**TERMS OF REFERENCE**

TO PROVIDE TECHNICAL ASSISTANCE **TO ANALYSE GAPS IN THE OPERATIONALISATION OF THE NATIONAL SINGLE WINDOW (SW) IN MADAGASCAR**

1. **BACKGROUND**

Madagascar, a full member of the Common Market for Eastern and Southern Africa (COMESA), acceded to the WTO Trade Facilitation Agreement (TFA) in 2016, recognising the positive relationship between development and trade facilitation. International trade, characterised by the increased use of advanced information and communication technologies, prompted the members of the World Trade Organisation when drafting the agreement, to provide in Article 10.4 that " Members shall endeavour to establish or maintain a single window, enabling traders to submit documentation and/or data requirements for importation, exportation, or transit of goods through a single-entry point to the participating authorities or agencies.” In fact, operationalising a single window system is identified as a key element in the process of improving the environment for cross-border trade. The benefit of having a single window in place is that it simplifies international trade procedures, by putting information and communication technology at the service of the modernisation of government agencies.

Madagascar’s National Trade Facilitation of Committee (NTFC) has manifested its commitment to this provision by including the need to establish a National Single Window in its National Roadmap; although the TradeNet Platform has been used as a customs single window since 2007, the system is far from being unanimously accepted by all trade stakeholders. The TradeNet single window, which essentially centralises customs clearance, payment and handling operations, currently manages about forty authorisations through the MIDAC platform, while other regulatory bodies and ministries still opt for the non-digitised system. Furthermore, the failed experience of a physical single window and the operation of a similar system for mining activities, demonstrates the divergence within the public sector regarding the type of national single window to use. The lack of a well-established legal framework, among other obstacles, only serves to underscore the country's non-compliance with Article 10.4 of the Agreement.

Thus, in view of the opportunity offered by COMESA to support the implementation of the TFA by its members, the National Trade Facilitation Committee of Madagascar hereby expresses the need for a consultancy to analyse what exists in relation to the National Single Window in Madagascar as well as propose an action plan for the project to support its operationalisation.

1. **DESCRIPTION OF THE ASSIGNMENT**

The objective of this assignment is to provide technical assistance to the Madagascar National Trade Facilitation Committee with an analysis of the SW Implementation in Madagascar and compliance with the provisions of the WTO TFA Article and assist the Authorities in their decision- making process by proposing the most efficient and effective single window (SW) system schemes for Madagascar and the drafting the related project document.

1. **SCOPE OF WORK**

The consultant will specifically be required to undertake the following tasks:

* Identify all operational information systems to date that fully or partially play the role of a SW in Madagascar;
* Assess the strengths and weaknesses, as well as the benefits and opportunities of each system, and specifically TradeNet;
* Conduct a consultation to collect the expectations of all customs clearance and trade stakeholders in relation to the SW;
* Identify all the challenges involved in the operationalisation of an efficient and effective SW in Madagascar;
* Design operational schemes for a SW adapted for Madagascar, together with an action plan for their respective operationalisation, legal frameworks, an action plan, procedures and processes, a capacity building programme, a communication plan, and other relevant recommendations.
* Propose a procedural manual to ensure that the SW is operational and that outlines simplified procedures to meet the expectations of all stakeholders.
1. **DELIVERABLES OF THE ASIGNMENT**

The work shall provide complete results on the following:

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| **REPORTS/DELIVERABLES** | **TIMELINE** |
| Inception report providing details of the proposed work methodology and timelines | Not later than 7 days after the commencement of the consultancy |
| Provisional diagnostic report on the current situation: * Analysing the information systems that fully or partially serve as a single window based on stakeholder consultations and the provisions of Article 10.4 of the TFA;
* Outlining a proposal for a new legal framework, action plan, procedures and processes; and
* Including a capacity building programme, and a communication plan.
 | Not later than 60 days after the commencement of the consultancy |

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| Final diagnostic report on the current situation: * Analysing the information systems that fully or partially serve as a single window based on stakeholder consultations and the provisions of Article 10.4 of the TFA;
* Outlining a proposal for a new legal framework, action plan, procedures and processes; and
* Including a capacity building programme, and a communication plan.
 | Not later than 90 days after the commencement of the consultancy |
| Provisional project sheets on the proposed operational SW scheme(s) | Not later than 60 days after the commencement of the consultancy |
| Final project sheets on the proposed operational SW scheme(s) | Not later than 90 days after the commencement of the consultancy |
| Feedback Workshop for NTFC stakeholders to validate the study, organised by the consultant | Not later than 80 days after the commencement of the consultancy |

1. **QUALIFICATIONS OF CONSULTANT**

The Madagascar Ministry of Trade and Consumptionnow invites eligible and qualified Individual Consultants to indicate their interest in providing the services. Interested Consultants must provide information indicating that they are qualified to perform the services giving a description of similar assignments undertaken.

The successful Consultant must have the following qualifications and experience:

1. A Master’s II Degree in Economics, International Trade, Management, or equivalent;
2. Completed at least one (1) successful assignment in a related field or in international trade facilitation projects;
3. At least five (5) years’ proven experience in trade facilitation;
4. A good command of information systems for cross-border procedures;
5. Good project management skills;
6. A good command of French and English;
7. Good knowledge of the workings of government agencies;
8. Good knowledge of Madagascar’s political and socio-economic environment.
9. **REPORTING STRUCTURE**

The Consultant will report to the Director of Trade in the Ministry of Trade and Consumption Madagascar or his/her designated representative.

1. **PLACE OF THE ASSIGNMENT**
2. The duty station is Antananarivo.
3. The Consultant is expected to provide his/her own laptop. The Ministry will provide the Consultant with an office during the period of execution of the assignment.

**8, DURATION**

The tasks will be carried in 90 calendar days from contract signature.

1. **REMUNERATION**
2. A consultancy fee of Eur 15,000.00.
3. 30% of the consultancy fee upon submission of the Inception Report
4. 70% upon completing the assignment and submission of final report.