Terms of Reference

Consultancy to update the WCO e-learning course on the Harmonized System (HS) to the HS 2022 version

Deadline: 25 February 2022
To submit by email to: wcoHSAfrica@wcoomd.org
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1. BACKGROUND

i. Beneficiaries
Users of the Harmonized System (HS) – Customs administrations (CAs), other government agencies involved in matters related to the HS, international organizations and the private sector.

ii. Contracting Authority
World Customs Organization (WCO), EU-WCO Programme for the Harmonized System in Africa (“HS-Africa Programme” or the “Programme”).

iii. Relevant background
The Harmonized Commodity Description and Coding System, generally referred to as "Harmonized System" or simply "HS", is a multipurpose international product nomenclature developed by the WCO. It is governed by "The International Convention on the Harmonized Commodity Description and Coding System". The official interpretation of the HS is given in the Explanatory Notes (5 volumes in English and French) published by the WCO. There is an extensive variety of other publications supporting the HS: the Compendium of Classification Opinions, the Alphabetical Index, Amendments to the Nomenclature applicable as of 1 January 2017 and the Correlation Tables between the 2012 and 2017 versions, the Classification Decisions and the HS Classification Handbook.

The EU-WCO Programme on the Harmonized System in Africa is a multi-stakeholder initiative funded by the European Union and implemented by the World Customs Organization. The Programme aims to support the beneficiary countries in the implementation of the 2022 version of the HS (HS 2022) and in building the required organizational capacities and resources to apply future HS versions in a timely and coordinated manner. One of the outputs of the Programme is migration of WCO HS e-learning modules to a new technical standard, which can be used on computers and mobile phones and is available to all African countries, including the private sector.

The WCO e-learning course on the HS comprises an HS course for Customs administrations and an HS course for the private sector.

The HS course for Customs administrations on CLiKC! (https://clikc.wcoomd.org/) covers all 21 Sections of the HS and equips trainees with the knowledge required to correctly apply the HS. The course has a duration of around 45 hours of training. The HS course has recently been migrated to a new open-source platform from the obsolete Adobe Flash format.

The HS course for the private sector consists of 5 courses each dealing with goods of a specific industry sector, e.g. textiles or chemicals, and is available on the WCO Academy platform (https://academy.wcoomd.org).

The current WCO e-learning course is based on the 2017 version of the HS. With the entry into force of the seventh edition of the HS on 1 January 2022, there is a need to update the course in order to align it on the HS 2022 Nomenclature.

iv. Target audiences
The course addresses several target audiences:
- Front-line Customs officers responsible for commodity classification;
- Managers in charge of commodity classification work;
- Officials of other government agencies involved in commodity classification or tariff-related matters;
- Officials of international organizations (in particular, regional organizations having common external tariffs for their member-countries); and
- Private sector stakeholders.
2. DESCRIPTION OF THE ASSIGNMENT

i. **Overall objective**
This assignment is linked to the following WCO Strategic Goals:
- Strategic Goal 2 - Promote fair, efficient and effective Revenue collection;
- Strategic Goal 4 - Strengthen Capacity Building; and
- Strategic Goal 6 - Raise the performance and profile of Customs.

ii. **Specific objectives**
The course will need to be updated so that it does not include any HS provisions that no longer exist in the HS 2022, and that it includes all of the most significant provisions that have been created in the HS Nomenclature as a result of the 2022 amendments.

iii. **Requested services**
Under this assignment, the Contractor is requested to:
- Review all the modules of the course and identify the obsolete content that needs to be removed;
- Develop amendments of the content that needs to be modified; and
- Develop new content to be included in the course.

iv. **Deliverables**
Upon termination of the assignment, the Contractor is requested to deliver to the WCO:

(i) Exhaustive list of the textual and graphical content of the course that will become obsolete with the entry into force of the HS 2022;
(ii) Exhaustive list of modifications (textual and graphical) to be made to the content of the course that needs to be updated; and
(iii) Full list of amendments (textual and graphical) that need to be added to the course to reflect new provisions introduced in the HS Nomenclature as a result of the HS 2022 amendments.

v. **Required Outputs**
The main outputs of this assignment are the following:
- Output 1: Availability of an exhaustive list of all the changes to be made to the WCO HS e-learning course to serve as a basis for technical update of the course; and
- Output 2: Report on the review of the course accomplished by the Contractor.

3. EXPERTS PROFILE

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

The expert will carry out a comprehensive review of the HS e-learning course, in close cooperation with the WCO Tariff and Trade Affairs Directorate within the HS-Africa Programme.

ii. **Profile required**
The expert shall have extensive experience and knowledge in the field of the HS and organizational development within Custom administrations.

The expert should have previously undertaken similar assignments.

The expert should have relevant qualifications, skills and experience, in particular:

**Qualifications and skills**
- Fluency in English; and
- Excellent drafting, coordination and communication skills.

**Professional experience**
- At least ten (10) years of work experience in the area of the HS and commodity classification;
- Demonstrated experience related to designing and writing training material; and
✓ In-depth knowledge of the HS and commodity classification.

4. LOCATION, DURATION AND PAYMENT

i. Commencement date & duration of assignment

The tentative commencement date is 15 March 2021 and the period of execution of the contract will be thirty (30) calendar days from this date with an estimated total of (fifteen) 15 working days. The information on the milestones and related timing is summarized in the table below.

Suggested Milestones and Submission Dates:

<table>
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<tr>
<th>Milestone/Deliverable</th>
<th>Date Due</th>
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<tbody>
<tr>
<td>1. Mobilization of the expert / Briefing Meeting</td>
<td>15 March 2022</td>
</tr>
<tr>
<td>2. Delivery of the required outputs</td>
<td>14 April 2022</td>
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ii. Payment

The fee rate for this activity is five hundred euros (€ 500) per day. Payment will be made upon satisfactory completion and submission of outputs/deliverables as per the timeline above, on the basis of a Final Evaluation Report, in one instalment corresponding to a total of 15 working days. 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 taxed. 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 can be delivered remotely.

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.

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

Interested candidates are invited to submit their applications to the World Customs Organization (HS-Africa Programme) by e-mail wcoHSAfrica@wcoomd.org by 25 February 2022.