

ALLEGATO 4

Terms of reference

Selection of Trainers for the Project “Improvement of Port Customs and Operations Efficiency in Africa”

The Fondazione Accademia Italiana della Marina Mercantile is currently implementing the project “Improvement of Ports’ Custom and Operations Efficiency in Africa”.

The project is funded by the ACP Secretariat and the European Union and is implemented by a partnership composed by:



The **Fondazione Accademia Italiana della Marina Mercantile** (FAIMM), based in Genoa, Italy



The **Académie Régionale des Sciences et Techniques de la Mer** (ARSTM), based in Abidjan, Ivory Coast



The **Port Management Association of West and Central Africa** (PMAWCA), based in Lagos, Nigeria

The **project objective** is to:

- **promote the implementation of Port/Maritime Single Window systems in ports of Western and Central Africa (WCA) through the provision of training and capacity building to personnel.**

In this sense, the project shall implement capacity building aimed at improving the knowledge and expertise in 7 African Countries of Port Community Systems/Maritime Single Windows ie. IT-based systems involving all actors of a port community with the aim of facilitating the operations of maritime trading by providing a single channel for exchange of informations within the port and with maritime trade actors (terminal operators, shipping companies, public authorities etc.)

The project will implement the following crucial **activities**:

- implementation of a **medium-term training** for employees of ports and other institutional actors of port communities, lasting approximately 7 weeks and to be held in Abidjan during the first half of 2020. Trainees from 7 ports will receive training in all aspects of development and implementation of Maritime Single Window.
- Implementation of **short-term training sessions** in ports, open to all public and private stakeholders, to be held during the second half of 2020 on the initiation and management of the process to implement Maritime Single Window;

- Funding to ports to realise small-scale actions to support implementation of Port/Maritime Single Window in ports of the region through a **Grant Scheme** to be implemented during the second half of 2020.

Scope of the Assignment

FAIMM intends to contract experts to implement capacity building activities in the project, namely:

- Activities linked to Work Package 2-Capacity Building:
 - o Development of a mid-term training plan and materials for 20 beneficiaries, which include the participation to meetings in Lagos and Abidjan as well as 6 Collaborative Fora lasting one day in target ports of the region
 - o Delivery of the mid-term training along a period of 7 weeks
 - o Provide support to local experts in the development of short-term training sessions to be realised in their own ports
 - o Be mobilised on a on-need basis for delivery of short-term training in the ports of the region
- Activities linked to Work Package 3 of the project- Capitalisation
 - o Provide support in the development of a grant scheme for implementing small scale actions in support of Maritime/Port single window implementation in 7 ports of the region
 - o Provide support in evaluation of proposals and implementation of the actions.
 - o Provide support to the modelisation and e-training development based on WorkPackage 2 activities.

The required experts are as follows:

- Technical Maritime Capacity Building Expert, with the following profile
 - o Degree in Engineering, maritime affairs management or equivalent
 - o At least 8 Years of General Professional Experience in the maritime domain
 - o Excellent knowledge of English. Knowledge of French is a bonus
 - o Demonstrated Experience in the management of capacity building and/or technical assistance activities linked to Maritime Single Window Implementation.
 - o Direct experience in management of a Maritime Single Window System is a bonus
 - o Experience in capacity building in developing countries is a bonus
 - o Demonstrated Experience as a Trainer
- Expert of Port Operations and processes for MSW Implementation
 - o Degree in Engineering, maritime affairs management or equivalent
 - o At least 5 Years of General Professional Experience in the maritime domain
 - o Excellent knowledge of English. Knowledge of French is a bonus
 - o Demonstrated experience of analysis of port processes within the implementation of a Maritime/port single window
 - o Demonstrated experience in function of support to implementation of maritime single windows
 - o Experience in capacity building in developing countries is a bonus
 - o Experience as a trainer is a bonus
- Legal and Inter-agency cooperation expert
 - o Degree in Law, political science, maritime economy or equivalent
 - o At least 5 Years of General Professional Experience in the maritime domain
 - o Excellent knowledge of English. Knowledge of French is a bonus
 - o Demonstrated experience in supporting to governance re-organisation in the maritime sector to facilitate the Maritime Trade
 - o Experience in capacity building in developing countries is a bonus
 - o Experience as a trainer is a bonus
- Port Community System Technology expert
 - o Degree in Computer Science, Engineering or equivalent

- At least 5 Years of General Professional Experience in the maritime domain
- Excellent knowledge of English. Knowledge of French is a bonus
- Demonstrated experience in the technical implementation of Maritime Single Window/Port Community Systems
- Experience in capacity building in developing countries is a bonus
- Experience as a trainer is a bonus

The Experts shall implement activities in the project, in accordance to the following table. However, the inputs in terms of working days may change among activities, on the basis of the developed training and with the approval of the Fondazione Accademia Italiana della Marina Mercantile:

Tasks to be carried out.		Inputs in Working days			
		Technical Maritime/port administrations capacity building expert	International Port Operations Expert	Port Community System Expert	Inter-agency cooperation expert
WP 2	MT training preparation	6	20	15	15
	MT Session 1 (introduction to Maritime Single Window)	4	5		
	MT session 2 (MSW Set-up process)	4			5
	MT session 3 (MSW Processes and functionalities)	4	5		
	MT Session 4 (Legal Arrangements)			5	5
	MT Session 5 (available technologies)	5		5	
	MT session 6 (presentation of overall functioning of existing MSW)	5	5	5	5
	MT Session 7(Cooperative ST Training preparation)	5	5	5	5
	ST Training Finalisation	4	5	5	5
	ST session 1	2	5		
	ST Session 2	2	5		
	ST Session 3	2	5		
	ST Session 4	2	5		
	ST Session 5	2	5		
	ST Session 6	2	5		
	ST Session 7	2	5		
WP3	Grant scheme Development		5	5	5
	Grant Scheme proposal evaluations	8	5	5	5
	Grant Scheme Actions implementation support		5	5	5
	Training Modelisation		5	5	5
WP 4	Collaborative Fora Implementations	6	5	5	5
TOTAL:		65	85	75	75
Total for WP2		51	60	50	50
Total for WP3		8	20	20	20
Total for WP4		6	5	5	5

The Selection is open to companies providing expertise. Companies may propose more than one person for each profile but, in any case, one of the experts must be compliant with the whole profile.

The Fondazione Accademia della Marina Mercantile will maintain the management control of the training activities.

In this sense, the following conditions will apply to experts:

- the Experts will work under the instructions/supervision of the beneficiary;
- Payment to the expert or the company that contracted him/her will be done upon presentation and approval of time sheets and narrative reports in annex to the present document
- the experts will have to implement most activities in the premises of the Fondazione Accademia Italiana della Marina Mercantile or in the premises of the project beneficiaries as a member of the project team;
- the output of the work will belongs to Fondazione Accademia Italiana della Marina Mercantile;
- travel and subsistence costs will be directly paid by the Fondazione Accademia Italiana della Marina Mercantile. The per diems paid to the experts will be in accordance to the Per Diem Rates published by the European Commission, available at the following address: https://ec.europa.eu/europeaid/diem-rates-applicable-eu-funded-external-aid-contracts-17032017_en

Furthermore, the work of experts will be complemented by the following experts provided by FAIMM, ARSTM and PMAWCA:

- one training management expert, tasked with practical organisation of training
- one logistics officer, tasked with organisation of missions
- one Local Expert in port operations
- one local expert in Maritime Single Window implementation in Africa
- one local expert of trade facilitation
- Action coordinators from top management of FAIMM, PMAWCA and ARSTM

Activities to be implemented

The activities to be realised by the experts include:

Mid-term Training

The mid-term training shall represent the core of the IPCOEA project. It is targeted at, at least, 20 persons: (2 persons each from 7 countries, 2 persons from PMAWCA, 3 persons from ARSTM)

Objective of the Mid-Term Training:

the objective of the mid-term training is to deliver the following result envisaged under the IPCOEA Logical Framework Matrix:

At least 15 professionals with improved capacity to design and manage technical assistance for implementing single window approach and establishing Port Community Systems [ie develop and implement a Maritime Single Window] through medium-term training

Tasks for the realisation of the Mid-term Training

The tasks for the realisation of the mid-term Training are divided in:

- The preparation of the Training
- The delivery of the training sessions

Preparation of MT training	
Description	

<p>The preparation of the training shall be realised by a team of experts through work from home and implementation of meetings among themselves and with port personnel</p> <p>The preparation of the training materials will require the following inputs in specialised in-house consultants:</p> <ul style="list-style-type: none"> - Implementation of 2 missions to Africa (in Lagos and in Abidjan) for 1 specialised expert (Technical Maritime Capacity Building Expert) for a total of 10 Working Days - Implementation, in coordination with the cooperative forums to be organised by PMAWCA, of 7 short missions of 3 WD each of specialised experts, for a total of 21 Working days. <p>Furthermore, at least 1 Port Operations expert, providing inputs on actual operation and inspections in African ports and 1 Maritime Trade and Customs expert, with specific expertise in implementation of the ECOWAS Common External Tariff shall be mobilised by ARSTM for the development of the training.</p> <p>The inputs of the specialised experts shall be complemented by inputs of internal personnel of the FAIMM, the ARSTM and the PMAWCA, especially for development of the training plan and for the development of supporting training documents</p>	
Outputs:	
<ul style="list-style-type: none"> - Training Plan - Training material, including approx. 200 slides per training session (total 1400 slides) - Prepared supporting documents (hand-outs) 	

Mid-term Training Plan

The following is a draft planning of training sessions

Session 1	Introduction to Maritime Single Window
Location	Abidjan
Duration	25 hours (5 days; 5 hours per day)
Topics	
<ul style="list-style-type: none"> - Definitions of MSW/PCS - International tendencies - Best practices - Introductions to - Financial and socio-economic benefits of MSW implementation - Integration with National Single windows - Integration with terminal Operating systems 	

Session 2	Set up an implementation process & main MWS functionalities
Location	Abidjan
Duration	25 hours (5 days; 5 hours per day)
Topics	
<ul style="list-style-type: none"> - Stakeholders to be involved - Leadership in the process - “ambassadors” - The communication and awareness raising 	

Session 3	Processes and functioning
Location	Abidjan
Topics	
<ul style="list-style-type: none"> - Identification of main processes to be integrated (...) - Definition of sub-processes - Simplification and harmonisation of processes 	

- Integration of Port operations, safety, security, dangerous goods

Session 4	Legal framework, governance and financial management
Location	Abidjan
Duration	25 hours (5 days; 5 hours per day)
Topics	
<ul style="list-style-type: none"> - IMO & FAL (2018) - Integration with ECOWAS framework, CET and national framework - EU_WA EPA - Governance models - Business models and financial sustainability 	

Session 5	Technology and required equipment
Location	Abidjan
Duration	25 hours (5 days; 5 hours per day)
Topics	
<ul style="list-style-type: none"> - Technologies to be adopted - Development of the software - Project management of the technical development 	

Session 6	Demo Case presentation
Location	Abidjan
Duration	25 hours (5 days; 5 hours per day)
Topics	
<ul style="list-style-type: none"> - Presentation of a demo system (or real one) 1 day - Exercise of development of an MSW 2 days - Cooperative development of Short-term training 	

Session 7 (+ end-of-training conference)	Cooperative Definition of Short-term training & final conference
Location	Abidjan
Duration	25 hours (5 days; 5 hours per day)
Topics	
<ul style="list-style-type: none"> - 3 days exercise of development of short-term training for port communities with a cooperative approach - 2 days of conference 	

Short-term Training

The Short-term training shall represent the main instrument to disseminate the skills in the target area of the IPCOEA project. It is targeted at, at least, 100 persons: (15 People each in 7 countries).

The short-term training shall lead to the dissemination of needed expertise to formulate a planning for MSW implementation in ports of the region to be enshrined in the adapted toolkit.

Objective of the Short-Term Training:

the objective of the short-term training is to deliver the following results envisaged under the IPCOEA Logical Framework Matrix:

At least 100 Port beneficiary staff operating in ports' customs services have improved their knowledge of most efficient practices for custom and administrative clearance procedures and rules set by international instruments such as the EU-WA EPA and the West Africa CET

At least 7 Ports with available planning for MSW implementation in the region

Tasks for the realisation of the Short-term Training

The tasks for the realisation of the mid-term Training are divided in:

- The preparation of the Training
- The delivery of the training sessions

Preparation of ST training	
Description	The preparation of the training shall be realised by a team of experts through work from home to be available for trainees in support to the finalisation of the training that they have developed during the last session of the MT training.
Outputs:	<ul style="list-style-type: none">- Training Plan for the 7 sessions- Training material, including approx. 200 slides per training session (total 1400 slides)- Prepared supporting documents (hand-outs)

Short-term Training Plan (to be refined)

The following is a draft plan of the trainings to be realised. The countries to be targeted by the project have been provisionally selected as:

- Senegal
- The Gambia
- Cape Verde
- Sierra Leone
- Republic of Guinea (Guinea-Conakry)
- Ivory Coast
- Ghana

The selection is not formalised yet and the countries may change.

Session 1	
Location	The Gambia
Duration	20 hours (4 days; 5 hours per day)
Trainers	
Topics	

- To be defined
- Development of draft planning of MSW implementation in the Gambia

Session 2	
Location	Conakry (Republic of Guinea)
Duration	20 hours (5 days; 4 hours per day)
Topics	
	<ul style="list-style-type: none"> - To be defined - Development of draft planning of MSW implementation in Guinea Conakry

Session 3	
Location	Abidjan (Ivory Coast)
Duration	20 hours (5 days; 4 hours per day)
Topics	
	<ul style="list-style-type: none"> - To be defined - Development of draft planning of MSW implementation in Ivory Coast

Session 4	
Location	Freetown (Sierra Leone)
Duration	20 hours (5 days; 4 hours per day)
Topics	
	<ul style="list-style-type: none"> - To be defined - Development of draft planning of MSW implementation in Sierra Leone

Session 5	
Location	Accra (Ghana)
Duration	20 hours (5 days; 4 hours per day)
Topics	
	<ul style="list-style-type: none"> - To be defined - Development of draft planning of MSW implementation in Ghana

Session 6	
Location	Dakar (Senegal)
Duration	20 hours (5 days; 4 hours per day)
Topics	
	<ul style="list-style-type: none"> - To be defined - Development of draft planning of MSW implementation in Senegal

Session 7	
Location	Praia (Cape Verde)
Duration	20 hours (5 days; 4 hours per day)
Topics	
	<ul style="list-style-type: none"> - To be defined - Development of draft planning of MSW implementation in Cape Verde

Financing of Pilot Actions

The pilot actions are the prime instrument for allowing immediate capitalisation of the results of training

The project will make available to port communities up to a total of 7 small-scale grants for financing actions with a global cost up to 60.000,00 Euros. A co-financing from port communities of 20% of the costs will be required. This means that EU contribution per project can be up to 48.000Euros.

Grants may be used by third parties to implement actions aimed at supporting the implementation of a single window approach in ports. A call for proposals will be launched with the objective of “Promoting the implementation of a single window and/or Port Community System approach in ports of the ECOWAS region, capitalizing on the results of the IPCOEA project activities”.

The following types of actions may be financed (non-exhaustive list):

- Promotion of inter-agency cooperation structures within the port community through joint study and planning of activities between public bodies;
- Co-financing of joint acquisition of IT equipment and/or services;
- Joint studies on implementation of global best practices for single window/PCS in the port.

Eligibility of costs will follow the same rules defined by the present grant scheme. The management of the grant scheme will be carried out by the project manager, the assistant project manager and the two partner administrative officers, in accordance to rules set for the Intra-ACP envelope of the EDF.

Financing of Pilot Actions	
Trainers and internal personnel	
The grant scheme will be developed and implemented by FAIMM personnel. Technical inputs from the experts contracted under the present procedure will be necessary to develop the grant scheme guidelines and evaluate the proposals, for a total of 50 Wds of experts.	
Description	
The activity include: <ul style="list-style-type: none">- Development of the guidelines- Dissemination of the call for proposals- Administrative assistance to applicants- Collection of proposals- Evaluation and selection of 7 proposals- Negotiation of contracts- Monitoring implementation of contracts- Collection of all reporting materials	
Outputs:	
<ul style="list-style-type: none">- Grant scheme guidelines- Call for proposals text- Disseminated call for proposals- Evaluation of proposals received from port community actors- Grant contracts- Grant contracts financial and technical implementation reports	