

TERMS OF REFERENCE
TRADE AND CUSTOMS EXPERT (NSW)
TRADE AND TRANSPORT FACILITATION PROJECT IN NORTH MACEDONIA

1. BACKGROUND

The purpose of these Terms of Reference is to define the scope of work and tasks of the Trade and Customs (National Single Window - NSW) Expert of the Project Implementation Unit (the PIU) set up in the Ministry of Transport and Communications in North Macedonia, integrated for implementation of the two projects, Trade and Transport Facilitation Project and Local Roads Connectivity Project. The Trade and Transport Facilitation Project will be implemented in its first phase in Serbia, North Macedonia and Albania and the Local Roads Connectivity Project will be implemented only in North Macedonia. The Project Implementation Unit (the PIU) is staffed with different expert profiles in order to carry out complete project management for the two projects, Trade and Transport Facilitation Project and Local Roads Connectivity Project.

The Trade and Transport Facilitation Project Phase 1 in North Macedonia includes a combination of investment, technical assistance and regulatory and institutional reforms. It will primarily focus on adoption and implementation of a National Single Window (NSW) solution, improvements in border crossings in selected trade corridors, BCP at Deve Bair and BCP at Kjafasan, deployment of an Intelligent Transport System (ITS) on the A1 motorway, which is part of Corridor X, and technical assistance.

The Ministry of Transport and Communications (the Client) intends to engage a highly qualified individual consultant - Trade and Customs (NSW) Expert to provide services as a full time member of the PIU. The successful candidate will work closely with the Ministry of Transport and Communications, and other relevant stakeholders to ensure that the trade and customs related activities of the project are managed efficiently both technically and in compliance with the objectives of the Project Appraisal Document (PAD), the Project's Legal Agreement and Financing Agreement, and the Project Operations Manual. The consultant, always aligned with the Project Director and in collaboration with the other Project Officers, shall interact and liaise with a significant number of different ministries through their focal points, units and agencies and also a number of other external bodies, contractors, consultants, World Bank, partners, and other agencies in the Western Balkans at the same time. Creativity, initiative, analytical capacity and team work are therefore required to cope with such diverse demands. The main challenge is to ensure that the contractors/consultants produce an acceptable quality of work within the budget allowance and time, so that the objectives of the Project are achieved.

2. GENERAL INFORMATION

Individual Consultant Title: Trade and Customs (NSW) Expert of the Project Implementation Unit for Trade and Transport Facilitation Project. The Consultant shall report to the Project Director, linked to the Minister of Transport and Communications.

3. POSITION IN ORGANISATION

Immediate superior: The Project Director

4. MAIN POSITION OBJECTIVE

To plan, monitor, control and give technical advice on all the Trade and Customs related activities to ensure their incorporation in alignment with international good practices. This will be done in close cooperation with the Project Director and the contractors and consultants, as well as the Customs Administration of the Republic of North Macedonia and other agencies involved in the customs procedures (as described in the Project Operation Manual). He/she will closely monitor the implementation of the activities in order to coordinate the inputs from the different actors, ensure excellent technical execution, quickly address design challenges and efficiently react to unexpected developments. Aware of the project cycle and Procurement Plan, the implementation of activities as per contract specifications and in compliance with the legal/regulatory framework of the World Bank, he/she will ensure that works, goods and services are satisfactorily completed on time, within budget aligned with the contractual requirements.

5. PRINCIPLE RESPONSIBILITIES

The Trade and Customs (NSW) Expert of the PIU will be responsible for the following duties:

- Ensure preparation, supervision, monitoring and management of all trade and customs related activities included in the Trade and Transport Facilitation Project;
- Analyse the functional and technical requirements of the project and provide feedback for improvement to the Project Director and assisting in their inclusion and implementation;
- Liaise with the Procurement Officer, the Project Director and with all relevant departments / beneficiaries / agencies / Ministries and their Focal Points in the process of preparation the trade and customs related Bidding Documents, Technical Specifications, Requests for Proposals, Terms of Reference, Monitoring Reports, etc.;
- Review, evaluate and provide feedback to the Project Director on the Trade and Customs technical documentation, designs, and schedule;
- Provide relevant technical inputs to the Procurement Officer and Project Director;
- Prepare the trade and customs related Bidding Documents and Requests for Proposals as Technical Specifications, Terms of References , etc.;
- Provide technical evaluation of the Trade and Customs related activities during the tendering process (evaluation and selection) and participate in evaluation committee when it comes to procurement of goods, services or works;
- Ensure full implementation of the trade and customs activities in relation with the timeline/critical paths;
- Provide supervision and monitoring of the performance of contractors / consultants engaged in the Project for the relevant Project Component;
- Provide managerial and administrative support to the involved parties in the Project;
- Prepare Draft Project Quality Plan (PQP)
- Review and evaluate contractors'/consultants' technical documentation, designs, schedules etc.;
- Conduct regular on-site visits, controlling and supervising the contractors'/consultants' performance;
- Facilitate project-related discussions with public & private sector stakeholders;
- Verify, validate and confirm contractors/consultants expenditures declared in the payment certificates/invoices;

- Carry out quality control during the execution of relevant project activities, identify the areas for improvement and ensure implementation of corrective measures;
- Ensure the reporting mechanisms (as reflected in the Project Operations Manual) and documentation systems are in place, including drafting relevant reports to the World Bank and to the Project Director: Cost, Time, Resources, and Scope (along with Performance related measures, Quality, HSE & environmental);
- Issue relevant Monthly Progress Reports to the Project Director and brief him/her minimum once a week on progress and challenges while providing sound solutions to overcome implementation difficulties;
- Assist the Project Director in preparation of relevant PIU Reports (Quarterly, midterm and completion).

6. DURATION AND LOCATION

It is expected that the period over which the consultant shall provide the Services will be 36 months, in all cases not less than up to the end of the full implementation of the Sub-Component for Design and Installation of a National Single Window. The Consultant should be available to commence in 30 days the latest after the present notice will be published. The Consultant should be available to provide services for at least 8 hours each day, Monday to Friday, for a minimum period of 40 hours per week. Subject to notice being provided, the Consultant may take up to 25 days leave each year, but remuneration will not be paid during any period of leave. The Consultant will be stationed in the PIU premises in Skopje, but should be ready to travel throughout the country for attending meetings. The Consultant will be offered opportunities to develop professionally by attending relevant World Bank training events and courses during the term of the contract. A downstream work might be needed, in case of extension of the relevant Projects' duration, and subject to Client's business needs under the Projects and subject to consultant's satisfactory performance.

7. REPORTING REQUIREMENTS

The Consultant will provide Monthly Progress Reports, within 5 (five) days after the end of month for which the report is due. The report should contain at least: (i) the status of progress, problems encountered, corrective actions needed, rationale for actions; (ii) current timing and costs of the National Single Window component and estimated delays and costs of completion; and iii) any further comments and interactions with the Border Control Improvements component. The Consultant shall prepare ad-hoc reports on any major project issues raised during Project implementation, at the Project Director, Client or Bank's request.

8. SERVICES TO BE PROVIDED BY THE CLIENT

The Client will be responsible for provision of the following:

- Fully equipped office space, with access to Internet, local telephone line, printing, photocopying and document binding;
- Access to necessary documents; and
- Where the Consultant is required to travel, to site or elsewhere in accordance with the Client's instruction, transportation costs will be borne by the Client.

9. KNOWLEDGE, EXPERIENCE, SKILLS AND COMPETENCIES

a) Educational qualifications: At least a University Degree in Business Administration / Economics / Law /Engineering/ Information Science/Information Technology (where a university degree has been

- awarded on completion of a minimum of three years of study in a university or equivalent institution);
- b) Area of professional expertise: Customs / Trade Facilitation / Transport Management;
- c) Years of experience: Minimum of 7 years of relevant professional experience in Customs and Trade Facilitation / Transport Management;
- d) Required skills and competencies:

Competencies	Required	Desirable
Technical	<p>Experience with at least 1 assignment / project with similar scope (NSW) as required with the project.</p> <p>Customs related activities and procedures, cross-border regulatory laws and procedures, cargo clearance operations and process life-cycle for applications, issuance and utilization of trade-related certificates, licenses, permits, registrations and other authorizations.</p> <p>Computer skills: AutoCAD, Word, Excel, scheduling tools (eg: MS Project or similar)</p>	Working experience in the Region in similar projects on governmental level (G2G)
Management	Self-Planning & Organizing, Problem Solving, Communication, Teamwork, Initiative	
Business	Excellent Knowledge of English language (reading, speaking and writing)	Knowledge of Macedonian language