitema, Mubende and Kamdini check points [in Uganda] and Mariakani, Mlolongo, Gilgil and Webuye weighbridge [in Kenya]

5. Deliverables

Completed questionnaires. The number to be allocated daily to each enumerator will be determined by the TRS Supervisor. Only Legible and correctly captured questionnaire will be accepted by TWG supervisor.

6. Duration of the engagement

The enumerators will be hired for a maximum period of 10 days depending on the working station.

7. Education and skills

- Education: minimum qualifications - completion of Secondary Education.
- Experience: Relevant experience as an enumerator or similar role preferably on national surveys will be an added advantage.
- Understanding of working English is preferred.
- Strict attention to detail to collect and record data. *Willingness to be placed in any of the geographic regions is a prerequisite for this work.*

8. Other skills

- *Able to stand and work for longer hours*
- *Physically and mentally fit*
- *Basic computer understanding*

9. Payment Methodology

Successful candidates will be paid a daily wage upon submission of agreed deliverable, recommendation by the TRS Supervisor and supporting documents.

10. How to Apply

Interested candidates who meet the qualification and experience requirements for the above-mentioned assignment are advised to:

- Fill in the application form attached (download from here);
- attach their application letter, a detailed CV, Copies of academic certificates and a copy of National Identity Card or Passport in PDF format scanned in one (1) file.
- Please indicate your preferred deployment station as listed in section (1).

Applications should be submitted to the address below not later than Friday, **15th March, 2024 or before 11:00 hours**

E-mail: s-procurement@eachq.org Website: www.eac.int

Enumerators Time Release Study				
Data Collection Point	Location	No of Enumerators		Total
Ports				
Mombasa Port	Kenya	10		10
Eldoret Depot (Wet cargo)	Kenya	3		3
Dar es Salaam Port, ICD and CFS	Tanzania	15		15
One Stop Border Posts				
Malaba	Kenya/Uganda	3	3	6
Busia	Kenya/Uganda	3	3	6
Nimule/Elegu	Uganda/South Sudan	4		4
Mpondwe	Uganda/DRC	2		2
Katuna/Gatuna	Uganda/Rwanda	2	2	4
Mutukula	Uganda/Tanzania	2	2	4
Rubavu	Rwanda/DRC	2		2
Rusumo	Tanzania/Rwanda	3	3	6
Kobero/Kabanga	Tanzania/Burundi	3	3	6
Gatumba	Burundi/DRC	2		2
Inland Container Depots and warehouses				
Kampala	Uganda	6		6
Kigali	Rwanda	10		10
Bujumbura	Burundi	6		6
Gitega	Burundi	3		3
Weigh Bridges				
Nyakahura	Tanzania	3		3
Njuki Singida	Tanzania	3		3
VIGWAZA	Tanzania	3		3
Malaba	Uganda	3		3
Busitema	Uganda	3		3
Magamaga	Uganda	3		3
Mariakani	Kenya	6		6
Mlolongo	Kenya	5		5
Gilgil	Kenya	3		3
Webuye	Kenya	3		3
Grand Total				130

	Summary				
	Port/Oil Depot	OSBP	ICD	Weighbridges	Total
Kenya	13	6		17	36
Tanzania	15	8		9	32
Uganda		16	6	9	31
Rwanda		5	10		15
Burundi		7	9		16
	28	42	25	35	130