

GLOBAL ALLIANCE FOR TRADE FACILITATION
TRADE FACILITATION EXPERTS
ROSTER REGISTRATION

22 September 2020

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GLOSSARY OF TERMS

Terms	Definitions
Alliance	Global Alliance for Trade Facilitation
Alliance Secretariat	Employees, consultants and advisors of the Forum, ICC, CIPE and GIZ
Alliance Management	Alliance Director and Deputy Directors
BAP	Business Action Project
CIPE	Center for International Private Enterprise
Forum	World Economic Forum
GIZ	Die Deutsche Gesellschaft für Internationale Zusammenarbeit
ICC	International Chamber of Commerce
SME	Small and medium-sized enterprises
TFA	World Trade Organization's Trade Facilitation Agreement

1. INTRODUCTION

- 1.1 As it expands the footprint of its operations, the Global Alliance for Trade Facilitation is pleased to present this opportunity to register experts for consulting services related to the identification, development, evaluation and support of Alliance trade facilitation projects.
- 1.2 The purpose of this roster registration is to identify trade facilitation experts (“**Experts**”) with appropriate qualifications to provide such services. Registered experts will then be given the opportunity from time to time to submit proposals on an assignment-by-assignment basis.

2. BACKGROUND INFORMATION

2.1. The Global Alliance for Trade Facilitation

- 2.1.1 The Alliance is a collaboration of international organisations, governments and businesses. It is led by a consortium comprised of the World Economic Forum (the Forum, the International Chamber of Commerce (ICC) and the Center for International Private Enterprise (CIPE), in cooperation with Gesellschaft für Internationale Zusammenarbeit (GIZ). Any reference to the Alliance in this RFQ should be construed as a reference to each member of this consortium.
- 2.1.2 The Alliance is funded by the governments of the United States, Canada, Germany, Denmark, the United Kingdom and Australia.
- 2.1.3 The Alliance works to help governments in developing and least developed countries implement the TFA. It does so by bringing together governments and businesses as equal partners to identify opportunities to address customs delays and unnecessary red-tape at borders and design and deploy targeted reforms that deliver both a development benefit to the beneficiary country and commercially quantifiable results for the private sector.

3. REQUIRED SERVICES AND TIMEFRAME

3.1 Experts will be registered to provide services in at least one of the following areas of competency.

3.1.1 Trade facilitation competencies

#	Trade Facilitation competencies	Details
T.1	Trade Portal	Experience in developing and/or deploying solutions and mechanisms in line with TFA Article 1: <i>"Information Available Through Internet", "Enquiry points" and "Notification"</i>
T.2	Advance rulings	Experience in developing and/or deploying solutions and mechanisms in line with to TFA Article 3: <i>"Advance rulings"</i>
T.3	Pre-arrival Processing	Experience in developing and/or deploying solutions and mechanisms in line with TFA Article 7.1: <i>"Pre-arrival Processing"</i>
T.4	Electronic Payment	Experience in developing and/or deploying solutions and mechanisms in line with TFA Article 7.2: <i>"Electronic Payment"</i>
T.5	Risk Management	Experience in developing and/or deploying solutions and mechanisms in line with TFA Article 7.4: <i>"Risk Management"</i>
T.6	Post-clearance Audit	Experience in developing and/or deploying solutions and mechanisms in line with TFA Article 7.5: <i>"Post-clearance Audit"</i>
T.7	Time release study	Experience in analysing average release time and/or deploying solutions and mechanisms in line with TFA Article 7.6: <i>"Establishment and Publication of Average Release Times"</i>
T.8	Authorised Economic Operators	Experience in developing and/or deploying solutions and mechanisms in line with TFA Article 7.7: <i>"Trade Facilitation Measures for Authorised Operators"</i>
T.9	Border agency cooperation	Experience in developing and/or deploying solutions and mechanisms in line with TFA Article 8: <i>"Border agency cooperation"</i>
T.10	Movement of goods for import under customs control	Experience in developing and/or deploying solutions and mechanisms in line with TFA Article 9: <i>"Movement of goods intended for import under customs control"</i>
T.11	Single Window	Experience in developing and/or deploying solutions and mechanisms in line with TFA Article 10.4: <i>"Single Window"</i>
T.12	Use of Customs Brokers	Experience in developing and/or deploying solutions and mechanisms in line with TFA Article 10.6: <i>"Use of Customs Brokers"</i>
T.13	Temporary Admission of Goods	Experience in developing and/or deploying solutions and mechanisms in line with TFA Article 10.9: <i>"Temporary Admission of Goods and Inward and Outward Processing"</i>
T.14	International transit	Experience in developing and/or deploying solutions and mechanisms in line with TFA Article 11: <i>"Freedom of transit"</i>

3.1.2 General competencies

#	General competencies	Area of competency
C.1	Trade related analysis	Research, data capture, diagnostic followed by analysis and delivery of a report
C.2	Law and trade regulation	Customs law, trade reforms, etc.
C.3	Public-private partnerships (PPPs)	Developing and/or implementing PPP projects, agreements and joint-ventures with public entities in developing countries
C.4	Business process reengineering	In-depth diagnostic of the trade processes, the regulatory framework, the IT systems and development of recommendations for improvement
C.5	Training	Developing and delivering training programmes
C.6	IT software development	Developing trade facilitation or compliance software solutions
C.7	IT infrastructure	Sizing or deploying Datacentres or Data hosting/Cloud solutions, networking, etc
C.8	RFID and traceability	Deploying solutions for tracing physical goods (trucks, containers, etc.)
C.9	Monitoring and evaluation	Project evaluation, preferably international trade related
C.10	Data collection	Conducting structured extensive and complex surveys with businesses and administrations, including in-person interviews
C.11	SME engagement	Developing or delivering SME focused projects in developing countries
C.12	Gender equality	Developing or delivering gender focused initiatives in developing countries
C.13	Event organisation	Organising workshops, conferences and other similar events
C.14	Stakeholder engagement	Manage in-country high-level stakeholders (strategic level) - keep in contact, assess trends, identify needs
C.15	Organisational Development	Improving public organisation capacity to handle internal and external functioning and relationships; including improved interpersonal and group processes, more effective communication, and enhanced ability to cope with organisational problems of all kinds.
C.16	Change Management	Developing and implementing transformation projects in public organisations, especially in relation with implementations of new procedures or new IT systems.
C.17	Public-Private co-creation	Developing and managing engagement between the public and the private sectors, through joint analysis, workshops and roadmaps development.

3.1.3 Experience in specific mode of transport

#	Type of trade modality	Area of competency
M.1	Sea ports trade processes	Trade related area of competency in relation with ports environment
M.2	Airports trade processes	Trade related area of competency in relation with airport environment
M.3	Dry ports, inland ports and border posts trade processes	Trade related area of competency in relation with land transport environment

3.2 The timeframe for provision of services will vary from assignment to assignment.

4. FRAMEWORK FOR DELIVERY OF SERVICES

4.1 The Expert will be expected to collaborate closely with the Alliance Secretariat, especially with the Alliance's project lead.

4.2 The Expert will not engage third parties in the provision of its services without the prior written consent of the Alliance Secretariat.

5. PROCESS OVERVIEW

5.1 The current process for Alliance trade facilitation assignments involves two phases:

- (i) Phase I consists of this registration to be responded to with an application ; and
- (ii) Phase II consists of RFPs inviting formal proposals relating to a specific assignment.

5.2 Applications are accepted on a continuous basis through the Alliance's platform (cf. Section 7.4).

5.3 Phase I is a mandatory requirement for continued participation in the process and only those qualified parties that have been qualified prior to release of a RFP may submit a proposal for such a RFP. Please see Section 7.5 for information on the first roster development deadline.

5.4 Registered Experts will be notified when RFPs are published for their specific competency. The decision to submit a proposal or to continue in this procurement process is in the sole discretion of the qualified Expert.

5.5 By qualifying Experts as a result of this registration, the Alliance only commits to consider a proposal by such Expert in the context of an RFP. The Alliance does not commit to award any specific future business to the registered Experts.

6. QUALIFICATION CRITERIA

6.1 Applicants can either be independent contractors or organisations providing their expertise for the required service.

6.2 Applicants will be qualified based on their demonstrated expertise.

N°	Subject	Criteria
1	Constitution	Each applicant must submit proof of their status as an independent contractor or the employment of the expert by its applying organisation .
2	Required Expertise	Each Expert must demonstrate experience, in each of the area of competency he is interested to qualify for, with a minimum of two projects demonstrating the usage of the area of competency . (a single project can demonstrate several areas of competencies)

7. INSTRUCTIONS TO APPLICANTS

- 7.1 **Language.** Applications must be in English.
- 7.2 **Clarifications.** Any questions in relation to this registration may be made by email to procurement@tradefacilitation.org
- 7.3 **Required information.** Applications must include the information set out in **Annex 1**.
- 7.4 **Response platform.** Applications should be uploaded to the Alliance's platform (https://weforum.eu.qualtrics.com/jfe/form/SV_9GhfLmvU3zScDsx).
- 7.5 **Deadline for responses.** Applications may be made on an ongoing basis. The Alliance expects to publish its first round of RFPs for experts in the fourth quarter of 2020. To qualify for these first RFPs, submissions must be received no later than 30 October 2020, 11:59pm (CET).
- 7.6 **Confidentiality.** All applications received will be treated confidentially by the Alliance, but they may be subject to disclosure under applicable law. Please also note that information may be shared with the Alliance Secretariat.

8. REVIEW AND EVALUATION OF applications

8.1. Applications evaluation

- 8.1.1 Applications will be evaluated in accordance with the criteria set out in Section 6 above.
- 8.1.2 Applicants will be notified if they have been qualified or not within 30 calendar days after the date of their submission. Qualifications will be valid for 24 months from the date of notification.
- 8.1.3 Applicants who have been notified by the Alliance that they do not meet the requirements of this registration may not seek to qualify within 90 calendar days following the date of such notification.

8.2. Clarifications

- 8.2.1 During the evaluation of applications, the Alliance may request that an applicant provide further clarification on any part of its application.

9. OTHER MATTERS

9.1. Cost and expenses of applicants

- 9.1.1 All costs and expenses incurred by an applicant in the preparation and delivery of its application or in providing any additional information necessary for the evaluation of its application will be borne solely by the applicant.

9.2. Rights of the Alliance

- 9.2.1 Notwithstanding anything else in this registration, the Alliance has the right to change the dates, annex, deadlines and requirements described in this registration, to reject any or all applications, to disqualify any applicant, to change the limits and scope of the process, to cancel this registration or the process or to elect not to proceed with the process and/or projects for any reason whatsoever, without incurring any liability for costs and damages incurred by any applicant.

9.3. No collusion

- 9.3.1 At all times, each applicant will be responsible to ensure that its participation in this process is conducted fairly and without collusion or fraud. The Alliance may disqualify any applicant and/or reject any application where it finds any evidence that an applicant has taken part in collusive or fraudulent behavior.

9.4. Data privacy

- 9.4.1 The Global Alliance is committed to protecting the personal data of the applicants and to handling such data in compliance with applicable data protection laws, including the EU General Data Protection Regulation (GDPR) and the Swiss Federal Act on Data Protection of 19 June 1992 (Status as of 1 January 2014). Before they start filling out the application form and providing any personal data in connection with it, applicants are required to acknowledge this Privacy Notice (<https://www.tradefacilitation.org/alliance-privacy-policy/>).
- 9.4.2 The personal data we obtain from applicants will be used for the purposes outlined in section 1.2. of this document. In addition, the Alliance will use a due diligence platform, operated by a service provider in order to ensure that applicants do not appear on international sanctions, terrorist financing or drug trafficking lists. Further information about verification process is included in section 9.5. of this document. The personal data used to perform such checks may include: the applicant name, the nationality, the address, the professional position and affiliation.

- 9.4.3 Applicants' personal data may be shared with other entities that are part of the Global Alliance for Trade Facilitation as detailed in section 2.1. of this document.
- 9.4.4 If applicants provide personal data on behalf of a third party, applicants hereby confirm that third parties have been duly informed about the purposes of the collection and processing of personal data and they received the Global Alliance Privacy Notice.
- 9.4.5 The World Economic Forum, the International Chamber of Commerce and the Centre for International Private Enterprise process applicants' personal data as joint controllers in accordance with applicable legislation as described in the Privacy Notice hyperlinked above.
- 9.4.6 Applicants may exercise any of the data subject rights listed in the Privacy Notice by contacting us at mydata@weforum.org.

9.5. Right to verify

- 9.5.1 The Alliance may independently verify any information in any application. The Alliance will disqualify any applicant and/or reject the application of any applicant if their application contains any inaccurate or misleading information. The Alliance will also disqualify any applicant and/or reject the application of any applicant, who, in the Alliance's discretion, has failed to disclose any information that would, if disclosed, materially adversely affect the evaluation of the relevant application.
- 9.5.2 For the purpose described under section 9.5.1 above and in order to comply with its contractual obligations to its funders, the Alliance will use a due diligence platform, operated by a service provider in order to ensure that applicants do not appear on international sanctions, terrorist financing or drug trafficking lists (including but not limited to lists publicised by the governments the UK, US, Canada, Australia, Germany, France, Switzerland, United Nations and European Union). Such search through the platform will also aim at identifying adverse media coverage of the Applicants' activities which may have an impact on the reputation of the Alliance, its funders and partners, should the Alliance engage with the applicant.

The personal data used to perform such checks may include : the applicant name, date of birth, nationality, address, professional position and affiliation.

9.6. Failure to comply

- 9.6.1 Failure to comply with any requirement of this registration may result in disqualification of the applicant and/or the rejection of its application.

9.7. Errors

- 9.7.1 Each recipient should notify the Alliance of any error or discrepancy found in this document. Notification should be made to procurement@tradefacilitation.org.

Annex 1

Registration Details

Theme	Question/Request
<p>Profile and Constitution</p> <p><u>Qualification criteria:</u> Each applicant must submit proof of their status as an independent contractor or the employment of the expert by the duly incorporated entity.</p>	<p>First Name</p> <p>Last Name</p> <p>Form of incorporation (independent or organisation)</p> <p>Name of the bidding entity</p> <p>Position of the expert</p> <p>Email</p> <p>Main address</p> <p>Country of citizenship</p> <p>Website</p> <p>CV (maximum two pages)</p> <p>Language(s) spoken (ability to conduct business)</p> <p>List all contracts entered into with WEF, ICC, CIPE or GIZ in the last five years (parties, date, and subject matter)</p> <p>Provide proof of (i) independent contractor status, or (ii) employment of the expert by the bidding entity</p> <p>Provide a capability statement (maximum three pages) or a corporate brochure</p> <p>Additional information (if necessary)</p>
<p>Specific Experience and daily rate</p> <p><i>Non-qualifying elements</i></p>	<p>Has the expert worked as a civil servant in a customs administration (i.e. customs officer) for more than 5 years?</p> <p>Has the expert worked as a licensed customs broker/clearing agent?</p> <p>Has the expert worked in an administration responsible for trade conformity (e.g. standard body, phytosanitary, etc.) for more than 5 years?</p> <p>Has the expert been an official member of a National Trade Facilitation Committee (NTFC)?</p> <p>List countries where the expert can organise the logistics for meetings, workshops, etc..</p> <p>Indication of daily rate (USD) <i>This is indicative. Financial proposals will be required at the RFP stage.</i></p>

Theme	Question/Request
<p>Project experience</p> <p><u>Qualification criteria:</u> <i>Each Expert must demonstrate experience, in each of the area of competency he is interested to qualify for, with a minimum of two projects demonstrating the usage of the area of competency.</i> <i>(a single project can demonstrate several areas of competencies)</i></p>	Project name
	Start date
	End date
	Client name
	Client address
	Client contact first name and surname
	Client contact position
	Client contact e-mail
	Brief description of the project
	Brief description of your involvement, in relation with the competencies selected for qualification
	Contract amount
	Country of implementation
	Project impact/outcomes e.g. reduction in customs clearance time, reduction in documentation requirements
	<p>1. Proof of contracting: Relevant pages of the contracts indicated above or other suitable evidence (e.g., listed on donor website)</p> <p>2. Proof of project completion: (i) Notification from the client; or (ii) Official press release or other public statement by the client/donor attesting project completion</p>
Area(s) of competency / selection based on 3.1	