



Oceania Customs Organisation Secretariat

**Open International Tender for “Consultancy to Review,
Develop and Deliver Training on Additional Units to the
OCO CERT III and CERT IV Curriculum in Regional Customs
Administration”**

07 August, 2023

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Introduction to the Oceania Customs Organisation

The Oceania Customs Organization (OCO) has 23 independent, self-governing and territories Customs jurisdictions in the Pacific. Since its establishment in 1986 originally with six member customs organisations under the Customs Head of Administrations Regional Meeting (CHARM) and was progressively expanded and rebranded in August 1998 to the Oceania Customs Organisation (OCO). The OCO's mandate is to promote effectiveness and efficiency of Customs administrations in the harmonization and simplification of Customs procedures, facilitation of trade, law enforcement and building the capacity of members in meeting the development objectives of their Government and its principal activity is facilitating and where appropriate helping member administrations align with customs international standards and best practice, leading to greater economic prosperity and increased border security within the Oceania region.

The OCO Secretariat is headquartered in Suva, Fiji, and has a current complement of 10 full-time staff. The Secretariat is responsible for delivering the OCO's work program and current Strategic Plan 2022 - 2027, and details of its activities can be found on the OCO website www.oco.org.

Background

The Oceania Customs Organisation (OCO) is seeking a consultant to review, develop and deliver training on additional units to the OCO CERT III and CERT IV curriculum in regional customs administration. This will include the design and delivery of a Train the Trainer (TTT) program including developing training modules on Rule of Origin (ROO), ASYCUDA World, iEPA and a handbook on the Revised Kyoto Convention (RKC). This will aim to equip each member with a pool of skilled trainers who can deliver training within their own Customs administrations and also undertake broader national and regional training programs. Whilst the OCO has always provided capacity building to members since its establishment, the changing global environment in which Customs administrations operate requires a more targeted approach to deliver significant dividends for members and their respective governments.

The OCO understands that the efficient and effective administration of customs including revenue collection, while not unduly inhibiting trade, is a key priority for many countries in the Pacific. The key to achieving this goal is to have a cadre of officials across the Pacific capable of understanding and administering requirements in a transparent, accountable, consistent way, and contemporary methods of customs administration.

Previously in the Pacific, there were a number of existing leadership/training programs that support OCO member customs administrations, including the Pacific Leadership Program, Pacific Management Development Program and the WCO Leadership and Management Program. In addition, there were other training programs run by partner organizations. OCO in collaboration with the Australian Border Force (ABF) and the Royal Melbourne Institute of Technology (RMIT) also ran the Pacific Women Professional Development Program (PWPDP) for women customs officers in 2022.

In 2018, the OCO launched its Professional Standards Framework (OPSF). This is to ensure the participants are equipped to be skilled trainers in their Customs Administration, at the same time, forming a pool of trainers who can facilitate the regional training programs. Hence the OPSF includes TTT programs where officers are encouraged to be able to train others in specific customs subject matter.

The implementation of the OPSF started in 2021 members were very supportive of the program despite the challenges of COVID19. At the end of 2021 we witnessed the completion of the first CERTIII cohort with 44 assessed competent, the 2nd Cohort completed their course at the beginning of 2023

with 37 assessed competent. The 1st Cohort of CERT IV had 35 assessed competent, they completed their course at the end of 2022 graduating in early 2023. The benefits to members of having provided proficient and technically trained officers is immeasurable. Members are also requesting for the CERT III and CERT IV to be continued. At the same time the need for certified national and regional trainers has also been identified and as a start those who have completed CERTIV will have the opportunity to be trained as Trainers and eventually be certified as OCO trainers.

Hence, with the funding support from the European Union (EU) through the United Nations Conference on Trade and Development (UNCTAD) under the Improving Pacific Islands Customs and Trade (IMPACT) project, OCO will be delivering key activities to strengthen the capacity of customs officials across the PACP countries and OCO membership. This will include review and development of a comprehensive curriculum and course materials for the customs officials through a regional Train the Trainer (TTT) program, including development of key resource materials to facilitate the level of implementation of customs related measures contained in the WTO TFA, RKC and iEPA.

Purpose

The objective of this assignment is to equip participants from member countries to be skilled trainers in their own administrations while at the same time, form a pool which can run both national and regional training programs in the future.

The objective of this consultancy is:

- i. To review, develop and deliver training on additional units to the OCO CERT III and CERT IV curriculum in regional customs administration. This will include the design and delivery of a Train the Trainer (TTT) program including developing training modules on Rule of Origin (ROO), ASYCUDA World, iEPA and a handbook on RKC.
- ii. Delivery of the Train the Trainers Course to establish a pool of trainers who can provide guidance and training on the subject at national level to Customs officials and relevant stakeholders.

Terms of Reference

In order to achieve the stated objectives, the Consultant will undertake the following:

- a) Review a TTT course material to qualify participants as OCO-accredited trainers.
- b) Deliver the Train the Trainer program for customs officers.
- c) Develop a training module on Rules of Origin at Certificate Level III, Level IV
- d) Develop a Train the Trainer module in ROO
- e) Develop a training module on ASYCUDA World
- f) Develop a training module on iEPA
- g) Design and develop a handbook on RKC
- h) Conduct a 5-day Regional ROO Workshop for customs officials.

Methodology

OCO in consultation with the consultant will select participants from member countries. Participants in the Train the Trainer program would be selected based upon their educational background, customs technical work experience, instruction skills, and previous teaching experience. Initially 20 to 24 people would participate in the Program.

The successful consultant will review the current CERT III and CERT IV programs and also develop the modules above to be in line with international standard customs practice. The preparation of the RKC Handbook will reflect its principles and provide guidance to members on to ensure they are RKC compliant.

Indicative Timeframes

See below table for summary of important dates related to this tender.

Event	Date
Issue of tender	07 August 2023
Closing date for tender submission	25 August 2023
Award of tender	29 August 2023
Signing of contract	30 August 2023
Milestone 1: Pre-Course Reading and Activities and Deliver the Intensive Course	01 – 15 September 2023
Milestone 2: Development of ROO Cert III & IV	September 2023
Milestone 3: Facilitate a 5 day Regional Workshop on Rules of Origin	October 2023
Milestone 4: Delivery of Cert III and Cert IV	October 2023 – December 2024
Milestone 5: Development of ASYCUDA Curriculum	31 October 2023
Milestone 6: Development of a RKC Handbook	30 November 2023
Milestone 7: Accreditation of Regional Customs Trainers	28 February 2024
Milestone 8: Final Report – TTT Program	31 March 2024
Milestone 9: Final Report on CERT III and CERT IV Training	On Completion of the Program

Reporting

The following reports will be required by the consultant:

- i. Final Report – TTT Program, which includes details of conducted Workshops
- ii. Final Report – CERT III and CERT IV Training which includes details of conducted Workshops and practical recommendations.

Award Criteria.

Tenders will be evaluated according to the following criteria:

Content of Proposal	Percentage
Extensive knowledge and experience providing training and capacity building in the customs environment. Proposed methodology to achieve the terms of reference	15%
Knowledge and experience of customs functions and responsibilities, including reform and modernization and their implementation and management	15%
Qualifications and skills of proposed experts. Previous experience in capacity building and training related to customs and related areas	40%
Experience in Pacific region	10%
Fees	20%

Instruction to Tenderers

You are invited to tender for this service and requested to submit your tender no later than **25 August 2023**.

Content of the Proposal

[Option 1] The proposal should provide confirmation that the tenderer will follow the methodology proposed by OCO to achieve the terms of reference, and any proposed updates to the methodology, and should include the following:

1. Organisation Profile covering:

- Qualifications and skills of proposed experts;
- Relevant experience, and referee references for similar work performed.

2. Methodology

- Validate and/or propose revised implementation methodology
- Proposed activities and timelines identifying key milestones
- Identify expected challenges and risks and proposed mitigation factors

3. Fees

- Proposed fees for undertaking the work, excluding travel costs (where applicable) that will be met separately by the OCO; and
- Preferred payment milestones.

[Option 2] The proposal should include the following:

1. Methodology:

- Detailed methodology proposed by the tenderer to achieve the terms of reference;

2. Organisation Profile covering:

- Qualifications and skills of proposed experts;
- Relevant experience, and referee references for similar work performed.

3. Fees

- Proposed fees for undertaking the work, excluding travel costs (where applicable) that will be met separately by the OCO; and
- Preferred payment milestones.

Tender Submission

Tenders must be submitted by email to tender@ocosec.org no later than the due date above.

Tenders may be addressed to the following address, and should be titled **“Consultancy to Review, Develop and Deliver Training on Additional Units to the OCO CERT III and CERT IV Curriculum in Regional Customs Administration”**

Oceania Customs Organisation,
Private Mail Bag,
84 Harris Road,
Suva, Fiji.

The tender document **must** be signed off by the Tenderer's authorised representative(s). For any further queries please contact Mr Darryl Ikbal, Project Coordinator (EDF11 IMPACT Project) on darryli@ocosec.org

Language

Tender submission must be in English.

Additional documentation to accompany your tender;

- Latest audited financial statements;

How tenders will be evaluated

Tenders will be evaluated by the tender evaluation committee, whose members are appointed by OCO on the basis of their official capacity, under guarantee of impartiality and confidentiality.

Tenders will be checked if they are compliant with the following formal requirements before evaluation:

- The tender contains all the requested information and documentation;
- The tender bid is signed by authorised personnel of the Organisation;