

# GLOBAL ALLIANCE FOR TRADE FACILITATION

## TRADE FACILITATION EXPERTS

### ROSTER REGISTRATION

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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 Executive 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	WTO's Trade Facilitation Agreement
WT	World Trade Organisation

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## 1. INTRODUCTION

- 1.1 The Global Alliance for Trade Facilitation is pleased to present this ongoing 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 with appropriate qualifications to provide such services (“**Experts**”). Registered Experts will 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 public-private partnership for trade-led growth, supporting governments in developing and least-developed countries in implementing the World Trade Organization’s Trade Facilitation Agreement. Alliance projects cut through red tape and end costly delays at borders by bringing together governments and businesses of all sizes as equal partners to deliver targeted trade reforms.
- 2.1.2 By emphasising digitisation and delivering other best practices, Alliance projects enable businesses to trade more easily thanks to streamlined and more predictable processes. Governments save time and resources by modernising trade procedures while still safeguarding their borders. Ultimately, Alliance projects boost trade competitiveness and business conditions, which are key drivers of inclusive economic growth and poverty reduction.
- 2.1.3 The Alliance is led by a consortium comprised of the Center for International Private Enterprise, the International Chamber of Commerce, and the World Economic Forum, 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.
- 2.1.4 The Alliance is funded by the governments of the United States, Canada, Germany, and Denmark

### 3. REQUIRED SERVICES AND TIMEFRAME

3.1 Experts may 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 payments	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 studies	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	Sising 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 related to international trade
C.10	Data collection	Conducting structured extensive and complex surveys with businesses and governments, 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	Managing 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

### 3.1.4 Experience in Phytosanitary digitalization (ePhyto)

#	ePhyto competencies	Area of competency
E.1	ePhyto implementation experience	Trade related area of competency in relation with ports environment
E.2	ePhyto digital certificates experience (UN/CEFACT eCert and XML schemas)	Trade related area of competency in relation with airport environment
E.3	ePhyto legal frameworks	Experience in the legal dimensions of ePhyto implementation

- 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 the relevant Alliance 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 Applications for registration as an Expert are accepted on a continuous basis through the Alliance's platform (cf. Section 7.4).
- 5.2 Registered Experts may be notified when RFPs for open tenders are published for their specific competency. Experts are also encouraged to periodically check the Alliance's website for new opportunities. The decision to submit a proposal or to continue with a procurement process is in the sole discretion of the Expert.
- 5.3 By qualifying Experts as a result of this registration, the Alliance only commits to considering a proposal by such Expert in the context of a RFP. The Alliance does not commit to award any specific future business to 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 <b>an independent contractor</b> or the employment of the expert by <b>its applying organisation</b> .
2	Required Expertise	Each Expert must demonstrate experience, in each area of competency they wish to qualify for, <b>with a minimum of two projects demonstrating experience in the area of competency</b> .  (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](mailto: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](https://weforum.eu.qualtrics.com/jfe/form/SV_9GhfLmvU3zScDsx)).
- 7.5 **Deadline for responses.** Applications are accepted on an ongoing basis.
- 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. Clarifications

- 8.2.1 During the evaluation of applications, the Alliance may request that an applicant provide clarifications 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 for ensuring 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 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 the Alliance Privacy Policy.

9.4.2 The personal data we obtained 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 is set out in Section 9.5 below. The personal data used to perform such checks may include: the applicant's name, nationality, address, and professional position and affiliation.

- 9.4.3 Applicants' personal data may be shared between the Secretariat
- 9.4.4 If applicants provide personal data on behalf of a third party, applicants are responsible for ensuring 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 Policy.
- 9.4.5 The Forum, the ICC and CIPE process applicants' personal data as joint controllers in accordance with applicable legislation as described in the Alliance Privacy Policy.
- 9.4.6 Applicants may exercise any of the data subject rights listed in the Alliance Privacy Policy by contacting the Alliance at [mydata@weforum.org](mailto:mydata@weforum.org).

## 9.5. Right to verify

- 9.5.1 The Alliance may independently verify all information contained in an 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 published by the governments the United States, Canada, Germany, France and Switzerland or by the 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's name, date of birth, nationality, address and 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](mailto:procurement@tradefacilitation.org).

## Annex 1

### Registration Details

Theme	Question/Request
<p><b>Profile and Constitution</b></p> <p><u>Qualification criteria:</u> Each applicant must submit proof of their status as <b>an independent contractor</b> or the employment of the expert by a <b>duly incorporated entity</b>.</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><b>Specific Experience and daily rate</b></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 worked in an National Plant Protection Organization (NPPO) responsible for phytosanitary trade conformity for more than 5 years?</p> <p>Has the expert been an official member of a National Trade Facilitation Committee (NTFC)?</p>

	List countries where the expert can organise the logistics for meetings, workshops, etc..
	Indication of daily rate (USD) <i>This is indicative. Financial proposals will be required at the RFP stage.</i>

Theme	Question/Request
<p><b>Project experience</b></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.            (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
	1. Proof of contracting: Relevant pages of the contracts indicated above or other suitable evidence (e.g., listed on donor website)
	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
Area(s) of competency / selection based on 3.1	