



WORLD CUSTOMS ORGANIZATION
ORGANISATION MONDIALE DES DOUANES

Terms of Reference

Consultancy assignment
to enhance training tools on the Harmonized System

Assignment Reference:
WCO Global Knowledge: Harmonized System

CALL FOR PROPOSALS
Deadline: 22 March 2021
To submit by email to: wcoHSAfrica@wcoomd.org

Table of Contents

1. BACKGROUND	3
i. Beneficiaries / Eligible countries	3
ii. Contracting Authority	3
2. DESCRIPTION OF THE ASSIGNMENT	3
i. Overall concept.....	3
ii. Target audience.....	4
iii. Overall objective	4
iv. Specific objective	4
v. Outputs	4
vi. Requested services	5
vii. Support to the Experts	5
3. EXPERTS' PROFILES, EVALUATION AND SELECTION.....	5
i. Profiles required.....	5
ii. Evaluation and selection.....	6
4. LOCATION, DURATION, PAYMENT	7
i. Commencement date & Duration of assignment.....	7
ii. Suggested Milestones and Submission Dates	7
iii. Location	7
iv. Payment.....	7
5. ADMINISTRATIVE INFORMATION.....	7
i. Management structure.....	7
ii. Facilities to be provided by the Experts	7

1. BACKGROUND

i. Beneficiaries / Eligible countries

All WCO Member administrations, other government agencies involved in matters related to the Harmonized System (HS), international organizations and private sector.

ii. Contracting Authority

World Customs Organization (WCO), EU-WCO Programme for the Harmonized System in Africa (HS-Africa Programme).

2. DESCRIPTION OF THE ASSIGNMENT

i. Overall concept

The Harmonized Commodity Description and Coding System 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 published by the WCO. There is an extensive variety of other publications and tools supporting the use of the HS.

To promote the use of the HS and to ensure its uniform interpretation, the WCO has developed a manual on theoretical and practical aspects of commodity classification in the HS, as well as on the management of tariff classification work and related infrastructure, based on the relevant WCO standards. The manual consists of a set of texts (approximately 150 pages in total) introducing general aspects of application of the HS, basic concepts of classification of all of the main categories of commodities as well as best practices of organizing tariff classification work in Customs administrations (including issuance of advance rulings).

The present assignment is aimed at transforming the aforementioned manual and all the technical information it contains into a modern, user-friendly and engaging HS training tool, thereafter referred to as "HS Training Manual".

The HS Training Manual is intended to become part of the WCO publications promoting the HS and is intended to be used in conjunction with the existing WCO training tools, in particular, the WCO HS e-learning course (available on the CLiKC platform) and the WCO HS Classification Handbook. It is meant to be used within national capacity building strategies of WCO Members as a standard methodology to organize entry-level and intermediate-level training programmes on the HS, both by trainees as a self-study tool and by facilitators as an aid to prepare and deliver training courses.

In order to facilitate the use of the HS Training Manual, it will be complemented by two other tools, which will be developed as part of this assignment: (i) facilitator pack and (ii) HS training strategy model.

Facilitator pack will include: (a) a standard agenda for a workshop of 5 full working days to deliver an introductory course on all the main principles and concepts of commodity classification one needs to master to be able to classify products in an HS-based tariff, in keeping with the HS Training Manual contents, and (b) a full set of MS PowerPoint (PPT) slides to be used throughout such a workshop.

HS training strategy model will outline the fundamental principles of organizing training on the HS in a sustainable way to ensure that organizations have an adequate capacity to carry out the commodity classification work and ensure that this capacity is maintained and enhanced. The model is intended to be used as a blueprint for Customs administrations (and other organizations) to develop their own national (or corporate) HS training strategies.

ii. Target audience

The HS Training Manual will primarily address the following 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 economic communities having common external tariffs for their Member-countries);
- Private sector stakeholders involved in international trade.

iii. Overall objective

The overall objective of this assignment is to contribute to the enhancement of knowledge, skills and capacities in the area of the HS, commodity classification and organization of tariff classification work within Customs administrations.

iv. Specific objective

The specific objective of this assignment is to enhance the existing HS training materials described in item 2.i. above by transforming it into a modern, user-friendly and engaging HS Training Manual, which will include:

1. Updated table of contents, list of abbreviations, list of reference material and list of further reading;
2. Foreword outlining how to use the HS Training Manual within organized training activities (for training facilitators) and self-study (for trainees);
3. Introduction with clearly outlined learning objectives for each part of the HS Training Manual;
4. Comprehension check questions;
5. Examples and case studies to illustrate the theory;
6. Charts, infographics, images and other illustrative material;
7. Any other elements considered necessary to further enhance the quality of the HS Training Manual;
8. Facilitator pack (described in item (2.i.) above);
9. HS training strategy model (described in item (2.i.) above).

All visual elements used in the HS Training Manual should be harmonized and consistent with the WCO HS e-learning course.

Texts in the HS Training Manual should be stylistically coherent and explain the respective concepts in as simple terms as possible to make them easy to understand for the target audience. Making necessary textual adaptations to the original texts to achieve this is also part of the assignment.

The existing instruments and tools developed by the WCO (in particular, the HS Explanatory Notes, the Compendium of Classification Opinions, the HS Classification Handbook, the e-learning course) can be used for this assignment as a source of additional information whenever needed (e.g., for examples of products, cases etc.).

The HS Training Manual will first be developed in English and thereafter translated into French. The European Commission English Style Guide is to be used as a reference when editing the texts.

v. Outputs

Output 1: First draft of the HS Training Manual in MS Word format

Output 2: Second draft of the HS Training Manual in MS Word format

Output 3: Final edited draft of the HS Training Manual in MS Word and PDF formats

Output 4: Facilitator pack (including a standard 5-day workshop agenda and full set of PPT

slides)
Output 5: HS training strategy model

vi. Requested services

Under this assignment, the Experts to be contracted for this assignment are requested to:

- Review the existing training material on the HS developed by the WCO (see. item (2.i.) above) and transform it into an HS Training Manual as per the present ToRs;
- Develop facilitator pack: standard agenda for a workshop of 5 full working days and a set of PPT slides (based on the WCO template), to be used for such workshops in conjunction with the HS Training Manual;
- Prepare a final brief report on the assignment providing an overview of the activities undertaken and the results achieved.

The training material developed under this assignment will fall under the copyright of the WCO.

The assigned Experts will be provided with relevant WCO material related to this assignment.

vii. Support to the Experts

The assigned Experts will work in close cooperation with the EU-WCO HS-Africa Programme.

3. EXPERTS' PROFILES, EVALUATION AND SELECTION

i. Profiles required

Three Experts will be selected for this assignment and will work in close cooperation with each other:

1. Training Design Expert, Team Lead

The Training Design Expert is responsible for overall design and architecture of the HS Training Manual to ensure its pedagogical quality and consistency with the existing WCO training tools. He/she will be a Team Lead responsible for overall coordination of the work and delivery of the outputs.

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

Qualifications and skills

- Fluency in English
- Excellent drafting, coordination and communication skills
- Project management skills will be an asset

Professional experience

- At least 5 years of work experience in project management
- Proven track record in designing training publications and tools
- Knowledge of the WCO Training Development Strategy and existing WCO training tools
- Good overall understanding of the Harmonized System
- Work experience in the area of Customs modernization
- Experience in the area of international cooperation will be an advantage

2. HS Technical Expert

The HS Technical Expert is responsible for the technical accuracy of the content of the HS Training Manual and the provision of the required additional information as per the specific objective of the

assignment. He/she will work under the direction of the Training Design Expert, in coordination with the WCO HS-Africa Programme team.

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

Qualifications and skills

- Fluency in English
- Excellent drafting, coordination and communication skills

Professional experience

- At least 10 years of work experience in the area of commodity classification and tariff management
- In-depth knowledge of the HS, HS-related WCO instruments and organizational issues related to tariff management
- Proven track record in designing training materials on the HS or related areas
- Good understanding of the WCO Training Development Strategy
- Experience in conducting training courses related to Customs matters
- Work experience in the area of Customs modernization will be an advantage.

3. Graphic Designer

The Graphic Designer is responsible for the development of graphic elements, charts, infographics, images and other illustrative material needed for the HS Training Manual. He/she will work under the direction of the Training Design Expert and the HS Technical Expert, in coordination with the WCO HS-Africa Programme team.

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

Qualifications and skills

- Fluency in English
- University degree with a major in graphic arts, graphic design and relevant information and communication technology applications

Professional experience

- At least 5 years of work experience in graphic design
- Previous experience in graphic design for training materials
- Work experience or assignments for the WCO, other international organizations or academia will be an advantage.

ii. Evaluation and selection

Evaluation and selection will be made based on proposals that demonstrate that the applicant has all the required profiles with the relevant qualifications, skills and professional experience. Proposals should include a financial offer presented in EUR as a lump sum. A curriculum vitae for each profile should be submitted together with the proposal.

Evaluation grid

Content of the offer	Max Points 100
Proposal: Up to 3 pages offer, including reference projects	30
CV in annex: - Qualifications and skills	20
- Professional experience	25
Financial offer:	25

<ul style="list-style-type: none"> - Financial offer must include all services required (expertise for content-writing, editing, designing, communication costs, etc.) and should be presented in EUR as a lump sum - Most cost-effective offer gets 25 points 	
--	--

4. LOCATION, DURATION, 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 120 calendar days from this date, with an estimated total of 55 working days (30 working days for the training design component, 15 working days for the HS technical expertise component and 10 days for graphic design). The information on the milestones and related timing is summarized in the table below.

ii. Suggested Milestones and Submission Dates

Milestone/Output	Due date
1. Mobilization of the Experts / Briefing meeting	05 April 2021
2. First draft of the HS Training Manual in MS Word format	14 May 2021
3. Second draft of the HS Training Manual in MS Word format	28 May 2021
4. Final edited draft HS Training Manual in MS Word and PDF formats	11 June 2021
5. Facilitator pack; HS training strategy model	05 July 2021
6. Final validation	19 July 2021

iii. Location

All working days can be delivered remotely.

iv. Payment

Payment will be made upon satisfactory completion and submission of outputs as per the timeline above, on the basis of a final evaluation report, in one instalment.

5. ADMINISTRATIVE INFORMATION

i. Management structure

The Contracting Authority is the World Customs Organization.

The EU-WCO HS-Africa Programme will liaise with the assigned Experts and will be the focal contact point for this assignment.

ii. Facilities to be provided by the Experts

The assigned Experts shall ensure that they are adequately equipped with the technical means (computers, printers, etc.) to carry out the assignment.

DEADLINE FOR SUBMISSION OF APPLICATION IS 22 MARCH 2021