Interested candidates are invited to submit their applications to the World Customs Organization (WCO) Security Programme by e-mail to wcosecurityprogramme@wcoomd.org by 17 May 2024.

Terms of Reference

Consultancy Service to deliver ‘in-country’ Cargo Examination training to WCO Member Customs administrations.

1. BACKGROUND

1.1. Beneficiaries

The World Customs Organization (WCO) and its Members and their partner law enforcement and security agencies.

1.2. Contracting Authority

The World Customs Organization Security Programme, West Africa Security Project, Phase 2.

1.3. Relevant background

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 186 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.

The WCO Compliance and Enforcement Sub-directorate is tasked to support WCO members in their mandates to prevent illicit trade across borders, and in the protection of their societies from all harms, including those from terrorism. The West Africa Security Project (WASP) operates within the Security Programme of this Sub-directorate. It works with specific countries in the West Africa region to increase their capacity to identify weapons, explosive precursors and components and other security threats carried within cargo consignments.

1.4. Target audiences

The outcome of this Consultancy will address:
• West Africa Security Project team members and other WCO Secretariat staff;
• Customs officers in the beneficiary Customs Administrations responsible selected for Cargo Examination training;
• Other Customs technical experts.

2. DESCRIPTION OF THE ASSIGNMENT

2.1. Global objective

This assignment is linked to the following WCO Strategic Objectives under the Strategic Plan 2022-2025:

Strategic Objective 1 – Trade Facilitation.
Strategic Objective 2 – Revenue Collection.
Strategic Objective 3 – Protection of Society.

The overall objective of the assignment is to deliver in-person cargo examination training to Customs personnel to enhance their capability to safely and effectively examine cargo consignments to identify security related threats.

2.2. Scope

The training will take place initially in one West Africa country with potentially others to follow in the future. The training event will be of up to 5 days in duration, with approximately 20 participants.

2.2.1. Materials Covered

a) Cargo and Container Examination  
b) Health and Safety  
c) Methods of Concealment  
d) Motor vehicles

2.3. Specific objectives

The objective of the assignment is to improve the effectiveness of the risk assessment and examination of cargo by Customs officers at international seaports by providing them with specialist Cargo Examination training. The training should include classroom and hands-on practical sessions covering, but not be limited to, the following subjects:

- General background of cargo examination;  
- Aims and objectives of cargo examination;  
- Principles of risk-based cargo examination;  
- Evaluation of threats and reasons for examination selection;  
- Information gathering prior to commencing examination;  
- Procedures to follow before commencing examination;  
- Different types/levels of examination – reasons, pros & cons;  
- Health & safety considerations;  
- How to conduct various types/levels of examination;  
- How to thoroughly and effectively examination different cargo types, e.g., cartons, liquids, motor vehicles, etc.;  
- Information to record during an examination; and  
- Provision of feedback on examination undertaken, findings and outcome.

2.4. Requested services

Under this assignment, the Contractor is requested to:
• Develop a training plan detailing how the training objectives will be delivered within the duration of the training event including a training schedule;
• Provide training materials to be used to deliver the training plan, reviewing materials with the WCO, and making changes where necessary;
• Liaise with the recipient Customs Administration to plan and organize the training event and specific training sessions with special requirement, e.g., practicals;
• Travel to the recipient country for delivering an in-person training event;
• Coordinate with the recipient Customs Administration to ensure planned training sessions can be delivered;
• Deliver both theoretical and practical training sessions according to the training plan, being flexible to make changes where necessary; and
• Produce a final report detailing the training delivered, outcomes achieved and any additional subjects of note.

2.5. Deliverables
Upon initial and final stage of the assignment, the Contractor is requested to deliver to the WCO:

• Training plan.
• Training materials.
• Training event.
• Final Report

3. EXPERTS PROFILE
3.1. Number of Experts
The number of experts (consultants) will depend on the needs of the Security Programme. The experts will be part of a pool of trainers.

3.2. Profile required

Minimum Qualifications and Skills
• Bachelor’s or Master’s degree in a relevant field of study in combination, or equivalent professional experience.
• Understanding of the border security role of Customs Administrations.
• Computer literacy (standard Microsoft packages) and communication skills.
• Strong analytical skills.
• Excellent writing, editing and oral communications skills.
• Fluent in spoken and written English Additionally, spoken and written French would be an advantage.

General Professional Experience
• Demonstrated extensive experience in cargo examination within a Customs Administration.
• Demonstrated extensive experience in the delivery of Cargo Examination training. Experience of training delivery in an international environment would be an advantage.
• Good report-writing skills.
• Good presentation skills

4. FRAMEWORK AGREEMENT AND CONDITIONS
4.1. Duration of the Framework Agreement and payment
The Framework Agreement will last from 1 July 2024 to 31 December 2026. Services of the experts are usually required for a period of up to two (2) weeks; however, the possibility of successive training seminars cannot be excluded.

The initial contract is for eight days, made up of five days of training delivery plus three days of preparation, to be completed between 1 July and 31 October 2024, with the possibility of further contracts in 2025 and 2026.

The daily rate of remuneration is EUR 500 per day, totaling EUR 4,000 for the completion of the deliverables listed at 2.5.

All travel will be fully funded in accordance with WCO travel policy.

Payment will be made upon satisfactory completion of the deliverables as above, corresponding to a total of six working days.

The experts are solely responsible to apply and pay any applicable taxes in relation to the agreement, and it is their responsibility to declare and pay the relevant taxes. The experts should have a duly incorporated, organized and validly existing company/registration under the laws of their home country.

4.2. 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 they meet 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 17 May 2024, including a CV of maximum five (5) pages and a cover letter in English by email to: wcosecurityprogramme@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.