

Contractor Opening No.: ITC/CIC/164/2023

Date: 2 Oct 2023

The International Trade Centre is looking for a:

National Trade Facilitation Expert – The Gambia

Division/Section:	Division of Market Development Trade Facilitation and Policy for Business Section (DMD/TFPB)
Type of assignment:	National Consultant
Type of contract:	Delivery contract
Duty Station:	Home-based
Duration of assignment:	As soon as possible – 16 December 2023
Application period:	04 October 2023 – 20 October 2023

Terms of Reference

BACKGROUND

The International Trade Centre (ITC) has a unique mandate in the United Nations system to promote increased competitiveness of Small and medium-sized enterprises (SMEs) in developing, transition and least developed countries and assisting them to better use trade as a platform for growth, development, and employment creation. As such, ITC supports the improvement of the business environment and facilitates better management of border operations, including to reduce the time and cost of cross-border trade for SMEs and small traders through transparency, predictability, and increased efficiency of cross-border formalities.

Among other interventions funded by the Migration-Multi Partner Trust Fund in West Africa, ITC lead in partnership with the International Organization for Migration (IOM), the United Nations Development Programme (UNDP) and the United Nations Children's Fund (UNICEF) in the Republic of The Gambia the implementation of a Joint Programme "*Addressing the drivers and causes of migration-related vulnerabilities among border communities along the Trans-Gambia transport corridor*".

This programme successfully conducted a Rapid Appraisal of informal cross-border trade and alternative livelihoods opportunities which laid out key recommendations to facilitate the establishment of an environment conducive to the development of cross-border communities, including through the provision of new innovative services to promote inclusive cross-border trade.

One of those recommendations suggest supporting small scale cross-border traders (SSCBT) and border communities through the establishment of a Trade Information and Border Assistance Office (TIBAO) in Farafenni, in the North Bank Region (NBR) managed by the Gambia Investment and Export Promotion Agency (GIEPA) and established with the support of ITC. Embedded within the one-stop-shop entrepreneurship Development Centre (OSSEC), the TIBAO will be administered by GIEPA staff with the help of a Manual and other materials aimed at addressing the challenges faced by SSCBT in completing border formalities due to the language barrier, and a lack of understanding and/or capacity.

In this context, ITC recruits one National Consultant to support the development of a TIBAO training manual tailored to The Gambia and support the finalization and development of cross-border trade guides including "step-by-step" cross-border trade guides on selected product-groups in the Republic of The Gambia.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

The National Consultant will work under the direct supervision of the Associate Programme Officer on Trade Facilitation and the overall guidance and technical direction of the Trade Facilitation Advisor both at the ITC headquarters in Geneva, Switzerland.

The National Consultant will accordingly deliver the following areas of responsibilities:

1. Develop a TIBAO training manual tailored to the Republic of the Gambia**a. Conduct a comprehensive review of available manuals and training materials.**

This should involve:

- A review of the Rapid Appraisal of informal cross-border trade and alternative livelihoods opportunities
- A comprehensive analysis of the manual titled "Facilitating Trade to Formalize Cross-border Trade Flow" for the West Africa region and other materials provided. This analysis should include a thorough examination of the content, structure, and language used in the manual.
- An evaluation of the manual and other materials alignment with Gambia's specific trade dynamics, analyzing factors such as customs procedures, obstacles to formal trade, challenges along the corridor (i.e., harassment and corruption),
- Identify any gaps or areas where the manual may not adequately address the unique needs of Gambia's traders and businesses.
- Provide recommendations for revisions or adaptations to ensure the manual's relevance and applicability to the Gambian context.

b. Simplify the manual and tailor the manual to the context of Gambia.

This should involve:

- Integrate the findings and recommendations from the comprehensive review into the development process of the "simplified" manual.
- Simplify the language and terminology used in the manual to make it easily accessible and comprehensible.
- Tailor the content to the specific context and requirements of The Gambia, ensuring that the manual addresses the trade dynamics, regulations, and challenges faced in the region.
- Collaborate closely with local stakeholders to gather insights and feedback during the manual development, ensuring that it meets the needs of the Gambian businesses.
- Submit the language-simplified and context-specific manual to ITC for validation, taking into account feedback received from ITC experts and local stakeholders.

2. Support the finalization of the cross-border trade guide developed by National Stakeholders and the development of at least two product-groups specific "step-by-step" guides.

a. **Provide support for the finalization of the guide developed by Gambia's National Stakeholders:**

This should involve supporting ITC experts in:

- A comprehensive analysis of the cross-border trade guide developed by Gambia's National Stakeholders and other materials provided. This analysis should include a thorough examination of the guide's content, structure, and overall suitability for addressing the specific trade dynamics and requirements within The Gambia.
- Identify any gaps or areas within the existing guide that may need enhancement or refinement to ensure its effectiveness in assisting local traders and businesses.
- Provide advisory services and recommendations for revisions or adaptations to ensure the guide's relevance and applicability to the Gambian context.
- Collaborate closely with Gambia's national stakeholders to provide expert support for the finalization of the cross-border trade guide, ensuring it is clear and easily comprehensible resource for traders and relevant stakeholders.

b. **Develop step-by-step trade facilitation guides for at least two product-groups and/or operations.**

(i) **Develop a concept note providing recommendations priority product-groups and/or operations to be documented.**

The concept note will review priority product-groups and/or relevant operations (export, import, etc.) with the highest interest among stakeholders in The Gambia.

These recommendations should identify priority product-groups based on a comprehensive analysis of various factors, including market demand, trade potential, products' representation in the informal economy, diversification strategy and the products' significance to the local economy.

(ii) **Review the standard ITC methodology and provide input for its implementation in The Gambia.**

Following a training on the standard methodology, the National consultant will:

- Conduct a review of the methodology and guidelines provided to present the information regarding the export/import of selected product-groups in close collaboration with ITC experts.
- Review provided step-by-step guide template and materials and provide relevant inputs to tailor the standard ITC methodology to the needs of the project and ensure comprehensiveness of the data collection process.

(iii) **Support the implementation of the tailored methodology on designated product-groups and/or operations to develop the step-by-step trade facilitation guides.**

This should involve in partnership with GIEPA staff and other relevant stakeholders:

- Initial collection of information: Identification and sequencing the steps of the relevant cross border trade procedures as well as collection of all pertinent information on all procedures and steps, such as: Name of the procedure and the steps, agent(s) in charge (with photos, addresses, working hours), expected result(s) for each step (notice / receipt of payment, etc.), document to be submitted (request form / declaration form, etc.), time required to complete the step (the real estimate by the authority in charge), cost (cost borne by the user to carry out the procedure, if applicable), legal basis of the procedure (applicable laws, decrees, circulars and / or regulations), person responsible in case of complaint (photos of the officers and offices, addresses, working hours, etc.) and additional information (if any)
- Transfer information into the step-by-step guide template, collect feedbacks from ITC experts and identify relevant missing information.
- Conduct additional consultation with border regulatory agencies involved to fill in missing data, make necessary changes, and confirm the veracity and completion of the information.
- Once approved by relevant border regulatory agencies ensure translation into designated languages when applicable.
- Review the step-by-step guides based on comments and until its validation by stakeholders.

Copyright

The Consultant has to ensure that s/he has obtained the necessary permissions with regard to intellectual property rights required to perform his/her services under this consultancy contract and for the subsequent dissemination by ITC in any form. Documentary proof is to be submitted to ITC. Should any license fee be due for the use of copyrighted materials of third parties, the Consultant shall request the prior written permission from ITC. S/he has further to ensure to obtain accreditation to event(s), if required.

EXPECTED OUTPUTS AND TIMELINES

Output 1: A comprehensive review of manual(s) and other materials providing – encompassing an examination of their content, structure, and language – is completed and a first draft of the TIBAO training manual tailored to the Republic of the Gambia is developed and validated by ITC **by 4th November 2023**.

Output 2: The TIBAO training manual tailored to the Republic of the Gambia is reviewed and validated by ITC **by 26th November 2023**.

Output 3: A comprehensive review of the national guide(s) and other materials provided is completed and a concept note for the selection of priority product groups is developed and validated by ITC **by 4th November 2023**.

Output 4: A step-by-step guide for one product-group based on the standard ITC methodology providing is developed and validated by ITC **by 16th December 2023**

Output 5: A step-by-step guide for at least one other product-group based on the standard ITC methodology provided is developed and validated by ITC **by 16th December 2023**

TRAVEL: Possible travel.

REQUIREMENTS**SKILLS**

- Excellent knowledge of trade facilitation measures, cross border trade in general, and small-scale cross border trade related issues.
- Excellent analytical, communication and writing skills.
- Ability to network with officials from the public and private sector.
- Ability to multi-task and meet tight deadlines.
- Very organized and meticulous with a great sense of detail.
- Ability to work independently under limited supervision.

EXPERIENCE

- Minimum of 5 years of relevant working experience with Customs Authorities and/or managing cross border trade formalities as a private sector actor or border regulatory agency officers in The Gambia.
- Previous experience in trade facilitation projects – especially related to small scale cross-border trade – is highly desirable.
- Previous experience in trading goods across the borders of The Gambia and Senegal (and if possible, Guinea, Mali, and Guinea-Bissau) will be considered a strong asset.

EDUCATION

- Master's Degree or higher in Business Administration, logistics, international business, international trade, economics, international trade law or related fields is required.

LANGUAGE

- Excellent proficiency in English is mandatory.
- Proficiency in French and/or any other local languages is an advantage.

ITC champions workforce diversity, inclusion, gender equality and gender parity and considers all qualified persons - of all genders - equally, including those with disabilities, without discrimination or prejudice of any kind.