Terms of Reference

Compliance and Facilitation Directorate
Enforcement and Compliance Sub-Directorate

UNODC-WCO Container Control Programme

Consultancy for Air cargo and Sea cargo Trainers

Deadline for applying: 7 October 2022

To submit by email to: Svetlanka.Dimitrovsksa@wcoomd.org
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1. BACKGROUND

i. Contracting Authority
World Customs Organization (WCO).

ii. Introduction
The World Customs Organization (WCO) is an independent intergovernmental body, established in 1952 as the Customs Co-operation Council (CCC), whose mission is to enhance the effectiveness and efficiency of Customs services across the globe. The WCO represents 184 Customs administrations that collectively process approximately 98% of world trade. As the global centre of Customs expertise, the WCO is the only international organization with competence in Customs matters.

As a forum for dialogue and exchange of experiences between national Customs delegates, the WCO offers its Members a range of Conventions and other international instruments, as well as technical assistance and training services provided either directly by the Secretariat, or with its participation. The Secretariat also actively supports its Members in their endeavours to modernize and build capacity within their national Customs administrations.

2. DESCRIPTION OF THE ASSIGNMENT

i. Programme Overview
The WCO Enforcement and Compliance Sub-directorate is tasked to support WCO Members in their mandate to fight illicit trade across borders in all its forms, including revenue fraud. The primary reason that most transnational criminal organizations engage in their illicit activities is to generate premium profits due to the illegal nature of their activities.

The WCO realizes that Customs Services (“Customs”) are uniquely positioned to serve as the primary sentinel at international borders and inland ports of entry, as an important Customs mandate is to identify and prevent the movement of smuggled, restricted or prohibited goods in the global supply chain across the international borders.

In support of the global law enforcement and regulatory effort to fight illicit trade at cross-border level, the WCO has joined up with the United Nations Office on Drugs and Crime (UNODC) to implement a dedicated programme on illicit trade in cargo, the Container Control Programme.

The Container Control Programme (hereinafter referred to as “CCP” or the “Programme”) was established in 2004 by the WCO and the UNODC. Its mission is to build capacity in countries seeking to improve risk management, supply chain security and trade facilitation in seaports, dry ports, airports, railways and land border crossings.

CCP accomplishes this by establishing dedicated inter-agency Port Control and Air Cargo Control Units composed of customs authorities, national police, anti-narcotics forces and other relevant agencies who are subsequently trained in risk assessment, detection and inspection techniques. The field operations of CCP span ten regional and two country offices globally.

The CCP covers the full range of illicit trade in the air cargo mode, ranging from drug smuggling to strategic goods. All these forms of illicit trade generate enormous profits for organized crime structures and massive losses on revenue for the government. The CCP seeks to strengthen the capacities of the respective national law enforcement entities to intensify cooperation with the Port Control Units (PCUs) and Air Cargo Control Units (ACCUs) established in the framework of the programme and to improve the risk profiling and detection capacities of the officials working in the PCUs and ACCUs on illicit trade.

ii. Requested services
The objectives of the assignment are as follows:
- Developing and updating training curriculum and materials;
- Delivering technical assistance and capacity building including trainings and mentoring;
The experts will work in close cooperation and under the oversight of the Technical Officer (Head of CCP for WCO), the Training Experts on sea cargo and air cargo control will focus on the following key activities:

i. **Capacity building, training and technical assistance activities:**
   
   (a) Developing training curricula to profile and select high-risk air cargo shipments, for use by officials selected by their national governments to form the inter-agency Port Control Units. Developing new syllabus material, planning, organizing, coordinating and delivering training courses on risk profiling and sea cargo control;
   
   (b) Assessing current and previous training activities on the risk-based approach to select sea cargo shipments for physical examinations;
   
   (c) Establishing a plan for implementation of improved measures;
   
   (d) Initiating, coordinating and contributing to the development of new training syllabus to support and sustain the Programme goals and outputs;
   
   (e) Organizing, conducting and implementing training courses, seminars, working groups, and workshops in coordination with the Programme partner, UNODC. Participating as a trainer and resource person and delivering presentations as required;
   
   (f) Coordinating and overseeing the implementation of specific training plans;
   
   (g) Validating the supply of special equipment and monitor their use;
   
   (h) Preparing as directed jointly, with the Programme staff, all necessary progress reports and project segment implementation delivery rate reports;
   
   (i) Supporting and promoting the expansion of the CCP Sea cargo and Air cargo segment activities to new countries and helping secure government agreement and identifying partners to join the CCP;
   
   (j) Undertaking general and administrative arrangements, including preparing funding requests, and liaising with national authorities and international organizations;
   
   (k) Undertaking fundraising activities and identifying sponsors, and following-up on outreach or correspondence with potential contributors; and
   
   (l) Promoting WCO’s portfolio of expertise and services under all mandate areas.

ii. **Operational activities:**

   (a) Assisting the Head of the Programme in scoping activities and country visits; and
   
   (b) Organizing and coordinating law enforcement operations.

iii. **Reporting and analysis activities:**

   (a) Contributing effectively to regular reporting activities and drafting substantive analysis;
   
   (b) Overseeing the mining and analysis of data and information; and
   
   (c) Supporting the development and operation of communication platforms of the WCO.

iv. **Communication activities:**

   (a) Marketing and promoting the CCP, including producing publications and communication material;
   
   (b) Supporting the development and operation of communications platforms of the WCO; and
   
   (c) Liaising with Programme participants, partners and key stakeholders in a demanding context.

v. **Any other Programme-related duties as may be agreed upon with the Technical Officer (Head of CCP for WCO).**
3. EXPERTS PROFILE

i. Number of experts
The number of experts (consultants) will depend on the needs of the CCP Programme and the quality of the applications.

The experts will be part of a pool of trainers.

ii. Profile required
The experts shall on the one hand work on the design of training material with a high level of technicity and on the other hand deliver trainings to Law Enforcement Administrations working at the border. The experts will have to deliver missions in countries and locations to be determined by the WCO Secretariat.

The experts should have relevant education, qualifications/skills and experience profiled below:

Education
 ✓ Secondary school in combination with the relevant professional experience as stipulated below.

Qualifications and skills
 ✓ Fluency in English or French; fluency in both would be an asset;
 ✓ Fluency in Arabic, Spanish or Russian would be an asset;
 ✓ Stress-resistance;
 ✓ Flexibility;
 ✓ Enthusiasm and open-mindedness;
 ✓ Strong interpersonal and communication skills:
   ✓ Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed;
 ✓ Ability to analyse data and information and transforming this into analytical documentation;
 ✓ Capacity to create and sustain a network;
 ✓ Ability to work in a multi-cultural environment with a wide variety of stakeholders;
 ✓ Preparedness for frequent travels;
 ✓ Strong organizational and work capacity in a demanding context:
   ✓ Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings; and
 ✓ Good mastering of Microsoft Office software (Word, Excel, Powerpoint) and video conference software, including data management.

Professional experience
 ✓ A minimum of five (5) years’ relevant experience in risk-based working methodology (profiling), with a focus on law enforcement, organized crime, drug trafficking in border management, is required;
 ✓ Experience in delivering training with practical experience in both classroom and on-site related risk-based working methodology and to the use of techniques and risk indicators applied to the selection of air cargo, is required;
 ✓ Experience in analysing data and information and transforming this into analytical documentation;
 ✓ Experience in development of training material and training experience in the area of risk profiling and sea cargo control is highly desirable;
 ✓ Experience with development projects benefitting Asia, Latin America and Africa is considered an asset;
 ✓ Experience in drug law enforcement, in particular precursor chemicals and new psychoactive substances is an additional advantage;
 ✓ Customs and/or law enforcement and/or border security background; and
 ✓ Experience in organization of workshops or events at national and regional level and skills in related logistics; and
4. CONTRACT AND CONDITIONS

i. Duration of the contract and payment
The Contract covering the experts’ services is expected to last from 15 October 2022 to 14 October 2024. Services of the experts are usually required for a period of up to three (3) weeks; however, the possibility of successive training seminars cannot be excluded.

Salary up to five hundred euro (€ 500) per working day, depending on the expert’s qualification and experience. No tax will be deducted at the source; experts are solely responsible to apply and pay any applicable tax in relation to the agreement, and it is their responsibility to declare and pay the relevant taxes. Experts are encouraged to have a duly incorporated, organized and validly existing company/registration under the laws of their home country.

The experts travelling on duty on behalf of the WCO under a travel order will be entitled to the reimbursement of travelling expenses actually incurred for this purpose, together with a daily subsistence allowance.

ii. Location
The experts can work remotely and/or from the WCO headquarters in Brussels, Belgium. Depending on the specific needs, the experts will be required to work in countries and locations to be determined by the WCO Secretariat.

5. APPLICATION AND RECRUITMENT 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.

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 7th October 2022, including a CV of maximum five (5) pages and a cover letter in English or French by email to: Svetlanka.Dimitrovska@wcoomd.org

Please indicate in the subject line of your application for which segment you are applying (sea or air cargo).

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.