Terms of Reference

Consultancy to develop an institutional assessment tool and carry out an on-site evaluation
Deadline for applying: 03/08/2020
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1. BACKGROUND

i. Contracting Authority
World Customs Organization (WCO).

ii. Relevant background
The Customs Operational Practices for Enforcement and Seizures (COPES) arose out of the awareness on the part of Members of the World Customs Organization (WCO) regarding the need to improve evidence collection standards, more specifically to integrate more effectively the activities of Customs agencies to combat organized crime and meet other challenges associated with border security. With that in mind, starting in 2010, the Members, in conjunction with the Secretariat, compiled a Compendium, COPES, which was adopted in 2011 at the 31st Session of the Enforcement Committee (EC). Enhancements to the document were made and subsequently endorsed by the EC and the WCO Council in 2013.

The COPES Programme focuses on evidence collection and seizures in relation to: on one hand the fight against organized crime and on the other hand overall border security in compliance with Resolution 1540 of the UNSC and the Punta Cana Resolution by WCO Members. The objective is to raise awareness of the essential role played by the procedures for seizing goods and collecting evidence to support effective and efficient border security practices in order to allow efficient investigations and prosecutions. The COPES concept aims at placing the customs’ action in the judicial system. Indeed, it encourages Customs administrations to look beyond their traditional functions of collecting evidence and making seizures.

The COPES Programme has also a crosscutting function that impacts on all the WCO’s enforcement priorities, including the Strategic Trade Control Enforcement (STCE) Programme, the Container Control Programme (CCP), Project AIRCOP (establishing secure operational communications between international airports) and Project INAMA (to combat trafficking affecting protected species).

Within the framework of COPES, a project to develop a special institutional assessment tool for Pakistan Customs and to carry out an on-site evaluation is foreseen.

2. DESCRIPTION OF THE ASSIGNMENT

i. Global objective
The purpose of this assignment is to realize an institutional assessment of the Pakistan Customs in the realms of Enforcement and Security. In this way, it is planned to assess their existing local legislation, their administrative organization and finally to assess the ability of Pakistan Customs Administration to implement efficiently their policies in the domains of border security and the fight against organized crime. The preliminary phase entails the design of a special institutional assessment tool followed by a self-assessment phase.

When completed, an assessment mission which aims to verify the results of the self-assessment will be led.

This institutional assessment mission, comprising a real and open exchange between Pakistan Customs and the experts, will start with a kick-off meeting with the Pakistan Authorities and other stakeholders. The assessment mission will visit one of the three main ports and one of the three major airports. Finally, this mission will culminate in the issuing of a report including recommendations for potential future developments.

The selected candidate will be part of a task-force team of three people.

ii. Requested services
The expert will work in close cooperation with the WCO COPES team of the Compliance and Facilitation Directorate which will provide him/her with the appropriate information and documentation already available.

Under this assignment, the expert is engaged in:
- Developing and designing a special institutional assessment tool to be implemented in the customs administration of the WCO member country Pakistan;
- Conducting a self-assessment phase;
- Delivering an institutional assessment mission;
• Delivering a mission report and a final assessment report upon termination of the assignment.

3. EXPERTS PROFILE

i. Number of experts
One 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 WCO COPES Programme Manager of the Compliance and Facilitation Directorate.

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

The expert should have previously undertaken similar assignments.

The expert should have relevant qualifications, skills and experience profiled below:

Education
 ✓ Masters in Political Sciences or;
 ✓ Masters in International Relations or;
 ✓ Masters in Organizational Development.

Qualifications and skills
 ✓ Fluency in English and French;
 ✓ Knowledge of Urdu will be an asset;
 ✓ Excellent drafting, coordination and communication skills.

Professional experience
 ✓ Work experience within Customs environment, experience within a Customs administration will be an asset;
 ✓ Previous professional experience with WCO will be an asset;
 ✓ Proven track record in conducting training courses related to Customs matters;
 ✓ In-depth knowledge of the WCO instruments and Customs organizational issues;
 ✓ Experience in international cooperation;
 ✓ Experience in customs modernisation;
 ✓ Experience in drafting reports within institutional Customs frameworks;
 ✓ Experience in project management.

4. LOCATION AND DURATION

i. Commencement date & duration of assignment and payment
The assignment is expected to start on 6th August 2020 and end on 31st January 2021 after issuing the final report. However, the period of execution of the contract will depend on the current sanitary situation and the milestones and submissions dates agreed with the stakeholders. The budget for this assignment is a maximum total of 28,000 euros. The information on the milestones and payment is summarized in the table below.

Suggested milestones and payment

<table>
<thead>
<tr>
<th>Milestone/Deliverable</th>
<th>Payment</th>
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<tbody>
<tr>
<td>1. Signature of the contract</td>
<td>25%</td>
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<tr>
<td>2. Finalization of the development of the assessment tool and self-assessment phase</td>
<td>5%</td>
</tr>
<tr>
<td>3. Finalization of mission assessment</td>
<td>30%</td>
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4. Finalization of mission report and final report 40%

ii. Location
All working days 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 Pakistan.

5. APPLICATION AND RECRUITEMENT PROCESS

The onus is on the applicant 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 **Monday 3 August 2020**, including a CV of maximum five (5) pages and a cover letter in English or French by email to: Mr. Gilles Thomas, Gilles.Thomas@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.