

# **EAST AFRICAN COMMUNITY SECRETARIAT**



## **REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTANT)**

**FOR**

**EAST AFRICAN COMMUNITY CAPACITY BUILDING PROJECT**

**TERMS OF REFERENCE**

**FOR**

**RECRUITMENT OF A CUSTOMS AND TRADE CAPACITY BUILDING  
EXPERT**

**EAC-CBP/IC/22-23/0005**

**EAC SECRETARIAT  
ARUSHA, TANZANIA  
MARCH 2023**

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Project: EAST AFRICAN COMMUNITY CAPACITY BUILDING PROJECT

ADF Grant No: 2100155041467

Project ID No: P-Z1-K00-115

**REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTING SERVICES) – RECRUITMENT OF A CUSTOMS AND TRADE CAPACITY BUILDING EXPERT.**

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. The project's development objective is to strengthen EAC capacity for effective integration and positioning of the region to better take advantage of the AfCFTA and promote better coordination with African Union institutions. The project is structured into the following 4 components, (1) Enhancing trade facilitation measures to boost EAC trade; (2) Promoting the EAC as single investment destination; (3) Strengthen the institutional capacity of the EAC Secretariat (4) project management.

The EAC Secretariat will use part of the funds from AfDB to recruit a qualified professional as an individual consultant for the role of Customs and Trade Capacity Building Expert. The Customs and Trade Capacity Building Expert will provide technical assistance to the Directorates of Customs and Trade as part of the project. The Expert will support the implementation of the component on enhancing trade facilitation measures to boost EAC trade. The Technical assistance shall specifically prioritize enhancing the capacity of Partner States to implement the EAC Customs trade related instruments, AfCFTA and the Tripartite agreement to ensure realization of smooth flow of trade across borders, movement of people and goods.

The East African Community (EAC), therefore, wishes to engage a qualified Customs and Trade Capacity building expert to undertake the Consultancy service. Terms of reference can be downloaded from the EAC website [www.eac.int/opportunities/consultancies](http://www.eac.int/opportunities/consultancies)

Eligibility criteria and the selection procedure shall be in accordance with the African Development Bank's "Rules and Procedures for the use of Consultants" October 2015 which is available on the Bank's website at <http://www.afdb.org>

Interested individual consultants may obtain further information from the undersigned on the address below during office hours (from 0800 hrs to 1700 hrs, Monday to Friday (working days only) or on email [eacprocurement@eachq.org](mailto:eacprocurement@eachq.org)

Expressions of interest must be delivered to the address below by **Wednesday, 12<sup>th</sup> April, 2023** at 1200 hrs (East African Standard Time) and mention "Expression of

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Interest for Recruitment of a Customs and Trade Capacity Building Expert” and submitted to the email address [eacprocurement@eachq.org](mailto:eacprocurement@eachq.org)

**The Secretary General  
East African Community  
EAC Headquarters, Barabara ya Afrika Mashariki, EAC Close  
P. O. Box 1096, Arusha, Tanzania  
Tel: +255 27 2162100, Fax: +255 27 2162190,  
E-Mail: [eacprocurement@eachq.org](mailto:eacprocurement@eachq.org)**

# **TERMS OF REFERENCE FOR THE RECRUITMENT OF A CUSTOMS AND TRADE CAPACITY BUILDING EXPERT**

DUTY STATION: Arusha, Tanzania

RESPONSIBLE TO: Director Customs

## **1.0 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 **an individual consultant** for the role of **Customs and Trade Capacity Building Expert**.

The project's development objective is to strengthen EAC capacity for effective integration and positioning of the region to better take advantage of the AfCFTA and promote better coordination with African Union institutions. The project is structured into the following 4 components, (1) Enhancing trade facilitation measures to boost EAC trade; (2) Promoting the EAC as single investment destination; (3) Strengthen the institutional capacity of the EAC Secretariat (4) project management.

The EAC Secretariat will use part of the funds from AfDB to engage a Project Coordinator who will be responsible for coordination of the project implementation in consultation with relevant sector departments within the EAC Secretariat such as the sectors responsible for Trade, Customs, Infrastructure, Planning, Productive Sectors, Finance and Resource Mobilization within the EAC Secretariat.

## **2.0 RATIONALE FOR THE TECHNICAL ASSISTANCE**

In order for EAC Secretariat to implement Customs and trade programmes and projects towards realization of the objectives of the Customs Union protocol, enhancement of intra-regional trade and take opportunities under the AfCFTA as well as the Tripartite, the Directorates of Customs and Trade need assistance to build the required human resource capacity and awareness at the regional and national levels. These include gap analysis, capacity building programme design and implementation. However, the capacity of the EAC Secretariat to undertake this task is inadequate and needs to be supplemented with Technical Assistance (TA) from a Capacity Building Expert.

## **3.0 OBJECTIVES**

The objectives of this consultancy are to assist the EAC Secretariat (Directorates of Customs and Trade) specifically to:

- (i) Identify, review, develop and implement capacity building and awareness creation interventions for Customs, trade and Investment;
- (ii) Provide effective coordination of the capacity building component in Customs and trade;
- (iii) Support the implementation of trade facilitation initiatives and regional integration/ trade agreements;
- (iv) Create critical capacity in Partner States for implementation of Customs and trade projects and programmes.

The East African Community (EAC), therefore, wishes to engage a qualified expert to undertake Consultancy services under these Terms of Reference (TOR). The prospective expert shall submit his/her period defined in the Specific Procurement Notice and the successful bidder shall enter into an Agreement for Consultancy Services with The East African Community (EAC).

#### **4.0 SCOPE OF THE SERVICES**

To achieve the stated objectives, the Consultant is expected to collect all relevant information, and consult with various stakeholders to enable him/her assess the status of capacity building requirements for Customs and trade and carry out the following specific tasks:

- a) Conduct a gap analysis on capacity requirements for customs and trade;
- b) Prepare a six month / annual capacity building work plan;
- c) Facilitate the formulation and implementation of Customs and trade capacity building Strategy and programmes;
- d) Develop and implement capacity building programmes to support the uptake of trade under the AfCFTA, the Tripartite and increase of intra-EAC trade;
- e) Design and develop training programmes to enhance the One Stop Border Posts concept, Single Customs Territory, Authorized Economic Operator and efficiency at the EAC borders;
- f) Develop and implement capacity building programmes on EAC Customs and trade instruments;
- g) Develop and implement Customs and trade integration programmes specifically for the Democratic Republic of Congo and the Republic of South Sudan (any other new member Partner State);
- h) Coordinate implementation of sensitization and awareness programmes for the public and private sectors on the AfCFTA, Tripartite, EAC Customs and Trade protocols and Investment for effective participation in regional and continental trade;
- i) Coordinate and corporate with national training institutions in enhancing national capacities on implementation of trade agreement;
- j) Facilitate development of educational materials on Customs and trade related matters;

- k) Develop and implemented targeted capacity building interventions for cross-border women and the youth;
- l) Liaise with World Customs Organization on customs capacity building initiatives;
- m) Provide expertise and coordinate donor-supported capacity building activities for the EAC;
- n) Maintain training records;
- o) Perform any other duties as may be assigned by Director Customs from time to time

## **5.0 DELIVERABLES**

The Consultant shall prepare and submit the following reports:

1. Inception Report, to be submitted one month after commencement of the assignment outlining the consultant's methodology for carrying out the assignment;
2. Monthly progress reports detailing tasks accomplished and discussing challenges encountered and describing expected activities for the following month
3. Quarterly Reports containing the deliverables or outputs agreed with the Client;
4. Annual reports providing the overall status of the project at the end of the period.

All reports will be submitted in 2 copies and a soft copy as instructed.

## **6.0 DURATION OF ENGAGEMENT**

The Consultant shall commence provision of services within 30 calendar days of the effective date of the contract. The effective date shall be the date of signature of consultancy contract agreement and completed within thirty (30) calendar months from the date of the commencement of services.

## **7.0 QUALIFICATIONS OF THE CONSULTANT**

The Customs and Trade Capacity Building Expert must possess a Master's Degree in Business Administration, International Relations, Human Resources, Economics, Law, Trade or relevant field. The applicant should have proven relevant experience of at least fifteen (15) years in training and Customs capacity building at national and regional levels. Knowledge of the AfCFTA, regional economic communities (RECs) and EAC Secretariat processes will be added advantages.

## **8.0 OTHER CORE COMPETENCES**

The other core competences expected of the Consultant shall include;

- i. Strong technical and analytical capabilities for analyzing capacity gaps at individual, organization and regional levels;
- ii. Curriculum development and course design skills;

- iii. Strong leadership and coordination skills;
- iv. Fluency in English. Working knowledge of either Swahili or French is desirable;
- v. Excellent oral, written and presentation skills are required;
- vi. Excellent organizational skills, ability to handle multiple tasks without compromising quality and team spirit building skills;
- vii. Computer literacy with competency in the use of Microsoft Outlook and Office products such as Word, Excel, Power Point;
- viii. Strong interpersonal and communication skills; negotiation skills and ability to work harmoniously in a diverse environment.

## **9.0 DATA, SERVICES AND FACILITIES**

### **(a) To be provided by the Client**

- (i) Provide all information and documentation required for performance of the assignment;
- (ii) The client will make available office accommodation, communication, per diem allowance at EAC rates, transport facility and secretarial services, related to the performance of the works;
- (iii) Obtain formal consent from outside authorities or persons having rights or powers in connection with the assignment;
- (iv) Facilitate acquisition of work permit for the consultant;
- (v) Communicate to Partner States and or stakeholders to support the consultant's performance of the assignment.

### **(b) To be provided by the Consultant**

- (i) The Consultant shall be responsible for arranging all necessary living accommodation and private transportation;
- (ii) The consultant shall submit to the client all documents and publications produced under this assignment;

All reports and documents relevant to the assignment shall become the property of the East African Community.

## **10.0 OWNERSHIP OF CONFIDENTIAL INFORMATION**

The consultancy would ensure all data/information collected under this consultancy is kept confidential and will be the sole and exclusive property of East African community. The consultant will not acquire any right, title or interest in or to any of the confidential information collected for this consultancy.