TERMS OF REFERENCE – CONSULTANCY TO DESIGN AND IMPLEMENT A COMPREHENSIVE COMESA TRADE FACILITATION TRAINING PROGRAMME

Position Title: COMESA Trade Facilitation and Human Mobility Training Programme Consultant

Duration of Assignment: A total of 120 working days from the date of signing

1. Introduction: The COMESA Secretariat, with support from the International Organization for Migration (IOM) and the International Trade Centre (ITC), is implementing a multi-year small scale cross border trade programme, entitled, The COMESA Cross-Border Trade initiative: Facilitating Small-Scale Trade Across Borders’ (SSCBTI). The SSCBTI is financed by the European Union under the 11th European Development Fund and seeks to increase formal small-scale cross-border trade flows in the COMESA region, leading to higher revenue for governments, as well as greater security and higher incomes for small-scale cross-border traders. The project has five result areas, namely:
   - the design and implementation of specific trade facilitation instruments for small-scale cross-border traders at selected border areas and in the COMESA/tripartite region,
   - reduction of corruption, bribery and harassment (including gender-based harassment) experienced by small-scale traders is significantly reduced at selected border areas,
   - strengthening the capacity of Cross-Border Traders Associations (CBTAs) and similar business associations to effectively defend the interests of their members and deliver good quality support services,
   - supporting the systematic collection and dissemination of gender disaggregated statistical data and analyses on small-scale cross-border trade so to increase evidence-based knowledge and inform better trade policy-making processes at national and regional level and
   - Establishment of adequate and gender sensitive border infrastructures for small-scale traders at selected border areas.

The consultancy to design and implement a comprehensive COMESA Trade Facilitation Training Programme is contributing to the second result area related to reduction of corruption, bribery and harassment experienced by small-scale traders.

IOM and ITC are contributing to the development of a comprehensive COMESA Trade Facilitation Training Programme. In line with their institutional mandates, ITC and IOM will ensure that trade facilitation and human mobility and migration issues are adequately addressed within the context of this training module. The COMESA Trade Facilitation Training Programme will be used for capacity building of both the small-scale traders, as rights holders, and migration, trade and customs government authorities, as duty bearers. The training programme should contribute to improved and sustainable reduction in trade restrictions, corruption, bribery, harassment and immigration challenges. In line with its institutional
mandate, IOM will develop modules for both small scale cross border traders and for government authorities responsible for immigration, customs and trade.

**Overview of Training Manuals**: The Training Manual will be composed of specific modules. Each module will be laid out to provide trainers, policy makers and practitioners with structured training sessions covering both theoretical and practical elements to strengthen their professional capacities. The modules should promote a highly participatory methodology which fosters teamwork and participants engagement in stimulating discussions and reflection. Each module should be divided into training sessions/lessons. Each training session/lesson begins with an introduction to the aims, objectives and learning outcomes, and includes a content outline with the suggested duration for the session. The sessions/lessons will be structured around group activities, discussions or presentations that mutually reinforce the learning objectives. The sessions include background information, examples and case studies, key points, wrap up summaries, lists of references and handout for participants.

**Targeted Audience**: Government authorities responsible for Immigration, Customs and Trade at central and border control points and National trade facilitation committees.

**Thematic Areas for the Modules**¹: The training modules will focus on the following thematic areas: (i) Small Scale Cross Border Trade in Africa and in the COMESA Region (ii) The Migration and Cross-border Trade Nexus, (iii) Enhancing National, Regional and International Cooperation and Policy Coherence on Migration, human mobility, border management and Cross-border Trade, (iv) Regional Economic Integration, Mobility and Trade, (v) International health and Population Mobility module and (vi) Migration, Trade and Gender - Harassment, Corruption and Bribery.

Once developed, the consultant will conduct a Training of Trainers (ToT) for selected government officials so that they will subsequently cascade the training to their counterparts at their respective national levels.

In this regard, the IOM is seeking the services of suitably qualified expert(s) to design and implement a comprehensive COMESA Trade Facilitation and Human Mobility Training Programme. This consultancy will take place over 120 days from the date of signing of the contract.

2. **Background**: Cross-border human mobility and international trade are growing within the context of globalization and regional integration. COMESA recognizes the importance of cross border traders, including small scale and informal trade flows. For example, small-scale cross border trade contributes significantly to income generation and job creation for a large part of COMESA’s population, particularly women, many of whom have limited alternative options for income generation. Small-scale cross border traders also contribute to regional food security, through moving food items from regions of surplus to deficit and remote areas. Accordingly, COMESA has developed policies and mechanisms to facilitate cross border trade. Such trade facilitation mechanisms include, but are not

¹ See Annex 1 – Overview of the Proposed Modules
limited to the Simplified Trade Regime (STR), COMESA Trade Information Desks (TIDs) the COMESA Green Pass, the COMESA Visa Protocol, the COMESA Free Movement Protocol, the COMESA Business Visa, COMESA Gender Policy, Framework for the Comprehensive Support for Women and Youth Cross Border Traders in the COMESA Region

While recognizing the contribution of cross border trade to development, which include, employment creation, improved livelihoods, food security among others, it is important to acknowledge that a significant proportion of it happens informally. As a result, governments do not fully generate revenue from the informal cross border trade. Furthermore, informal trade has negative effects on the growth of businesses. Some of the drivers of informality include the high transaction costs and delays, corruption, insecurity and gender-based harassment and poor basic infrastructures and facilities. Furthermore, limited awareness, common understanding as well as transparency regarding the rules and regulations on customs, and immigration and trade facilitation measures, and at times multiple document requirements in different formats and with different data elements increase the costs and time of formal cross border trade.

Despite the growing evidence of the migration–trade nexus in the last decades, migration and trade have traditionally, and in some instances, continue to be treated as separate and independent disciplines. Migration is not quite understood as a trade facilitation tool and a result, there is often disproportionate emphasis on strengthening trade facilitation through reducing barriers to trade without a concomitant effort towards lowering those to the movement of people.

COMESA recognizes that strengthening capacity building of both SSCBTs and government officials on trade facilitation and its linkages with human mobility is an essential component of maximizing the developmental potential of cross border trade. To this end, this project is supporting the design and implementation of a COMESA Trade Facilitation and Human Mobility Training Programme. This training programme will be used to build the capacities of government officials on key trade facilitation and human mobility dynamics including enablers and barriers of trade facilitation and rights and obligations of traders – all with a view to promote formal cross border trade and reducing trade restrictions, corruption, bribery, harassment and other mobility related challenges.

3. **Purpose of the Assignment**: IOM is seeking the services of an expert consultant(s) to develop a training programme on trade facilitation and human mobility which will be used to raise awareness of government officials on the nexus between trade and migration. The training programme will complete a similar one being developed by the International Trade Centre which is targeting small scale cross border traders. The training package consist of 6 specific thematic training modules as well as a detailed Facilitator’s Guide to be used during the delivery of the training programme.
• The Consultant will conduct a Training of Trainers (ToT) to build capacity of trainers who will cascade the training in their respective countries,

4. **Scope of the Assignment:** This assignment will be undertaken under the overall supervision of the Chief of Mission, IOM Zambia, the direct supervision of the Programme Officer, IOM Zambia, in close coordination with IOM Senior Regional Thematic Specialist for Immigration and Border Management.

The assignment will be undertaken over a period of 120 working days. The consultant will also participate and present at a technical/strategic level workshops or other forums, which will include engagement with the COMESA Secretariat, Member States and experts in the field who will discuss and validate the trade facilitation programme.

The Consultant will perform the following tasks:

a. **Inception Report:** The consultant will be expected to prepare an inception report, including methodology for how they will approach the assignment. This will include a breakdown of work, timelines and an overview of stakeholders to be engaged during the assignment.

b. **Desk Review, Virtual and Physical Engagements with Government stakeholders, national trade facilitation committees and small-scale traders:** The Consultant will conduct a desk review to understand the discourse on trade facilitation and human mobility. Among others, the Consultant will review various existing capacity building and training materials, the COMESA movement protocols, instruments, frameworks, policy documents on SSCBT and human mobility including the COMESA Gender Policy and the SSCBTI project document. The Consultant will also conduct consultative engagements with government officials, national trade facilitation committees and small-scale traders to compliment understanding of the discourse including training needs on the discourse. The consultations must be a mix of virtual and physical engagements covering the targeted countries under the programme, namely, the Democratic Republic of Congo, Ethiopia, Kenya, Malawi, Tanzania, Zambia and Zimbabwe.

c. **Develop and design the COMESA Trade Facilitation and Human Mobility Training Programme in line with the identified thematic areas.** Based on the above, the Consultant will develop the training modules including innovative interactive teaching methods such as scenario scripts, mock simulations and any other multimedia trainings aids. The Consultant will also develop a Facilitator’s Guide to accompany the Training Programme,

d. **Presentation of the Trade Facilitation Programme (Migration and Trade Modules):** The Consultant will be expected to share the training programme modules and draft report with IOM

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2 The targeted border posts under the programme are Kasumbalesa, Moyale, Mwami – Mchinji, Nakonde – Tunduma and Chirundu border posts

3 See Annex 1 – Overview of the Proposed Modules
and COMESA for review and validation. Moreover, they will be expected to participate and present outcomes of the assessment at agreed technical and strategic platforms to discuss and validate the training programme modules.

e. **Training of Trainers and Test Training:** The Consultant will be required to conduct a training of trainers for selected nominated officials and also carry out a test training at one of the borders.

f. **Final Trade Facilitation Programme Modules:** The Consultant will submit a print ready Training Programme and Facilitator’s Guide.

g. **Gender mainstreaming in all the Trade Facilitation Training Modules:** Considering that the majority of small-scale cross border traders are women, the Consultant will ensure that gender is mainstreamed in all the processes of the development of the training modules and policy brief.

*N.B. All written deliverables under this consultancy will be drafted in accordance with the IOM Publications Guidelines and validated by concerned stakeholders, including COMESA and IOM. The Final Report and Trade Facilitation and Human Mobility Training Programme should be print-ready.*

5. **Deliverables:**

   a. Inception Report

   b. Draft desk review and consultative engagements report on the discourse,

   c. **COMESA Trade Facilitation and Human Mobility Training Programme and Facilitator’s Guide in line with the proposed identified programme outline.** The Training Programme will include interactive training methods and teaching aids tailor-made for the target audience (e.g. role playing, use of flash cards, audio-visual materials, etc.)

   d. ToT conducted and pilot training conducted at one border post,

   e. Presentations / briefings at COMESA and related forums


   **NB:** Gender should be mainstreamed in all the deliverables.

6. **Qualifications and Experience**

IOM is seeking applications from individual consultants and/or consortiums of consultants. The successful (lead) consultant should have a minimum of the following qualifications and experience:

- An advanced university degree in International Relations, development studies, migration, law, public management or a related field,
- Extensive knowledge and expertise on development of training modules, immigration, mobility and border management, trade and customs, security matters, including policy formulation,
- A minimum of 10 years of relevant professional experience working for/with Government or an Inter-Governmental Organization in development work, migration, trade, or other related fields,
• Understanding of mobility issues and trade is a distinct advantage,
• Proven previous working experience consisting of substantial involvement in assessments, evaluations, and/or reviews in relevant technical areas,
• Full computer literacy, including familiarity with research and basic statistical tools,
• Excellent written and spoken English. Experience of drafting documents for Governments will be an added advantage,
• Demonstrated ability to work in a multicultural environment and establish harmonious and effective relationships. Experience in the COMESA region is a distinct advantage.

7. How to apply:

Applications must be sent by email to iomlusakarecruitment@iom.int no later than 10 July 2020.
Applications should contain:

• Technical proposal including a letter of motivation, methodology, detailed curriculum vitae,
• Financial proposal including professional fees, data collection fees, costs relating to professional editing and design of print ready training modules, Policy Brief and final report,
• Proof of previous related work - Submit a copy of similar work done for any competitive organization and explain how it was successful in achieving the goals of that institution or programme and at least two traceable references,
• Provide documentary proof of professional and academic qualification and testimonials.
Annex 1: Small Scale Cross Border Trade Initiative

Draft COMESA Trade Facilitation Training Programme Overview

**Activity 2.3:** Design and implement a comprehensive COMESA Trade Facilitation Training Programme for skills and institutional capacity building for improved and sustainable reduction in trade restrictions, corruption, bribery, harassment and immigration challenges at the targeted borders

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**Targeted Audience**

- Government authorities responsible for Immigration, Customs and Trade at central and border control points
- National trade facilitation committees

**Proposed Outline of the Modules to be developed by IOM**

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4 ITC is developing the following modules:
- Module 1: Why Should You Use The Border Post?
- Module 2: How to be formal
- Module 3: Dealing with Harassment and Corruption
The following Modules will be developed:

i. **Small Scale Cross Border Trade in Africa and in the COMESA Region**
   
   **Context and overview of the module:** The objective of the module is to demonstrate the widespread and pervasive nature and impact of small-scale cross border trade (SSCBT) in the COMESA region. The module will serve to explain how SSCBT can significantly contribute to the formal economy if appropriate trade and human mobility facilitation measures are formulated and effectively implemented. The main areas of focus could include the following:

   - Overview, Magnitude, Socio-Economic-Political Impacts of Small-Scale Cross Border Trade
   - Profile and challenges faced by small scale cross border traders
   - The informal nature of migration and addressing drivers of this informality
   - Mobilizing and Facilitating Small Scale Cross Border Trade – Lessons Learned and Best Practices

ii. **The Migration and Cross-border Trade Nexus**
   
   **Context and overview of the module:** Despite the growing evidence of the migration and cross-border trade nexus in the last decades, migration and cross-border trade continue to be treated as separate and independent disciplines. Trade and human mobility are inherently interlinked; without people, goods cannot move across borders. Migration is not generally understood as having an impact on trade facilitation and as a result, there is often disproportionate emphasis on strengthening trade facilitation through reducing barriers to trade without a concomitant effort towards lowering those to the movement of people that are linked to cross-border trade. At the same time, cross-border human mobility may enhance cross-border trade in positive ways, which are not necessarily perceived. Furthermore, border management practices are frequently focused on expediting the movement of goods to reduce costs and increase efficiencies, rather than facilitating the movement of people across borders, including for trade related purposes. Moreover, while there has started to be interest in the intersection between migration, trade and the movement of goods, it is important to also initiate discussions on the implications of trade in services. It is therefore imperative for policy makers responsible for the respective policy domains of migration/immigration, trade and customs to fully appreciate and understand the opportunities, challenges and practical solutions related to collaboration between policy and practice in migration, human mobility and trade. Some of the proposed focus areas are:

   - The Migration, human mobility and – cross-border trade nexus

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- Module 4: Working as a Group
- Module 5: Growing your business

This module will focus on the movement of goods and people, and not on trade in services.
Migration and its contribution to Trade Facilitation

Integrated/Coordinated Border Management – the integration of human mobility considerations

A brief introduction to trade in services and human mobility implications

Migration and cross-border trade Policy and Planning - Incorporating migration and human mobility into trade facilitation policy planning

### iii. Enhancing National, Regional and International Cooperation and Policy Coherence on Migration, human mobility, border management and Cross-border Trade

**Context and overview of the module:** Migration and trade are two sides of the same coin. Migration, human mobility, border management and cross-border trade therefore require deliberate and concerted multi-sectoral, regional and multi-lateral cooperation. To date, there are limited international, regional and national, mechanisms for cooperation and dialogue on migration and cross-border trade. The global WTO trade facilitation is a global agreement that facilitates trade, and includes measures relating to cross-border cooperation. The Global Compact on Migration is the first inter-governmentally negotiated agreement, prepared under the auspices of the United Nations, covering all dimensions of international migration in a holistic and comprehensive manner. Nevertheless, the GCM is a non-binding instrument. It is therefore important to adopt comprehensive approaches to cooperation on migration and trade and to understand the key challenges and opportunities related to enhancing cooperation and policy coherence between migration and trade. Nevertheless, despite the different focus areas of the two policy domains, an area in which both migration and trade come together is within the context of Coordinated/Integrated Border Management. Coordinated Border management emphasizes customs and trade operations while Integrated Border Management approaches tend to emphasize human mobility and security considerations. While the two approaches differ slightly in approach, they both have in common a need to emphasize intra, inter and cross-border cooperation. This module would approach coordination from a CBM/IBM angle. Some of the proposed focus areas may also include the following:

- International frameworks on trade facilitation and instruments on migration management with relevance to trade
- Continental and frameworks for cooperation on migration and on trade
- National policy, legal, institutional and coordination mechanisms
- Challenges to cooperation on migration and trade
- Translating discourse into practice

### iv. Regional Economic Integration, Mobility and Trade

**Context and overview of the Module:** The COMESA Secretariat is supporting COMESA Member States to move towards the full implementation of the COMESA Protocol on the Gradual Relaxation and Eventual
Elimination of Visa Requirements and mobilization of requisite signatures and ratifications for the entry into force of the COMESA Protocol on the Free Movement of Persons, Labour, Services, Right of Establishment and Residence. The COMESA Protocol on the Free Movement of Persons, Labour, Services, Right of Establishment and Residence stipulates that “a genuine common market shall be achieved only when the citizens of Member States can move freely within the Common Market. However little progress has been made on this front and this module will contribute towards improved awareness and ratifications for the COMESA Free Movement Protocol.

- Regional integration, international law and free movement of persons,
- COMESA Protocol on Gradual Relaxation and Eventual Elimination of Visa Requirements,
- COMESA Protocol on the Free Movement of Persons, Labour, Services, Right of Establishment and Residence,
- Challenges and Benefits associated with the COMESA Free Movement of Persons, Labour, Services, Right of Establishment and Residence.

v. International health and Population Mobility module

*Context and overview of the Module:* In an era of increased human mobility, resurgent and emerging communicable diseases, the collective ability to prevent, detect, and respond to public health threats across international borders is increasingly being recognized as a global public health priority. During widespread outbreaks of communicable diseases, wide ranging public health and mobility related containment measures can have far reaching impacts on trade, international supply chains, tourism, people’s livelihoods, food security and people’s way of life. Recent outbreaks of COVID-19 and SARS clearly demonstrate the importance of integrating global public health into a strategy of comprehensive management of regional trade and population mobility and vice versa. Some of the proposed focus areas are:

- Determinants of health and Human Mobility,
- International Health Regulations (IHR) and international traffic and trade,
- Port Health services, Food safety
- Inter-agency cooperation to respond to public health emergencies in crisis (PHEIC) at POE,
- Cross-border cooperation to respond to PHIEC at POE,
- Humanitarian border management

vi. Migration, Trade and Gender - Harassment, Corruption and Bribery

*Context and context of the Module:*

An overwhelming majority of small-scale cross-border traders are women, and they do face frequent incidents of bribery, harassment at borders. While research into the challenges of these women has been
well documented from a trade perspective, little is known about human mobility and migration related challenges including health, protection, security and livelihoods that may impact on the trade related challenges that these individuals face. Some small-scale cross-border traders are unaware of, or do not follow, immigration formalities, including the use of recognized travel documents, and therefore resort to irregular border crossing. This can lead to increased vulnerabilities. Training and capacity building efforts of border officials must therefore be adapted to address the migration and human mobility challenges identified. Moreover, small-scale cross-border traders also lack access to accurate and timely information on trade and migration issues which would facilitate their legal, safe and orderly movement across borders. The elaboration of this module will be coordinated with ITC to avoid duplication of effort. Some of the proposed focus areas are:

- Rights based approach to small scale cross border trade
- Measures to make trade facilitation gender sensitive and responsive
- Measures to address hurdles faced by women involved in small scale cross border trade