I. Background and Objectives

Ethiopia has one of the fastest growing economies, in parallel the international trade volume has been increasing steadily. As Ethiopia is a landlocked country, it uses its neighbouring countries, dominantly the Djibouti, seaports. Ethiopia is building infrastructures like high speed train, road and dry ports to facilitate the movement of goods and to strengthen its link to the international market. Ethiopia also operates one of the largest airlines in Africa and much freight reaches the country through the international airport at Bole in Addis Ababa.

Ethiopia has recently established a National Committee for Trade Facilitation and the UK Government, UNCTAD and WCO have agreed to fund a two to three year programme of capacity building in trade facilitation.

As part of this capacity building programme, the United States Agency for International Development, the United Kingdom (UK) Government, United National Conference on Trade and Development (UNCTAD) and World Customs Organization (WCO) encourage providing a professional Customs Consultant to assist the Ethiopian Revenues and Customs Authority in its effort of trade facilitation and capacity building.

The objectives of the consultant are to:

- Assist and consult the Deputy Director General, Customs Sector, to ensure full and effective trade facilitation reform are performed
- Work closely with the beneficiary, sponsors, related programs and consultants to ensure that the project maintains its recognised and agreed direction as per the project framework.

II. Recipients

The key recipient is ERCA, particularly the Customs Department. A secondary but important recipient is the private sector in Ethiopia, which can expect facilitated trade services.
III. Scope of Work

- The consultant is expected to advise the Deputy Director General, for Customs Division, on trade facilitation initiatives and reforms during the appointment. S/He will be expected to advise and train key personnel in trade facilitation and customs administration.

- Identify and analyze gaps within the Customs operations, recommend, plan and implement approved solutions.

IV. Key Activities

1. Customs procedures and process:
   a. Facilitate the integration of all Customs donor initiatives, such as Trade Facilitation, ensuring that the initiatives meet the expectations and needs of the Deputy Director General;
   b. Simplify import, export, transit, processing under customs control and temporary admission processes and procedures and reduction of documentation requirements;
   c. Rationalize and align the format, content and numbers of documents required in import and export in line with the United Nations Layout Key for Trade Documents and other UN standards, including UN/EDIFACT;
   d. Establish a clear, simple, and easy-to-understand rules, regulations and directives for relief and exemption regimes, and export incentive system and make them known to foreign trade operators and manufacturers;
   e. Establish an effective enforcement mechanism for valuation, tariff classification and origin of goods to safeguard Government revenue in a WTO and WCO compliant regime;
   f. Develop procedures for trade facilitation of including self-assessment and Authorised Economic Operator;

2. Risk Management and Post Clearance Audit:
   a. Implement international best practices for conducting post-clearance desk, field and IT based audits.
   b. Prepare annual audit plan, which is critical to the success of the PCA program.
   c. Effectively use RMS in enforcement and as well as linkages to the valuation database.
   d. The increased use of communication systems to undertake more effective risk assessment and profiling, allowing the large number of low risk consignments to cross borders with minimal intervention, while focusing customs resources on high-risk consignments;
3. **Customs Border Management:**

   a. Streamline procedures to avoid unnecessary checks and double-checks by other regulatory government agencies;
   b. Harmonize procedures of regulators for implementing Coordinated Border Management,
   c. Organize capacity building programs for CBRA personnel
   d. Prepare operational procedures for One Stop Border Posts (OSBPs) and assist its implementation.

4. **Information Technology:**

   a. Consult and assist the developments of the new Customs Management System and the Electronic Single Window System;
   b. Review and consult functional requirements and specification on proposed trade facilitation solutions- both existing and new comers;
   c. Assist and facilitate data exchange among key trade partners of Ethiopia;
   d. Assist and plan ICT capacity building activities;

5. **Capacity Building:**

   a. Conduct a gap analysis of capacity building whilst assimilating information from other recent studies, where available;
   b. Draw up a training programme based on the results of the gap analysis
   c. Develop communication plan for information, education, capacity building and training of the staff, business community and other stakeholders.
   d. Seek financing from international financial institutions and the private sector to overcome infrastructure problems;

V. **The expected outcome of the advisor is help ensure that:**

   (i) Customs modernization through automation and border-post infrastructure development supported by institutional structure and business);

   (ii) Development of an integrated customs management system providing an avenue for the single electronic window environment;

   (iii) Enhanced coordination and cooperation between border control authorities;
(iv) Exports and imports clearance will be streamlined, and effective management of information systems will be established;

(v) Enhanced human resource development and public awareness campaign;

VI. Key outputs will include:

- Three year strategic plan and yearly activity plan
- Gap analysis and recommendations report
- Implementation strategy and plan
- Project inputs delivered on time and to plan;
- Detailed and up-to-date project budgets and financial forecasts;
- Regular project reports;
- Agreed ToRs for further consultancy inputs;
- Inception reports and briefing papers on specific issues as required.

VII. Reporting:

1. The Consultant will work closely with the Deputy Director General of Customs and the Customs Management Team, the OBR Senior Management Team and other consultants.
2. Within two weeks of the commencement of the assignment, the consultant will produce a work plan for the Deputy Director General of Customs. The work plan will include clear deadlines for all outputs and will thereafter be revised on a quarterly basis as work develops.
3. The Consultant will then produce regular reports to coincide with the TAUT programme's reporting schedule. These reports will detail:
   - Planned activities in the previous quarter;
   - Progress against these;
   - Indicators of achievement;
   - Implementation problems;
   - Strategies to overcome these;
   - Planned activities in the next quarter.

VIII. Timeframe

The Consultant will be contracted for a term of three years, completing up to 660 days of work in that time. The work will be conducted in Addis Ababa with frequent travel to border posts from time to time.

IX. Qualifications
The Consultant must demonstrate the following minimum qualifications and experience:-

- A minimum of 15 years & above experience in customs administration, ideally with experience with different countries
- Management and leadership skills;
- Corporate and strategic planning skills;
- Strong understanding of customs & international trade
- Strong negotiation skills;
- Logical and persuasive report writing skills; and
- A background of successfully identifying, introducing and managing change within organisations.

The consultant must possess the following specific professional experience: -

- Minimum of 10 years of experience in Capacity building support to Customs Administrations, with experience in border management and design and implementation of regulations, procedures, and processes;
- Experience and knowledge of the organisational setup of a modern national customs administration;
- Detailed knowledge of international conventions, (WCO, Kyoto etc),
- Experience in the implementation of customs reform projects on the African continent;
- Experience in planning and delivery of training, and planning or delivery of awareness raising and communication activities;
- Experience of electronic customs processing systems;
- Experience in Ethiopia is required.

Interested and qualified applicants should submit their applications in PDF (preferred) or other electronic formats on or before March 3, 2017 to partnershipfundTIH@eatradehub.org.