

**REQUEST FOR EXPRESSION OF INTEREST**  
**CONSULTANT SERVICES**

**SAO TOME AND PRINCIPE**

**PROJECT : POLICY AND INSTITUTIONAL REFORM FOR IMPROVED TRADE FACILITATION**

**GRANT #** : ML0035

**PROJECT ID:** 5250

The Government of the Democratic Republic of Sao Tome and Principe has received a grant from the African Development Bank (AfDB) to finance activities related to the Project for Improved Trade Facilitation and Policy. Portions of that grant shall be used to recruit consultants in different subject areas as follows. All services announced in this document are on behalf of the Customs Administration of Sao Tome and Principe and border agencies working together in the Single Windows.

The following 3 services are for individual consultants, and the selection process is based on the Individual Consultant (IC) procurement method of the AfDB.

- 1. CONSULTANT FOR LEGAL REVISION FOR CUSTOMS AND SINGLE WINDOWS** – Consultant shall assist Customs and technical agencies to modify their existing codes and legislation for the need of the Single Windows, according to international standards, WCO and WTO tools related to trade facilitation, and specifically in the use of electronic documents, joint inspection, and primary-agency right/relationship. Service is to happen in the second half of 2016 and for a maximum of 30 days.
  
- 2. CONSULTANT FOR THE IMPLEMENTATION OF MULTI-AGENCY RISK MANAGEMENT FOR SINGLE WINDOWS** – Consultant shall work together with Customs Administration and Project to develop and agree a risk management and general control policy, relevant KPI's and to develop operational instructions on how this should be managed on a daily basis. Service is to happen in the second half of 2016 and for a maximum of 4 months, with at least an accumulated time of 3 weeks to be spent in country.
  
- 3. CONSULTANT FOR TRAINING ON PRODUCT CLASSIFICATION AND BEST PRACTICES FOR CUSTOMS AND BORDER AGENCIES' TECHNICAL STAFF WORKING IN SINGLE WINDOW** – Consultant shall provide training on product classification on the border agencies, specifically with the purpose of moving toward a joint Harmonized System for Product Classification as currently used by the Customs Administration, work with each technical agency separately to identify product under their supervision to allow them to adequately include these products in the selectivity module of the ASYCUDA World IT system, and issuance of electronic documents for international trade. Service is to happen in the second half of 2016 and for a maximum of 2 months, with at least an accumulated time of 2 weeks to be spent in country.

**The Policy and institutional reform for Improved Trade Facilitation Project** invites individual consultants to submit their applications to provide the above described services. Applicants must provide information on their ability and experience showing that they are qualified for the services. Documentation to submit shall include information attesting to Consultant ability to perform procured services (CVs for individual consultants with reference to similar missions or services, experience and qualifications from assignments, availability, etc.). Selection criteria shall be according to AfDB's rules on Procurement of Consultants, available at [www.afdb.org](http://www.afdb.org).

Applicants can obtain further information emailing their inquiry to the email address below.

Applications must be submitted **to the email address below** not later than May 6<sup>th</sup>, 2016, at 17:00 GMT with reference to the title of the service.

Trade Facilitation Project  
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