Terms of Reference

Consultancy to carry out Border Security Assessment for Botswana United Revenue Service

Deadline for applying: 24 November 2021
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1. BACKGROUND

i. Contracting Authority
World Customs Organization (WCO).

ii. Relevant background
In the last 20 years, Customs Administrations have increasing take on a security mandate, alongside their traditional revenue collection mandate, as global instability has increased and as supply chains for goods and travellers have been utilised by terrorist groups to move people and goods required to conduct their activities. As such Customs have taken on new security-focused roles or have adapted their existing functions so they can support national counter-terrorism or security plans.

The WCO assists member administrations to improve overall border security in compliance with Resolution 1540 of the United Nations Security Council and the Punta Cana Resolution. The WCO Security Programme is the programme through which the WCO effectively supports Customs Administration implementing the security mandate of Customs through a suite of Security focus programmes and project activities, regional security projects, and bespoke border security initiatives and activities.

In 2021, the WCO Security Programme carried out three border security assessments for African Customs Administrations and has an established diagnostic methodology to follow.

2. DESCRIPTION OF THE ASSIGNMENT

i. Overall objective
The purpose of this consultancy assignment is to undertake an assessment of the capability of Botswana United Revenue Service (BURS) to carry out effective Border Security focused Customs activities.

The process will include a guided self-assessment process followed by an assessment mission which aims to verify the results of the self-assessment, and then the drafting and handover of a Border Security Assessment to BURS.

ii. Requested services
The selected expert will work in close cooperation with the WCO Security Programme team within the Enforcement and Compliance Sub-Directorate, in the Compliance and Facilitation Directorate, which will provide him/her with the appropriate information and documentation already available.

Under this assignment, the selected expert is engaged in:

- Preparing and conducting a document-based self-assessment phase of BURS;
- Preparing and delivering an institutional assessment mission; and
- Delivering a mission report and a final assessment report upon termination of the assignment.

3. EXPERTS PROFILE

i. Number of experts
One (1) expert will be required to carry out this assignment.

During the whole period of the assignment, the expert will work in close cooperation with the Senior Technical Officer in charge of the WCO Security Programme of the Enforcement and Compliance Sub-Directorate within the Compliance and Facilitation Directorate.

ii. Profile required

Education

- A Master’s or Bachelor’s degree in a relevant field.
Experience, knowledge, qualifications, and skills

The expert shall have extensive experience and knowledge in the field of Enforcement and Security processes and activities within Custom administrations.

The expert should have previously undertaken similar assignments for the WCO or similar international organization.

Professional experience

✓ Work experience within Customs environment, experience within a Customs administration delivering change will be an asset;
✓ Previous professional experience with WCO will be an asset;
✓ In-depth knowledge of the WCO safety and security instruments, in particular, knowledge of the Punta Cana Resolution;
✓ Experience in international law enforcement cooperation;
✓ Experience in of working with Customs Administrations in Africa will be an asset;
✓ Experience in drafting reports within institutional Customs frameworks; and
✓ Experience in project management.

Qualifications and skills

✓ Fluency in English; and
✓ Excellent drafting, coordination and communication skills.

4. DURATION, PAYMENT AND LOCATION

i. Commencement date & duration of assignment

The assignment will last twenty-two (22) working days and is to be carried out between 1 January and 31 March 2022. The days or hours worked by the expert are to be agreed upon by the latter and the WCO, on the understanding that the final report is to be delivered on 1 April 2022. However, the in-country mission will depend on the current sanitary situation and the milestones and submissions dates agreed with the stakeholders.

ii. Payment

The fee rate for this activity is five hundred euros (€ 500) per day. Payments will be made upon satisfactory completion and submission of the requested services, on return of timesheets and times agreed upon between the expert and WCO. No tax will be deducted at the source; the expert is solely responsible to apply and pay any applicable tax in relation to the agreement, and it is his/her responsibility to declare and pay the relevant taxes. The expert is encouraged to have a duly incorporated, organized and validly existing company/registration under the laws of his/her home country

iii. Location

All working days – except for the assessment mission – can be delivered remotely and/or at the WCO headquarters in Brussels, Belgium, depending on the specific needs of the project. During the assessment mission, the expert will have to travel to Botswana. The assessment mission to Botswana will be up to seven (7) days.

5. APPLICATION AND RECRUITEMENT PROCESS

The onus is on the applicants to demonstrate how he/she meets each of the essential qualifications and requirements. Applicants are encouraged to detail concrete achievements in their CVs and/or in their cover letters as well as include references.

Only short-listed candidates will be contacted. They may be requested to provide copies of their original diploma, certificates and proof of relevant experience. Pre-selected candidates may also be subject to reference checks to confirm the information provided in the application.
Interested candidates should submit their application no later than **Friday 24 November 2021**, including a CV of maximum five (5) pages and a cover letter in English or French by email to: Mr. James McColm, *James.McColm@wcoomd.org*

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to criteria of the position and the WCO applicable rules.