



Terms of Reference

Technical Expert

Type of Contract: Short Term

Expected Duration of Assignment: 6 months (*spread over 14 months, commencing from 21 November 2022 to 31 December 2023*)

Position: 2 (Environment Field Expert and Customs Field Expert)

Background

The OCO is partnering with UNEP Compliance Assistance Programme (CAP) to strengthen capacity of customs/enforcement officers related to enforcement of licensing system for controlled substances under the Montreal Protocol from the beginning to the end of the enforcement chain. The project is envisaged to increase capacity of Customs and Environment Enforcement Officers related to enforcement of licensing system for controlled substances under the Montreal Protocol. This entails the development of the Standard Operating Guidelines (SOG) on licensing system of controlled substances under the Montreal Protocol.

Purpose

The purpose of this position is to assist OCO with developing Standard Operating Guidelines on Enforcement of Licensing System for its 12-member PICs.

Duties and Responsibilities

- i. Consulting and consolidating information from 12 PICs on information needed and conducting desk study review of the enforcement mechanisms of the licensing system for controlled substances under the Montreal Protocol.
- ii. Developing the SOG for the PICs on Enforcement of Licensing System for Controlled Substances under the Montreal Protocol from the beginning to the end of the enforcement chain (a list of indicative SOPs to be developed can be requested from OCO). Although Fiji and Papua New Guinea are not proponent of this project, it would be advantage to include Fiji and Papua New Guinea in the assignment to obtain experiences from them to harmonize the operating procedures among countries in the Pacific Island region
- iii. Deliver a virtual training to the Customs/Environment Officers on adoption of the SOG in the national enforcement process.



Deliverables

- i. The Technical Experts are required to develop the first draft SOG for OCO and UNEP's review and feedback;
- ii. Incorporate, in the SOG, the analysis of legislative review on PICs in enforcement procedures as well as scenarios, case studies and best practices in enforcement of controlled substances trade/management regulation based on information collected from PICs;
- iii. Incorporate a set of procedures/guidelines to cover the entire process for the implementation of licensing/quota system. The SOG should cover most key/important procedures which in principle applied to all countries. As each country might have different approach, the SOG can be further slightly modified to suit their specific context; and
- iv. Incorporate, in the SOG, non-compliance matrix including compliance framework (stakeholders and procedures), clear indications of the types and level of risks for identified activities or different possible scenarios and indicate solutions or way forward in addressing these risks. The matrix shall be presented in a table format indicating all possible risks at the virtual border, physical border and post border (from the beginning to the end of the enforcement chain) and categorizing these risks either low, medium and high risks, which will then have action points on how to address these risks.
- v. Submission of the draft and finalized SOG based on feedback received from UNEP, OCO and the 12-member countries including Fiji and PNG.

Reports to: Operations Manager

Key selection criteria

1. Qualification

- The Technical Experts should have a relevant qualification from a recognized Tertiary Institution and/or having an extensive experience in the Environment Enforcement and Customs field with evidence of similar work or researches undertaken.

2. Desirable Experience and Skills

- Extensive knowledge and in-depth understanding of trade in controlled substances under the Montreal Protocol;
- Have sufficient knowledge and understanding of Enforcement of Licensing System of controlled substances under the Montreal Protocol;



- Have some understanding on the development and implementation of Standard Operating Procedures related to environment or customs legislative procedures or policies in the Pacific region
- Have knowledge in applying the Non-Compliance Matrix including the Compliance Framework for environment operations in relation to Customs operation;
- Have sufficient knowledge on Customs imports clearance processes including the adoption of integrated approach in risk profiling e.g. harmonized system code;
- Must possess previous experience of undertaking a similar study or project relating to trade and environment enforcement field.

Further Information

For further information please contact:

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