**TERMS OF REFERENCE**

TO PROVIDE TECHNICAL ASSISTANCE FOR THE FORMULATION OF A NATIONAL TRADE FACILITATION STRATEGY FOR MADAGASCAR

1. **BACKGROUND**

The WTO Trade Facilitation Agreement entered into force on 22.2.2017 and currently 154 of the 164 WTO Members have accepted the Protocol of Amendment.

Currently there are 15 COMESA Member States that are also WTO Member States including: Burundi, DRC, Djibouti, Egypt, Eswatini, Kenya, Madagascar, Malawi, Mauritius, Rwanda, Seychelles, Tunisia, Uganda, Zambia and Zimbabwe and all of the Member States, other than DRC have ratified the TFA.

The Secretariat has been holding consultative meetings with Member States to reach consensus on the elements of category C commitments that could constitute a regional programme and be utilized to approach different potential providers of technical assistance for the implementation of the category C commitments.

Through this programme, Member States will be better equipped to implement the WTO Trade Facilitation Agreement. This will be through regional and national engagements to assess the level of implementation of WTO TFA measures and COMESA Trade Facilitation Instruments, development of a regional Programme to implement WTO TFA measures and COMESA TF instruments and provision of technical and financial support to implement priority interventions. Priority areas will include publication of regulatory information and provision of technical support for implementation and establishment and enhancement of regional IT infrastructure along major transit corridors.

Madagascar ratified the WTO TFA on 20.06.2016 and notified the WTO Secretariat of its Category B and C designations on 22.02.2018.

Madagascar has received technical and financial support from COMESA Secretariat to implement a number of trade facilitation measures under the National Trade Facilitation Committee Roadmap, which include development of a National Trade Facilitation Strategy.

1. **DESCRIPTION OF THE ASSIGNMENT**

The objective of this assignment is to provide technical assistance to the Madagascar National Trade Facilitation Committee and prepare a National Trade Facilitation Strategy that will be validated by stakeholders in Madagascar as a true reflection on the national plans to implement the WTO TFA Measures.

1. **SCOPE OF WORK**

The Consultant will be expected to facilitate the holding of a national symposium to provide stakeholder inputs into the priority issues and interventions to be addressed in the National Trade Facilitation Strategy. Thereafter, the Consultant will be be required to develop a National Trade Facilitation Strategy which incorporates all the inputs made by government, private sector and other stakeholders in Madagascar.

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

1. Present the main interests and challenges facing Madagascar in the effective implementation of the TFA to policy analysts and strategic decision-makers;
2. Mainstream the activities of the National Trade Facilitation Roadmap into the Government’s General Policy into the sectoral strategies of the ministries and public entities, and into the respective annual work plans (AWPs) of the departments concerned;
3. Integrate the activities of the National Trade Facilitation Roadmap into the Government’s General Policy, the Ministries’ sectoral and regional strategies and Annual Work Plan (AWPs);
4. Ensure that people understand the issues in the draft national trade facilitation strategy, supported by the commitment of all stakeholders right from its development to its effective implementation;
5. Get the full support and mobilisation of policy analysts and strategic decision-makers, policy-makers at institutions, ministries and public entities, private bodies concerned with the effective implementation of this Roadmap, through the development of an inclusive national strategy in line with their sectoral strategies and annual action plans;
6. Set the main national trade facilitation strategic priorities;
7. **Oversee the development, launch and monitoring of the implementation of the national trade facilitation strategy** in various departments;
8. Support the NTFC in updating various NTFC documents on the progress of activities for the effective implementation of the NTFC roadmap, including the decree governing the NTFC, the NTFC’s structure, the NTFC’s Roadmap, etc.
9. Develop and implement a communication plan and a monitoring plan for the implementation of the national strategy, sector/departmental/regional strategy, and the progress of the implementation of trade facilitation in Madagascar.

It is important to note that the trade facilitation framework here is not limited only to the domain of the World Trade Organization Trade Facilitation Agreement, but also takes into account other state policies (national and sectoral), in this case the development tools that should be facilitated in accordance with international trade facilitation, upstream and downstream in order to achieve inclusive economic development through trade facilitation.

## **METHODOLOGY**

To achieve these objectives and results, the development of the national strategy will be divided into two phases :

**PHASE I : IDENTIFICATION OF NATIONAL TRADE FACILITATION STRATEGIC PRIORITIES IN MADAGASCAR**

Phase I’s activities are broken down as follows:

1. Assistance to the Permanent Secretariat of the NTFC in the communication on trade facilitation to the Government Council and the Parliament.
2. Organisation of a national symposium in Antananarivo on the challenges of trade facilitation, bringing together on the basis of the number of sessions, all the policy and technical decision-makers in the area of trade facilitation, i.e. the Ministers with their PSs and DGs, other members of the NTFC, Regional Governors, etc.
3. Analysis of the existing situation regarding trade facilitation in Madagascar at the national, sectoral and departmental levels, followed by consultations in the 6 provincial capitals to :

* Identify existing national/sectoral/ ministerial/regional/departmental strategies related to trade facilitation and with a view to developing a national strategy.
* Identify national trade facilitation strategic priorities taking into account the Government’s general programmes and sectoral/departmental objectives.

1. Draft project sheet of the identified trade facilitation strategic priorities and proposed structure of Madagascar’s National Trade Facilitation Strategy.

**PHASE II : DEVELOPMENT OF MADAGASCAR’S NATIONAL TRADE FACILITATION STRATEGY WITH ITS IMPLEMENTATION, MONITORING AND EVALUATION PLAN**

1. Organisation of consultations in the 6 provincial capitals to include sectoral/ministry/regional/departmental strategies in the implementation of the strategic priorities (short, medium and long-term) with a view to developing the National Trade Facilitation Strategy.
2. Development of the National Trade Facilitation Strategy, together with a proposal for its implementation plan and action plan, including monitoring and evaluation in the short, medium and long-term, reflected in all concerned sectors, departments and regions.
3. Submission and validation of the National Trade Facilitation Strategy and its implementation plan and action plan by all national representatives involved in trade facilitation who participated in the consultation, at the NTFC.
4. Official launch of the National Trade Facilitation Strategy and its implementation plan.
5. **DELIVERABLES OF THE ASIGNMENT**

The work shall provide complete results on the following:

1. The full involvement of executive institutions and each senior official concerned and in turn, via a domino effect, the various trade facilitation implementers;
2. Inclusion of the activities of the National Trade Facilitation Roadmap in the Government’s General Policy (Madagascar’s Emergence Plan) which will be facilitated by the Government and Parliament with support to budget allocation proposals (Finance Acts);
3. Implementation and execution of the various necessary institutional and legal reforms proposed by the NTFC and adopted by the Government and Parliament ;
4. Active collaboration by various ministries and departments concerned in a consistent and timely manner;
5. Agreement between the Government and other stakeholders on the direction to be taken for the effective implementation of the NTFC roadmap;
6. The challenges and benefits of effective and coordinated implementation of the TFA will be known, understood and assimilated at the highest political level;
7. Common understanding and involvement in the development and effective implementation of the National Trade Facilitation Strategy by all Government entities and other bodies involved in this domain;
8. Organisation a symposium for members of the Government and Parliament on the challenges of trade facilitation;
9. Identification of the main national strategic priorities within the framework of the National Trade Facilitation Strategy;
10. Participation of institutions, ministerial departments, public authorities and private entities in the development and validation of the National Trade Facilitation Strategy;
11. Inclusion of the activities of the National Trade Facilitation Roadmap in the sectoral strategies of the concerned entities;
12. Implementation of a communication plan on the national strategy in order to ensure the involvement of all public and private entities in its implementation;
13. Compliance and updating of PS-NTFC working documents in relation to the progress of NTFC activities
14. Efficient monitoring of the implementation of the national strategy by all stakeholders in short and long terms Final Report of the on the assignment
15. **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. At least a Master's degree in economics, management, international trade or a similar field;
2. At least 10 years’ professional experience in trade facilitation and/or international trade/logistics;
3. At least two proven experiences in the formulation and implementation of national strategies will be highly desirable;
4. Good listening and relationship skills with several government and public stakeholders;
5. Proven experience in communication and dialogue with leaders and executive officials;
6. Good command of French and good knowledge of English will be an asset;
7. Good communication skills and a sense of team spirit.
8. **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 6 months from contract signature.

1. **REMUNERATION**
2. A consultancy fee of Eur 30,000.00.
3. 30% of the consultancy fee upon submission of the Inception Report
4. 70% upon completing the assignment and submission of final report.
5. **SUMMARY TABLE OF THE MAIN ACTIVITIES UNDER THESE TORS**

|  |  |
| --- | --- |
| **What ?** | **Who ?** |
| Organising the symposium and communication to the Council of Government and Ministers | Consultant assisted by PS-NTFC, Department of Communication at DGD – MICA |
| Holding the symposium | Consultant assisted by NTFC, PS-NTFC  MICA-DGD Communication Team |
| Assisting the PS-NTFC with updates of NTFC working documents | Consultant |
| Preparation and implementation of the consultation for the formulation of the national strategy | Consultant supervised by the PS-NTFC  MICA-DGD Communication Team |
| Identification and analysis of existing sectoral/departmental strategies and action plans related to the TFA  Identification of national trade facilitation strategic priorities | Consultant supervised by the PS-NTFC |
| Development of the national trade facilitation strategy with its implementation plan and monitoring and evaluation plan | Consultant supervised by the PS-NTFC |
| Submission and validation of the National Trade Facilitation Strategy and its implementation plan | NTFC, Consultant supervised by the PS-NTFC, representing all entities involved in its development |
| Official launch of the strategy and its implementation plan | PS-NTFC, Consultant, NTFC |
| Drafting and implementation of the communication plan of the symposium and national strategy | The Consultant, supervised by the PS-NTFC, the Department of Communication at DGD - MICA |

**Implementation Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | M1 | M2 | M3 | M4 | M5 | M6 |
| Holding of symposium (annex 1) |  |  |  |  |  |  |
| Identification and analysis of existing sectoral/national strategies and action plans related to the TFA |  |  |  |  |  |  |
| [[1]](#footnote-1)National and provincial consultations (Annex 4) for the identification and development of strategic priorities and the national strategy with its implementation, awareness, monitoring and evaluation plan |  |  |  |  |  |  |
| Updating recommandation of the NTFC’s working documents : Roadmap, decree, NTFC structure, etc. |  |  |  |  |  |  |
| Restitution, Finalisation and validation of the document on national strategic priorities (Annex 2) |  |  |  |  |  |  |
| Official launch and sensitisation on the Strategy and its implementation (Annex 3) |  |  |  |  |  |  |

## Deliverables

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **DELIVERABLES** | **Details** | **Submission date** | **Person/Agency responsible** |
| 1 | An analysis report on the points raised during the symposium | Symposium held in Antananarivo for the Government, Parliament and senior officials in the ministerial departments | 15 days after the symposium | Consultant validated by the NTFC |
| 2 | Working tools of the sectoral approach and national consultation | Questionnaires, consultation manual (public and private sectors) for stakeholder consultation leading to the development of the national strategy | 10 days before the consultation | Consultant, validated by the NTFC |
| 3 | National consultation for the identification of national trade facilitation strategic priorities | Consultation trips to Madagascar's six provinces; report on consultation meetings (public and private sectors) | 15 days before submission of the draft to the NTFC | PS-NTFC and the Consultant |
| 4 | Report on the analysis of existing national and sectoral trade facilitation strategies | Identification of national and sectoral trade facilitation strategies and AWPs for each ministry directly or indirectly involved with analysis and recommendation for the Roadmap/TFA | 30 days after the consultation | Consultant, validated by the NTFC |
| 5 | Draft of report on national trade facilitation strategic priorities | Consolidation of the strategic priorities identified after consultation and presentation of the national strategy guidelines taking into account the strategic priorities and reforms on the implementation of the WTO TFA, specifically Madagascar’s Category C with validation of the entities concerned and the NTFC, national needs | 30 days after the consultation | Consultant, validated by the NTFC |
| 6 | National consultation for the development of the national strategy and sectoral involvement | Consultation trips to Madagascar’s 6 provinces to integrate the strategic priorities identified and their implementation in the short and medium-term | 15 days before submission of the draft to the NTFC | PS-NTFC and the Consultant |
| 7 | Draft National Trade Facilitation Strategy | A comprehensive national strategy document that takes into account all necessary components, (including priority strategies and implementation) risks and solutions, as well as its implementation in all concerned entities, sectors and regions | 15 days before submission of the draft to the NTFC | Consultant, validated by the NTFC |
| 8 | Draft action plan and implementation plan of the National Trade Facilitation Strategy | Describes the necessary short, medium and long-term activities/work plan (budgeted) to be undertaken by all relevant actors (public-private) for the effective implementation of the National Trade Facilitation Strategy, taking into account the Government’s General Policy, existing sectoral strategies in ministerial departments, the NTFC Roadmap, Madagascar's Category C, TFA. It includes the risks associated with each activity and solutions provided. | 15 days before submission of the draft to the NTFC | Consultant, validated by the NTFC |
| 9 | Updated NTFC working documents | Update of various NTFC working documents | 30 days before submission of the draft to the NTFC | Consultant and validated by the PS-NTFC |
| 10 | National Trade Facilitation Strategy with its implementation plan; its monitoring and evaluation plan validated and finalised | Complete draft document that includes comments and observations during their validation: full version and abridged version templates | 15 days after the final submission | Consultant and validated by the PS-NTFC |
| 11 | Reproduction of the national strategy document and its implementation | Print 500 copies of the full version and 500 copies of the abridged version for the launch and dissemination | 15 days after submission of the draft | Consultant, validated by the PS |
| 12 | National Trade Facilitation Strategy Communication Plan | Presents methodology, awareness, communication, information and training tools for the national strategy in question according to the targets with its implementation plan, budget (short, medium and long term) | 10 days after validated document | Consultant, validated by the PS |
| 13 | Official launch of the National Strategy | The document is communicated and shared with the public authority (present at the symposium), the public and concerned entities, PTA, etc. | 15 days after the final submission | Consultant and NTFC |
| 14 | Consultant final report | Resume all its consultancy with recommendations | 15 days after official launch |  |

The national trade facilitation strategy papers and strategic priorities identified will be validated by the stakeholders consulted and also be presented to the NTFC GA by the Consultant.

1. The Consultant will get continued assistance from two PS-NTFC staff for the national consultation.

   Each consultation will have stakeholder dialogue and validation sessions. [↑](#footnote-ref-1)