

TERMS OF REFERENCE**DIGITAL REVOLUTION OF TRADE PROCESSES: ADOPTION OF NATIONAL AND REGIONAL MARITIME SINGLE WINDOWS****RG-T3404 – COMPONENTS 1 & 2****GAP ANALYSIS FOR NATIONAL MARITIME SINGLE WINDOW DEVELOPMENT AND DESIGN OF REGIONAL MARITIME SINGLE WINDOW****I. BACKGROUND**

- 1.1 CARICOM maritime transport faces serious challenges, including inadequate and poorly maintained port infrastructure, declining transshipment business as fleet size increases, and under-capitalization. Maritime connectivity is mainly limited to the main transshipment hubs of Kingston, Freeport, San Juan, Port of Spain, and Caucedo.
- 1.2 As Caribbean islands are sea locked, extra-regional trade is limited to air and maritime transport modes, logistics costs are generally higher, and natural disasters create disproportionate risk for disruption in transport service and trade flows. Ships, crewmembers and the goods and passengers that they carry are subject to controls that address a wide range of issues including ensuring public health, revenue protection, security, immigration, importing and exporting prohibited and restricted items, and sanctions enforcement. In most Caribbean countries, these bureaucratic requirements are onerous and manual with duplicate submission to multiple agencies hampering the flow of maritime transport. These factors drive up the price of investments in infrastructure and transport services, which ultimately affects the region's economic growth and competitiveness.
- 1.3 In addition, the relatively low density of Caribbean markets severely limits the development of large infrastructure assets. The region lacks larger, denser, urbanized markets – only achievable by regional cooperation – to make long-life cycles and upfront capital investments – which are higher if climate resilient – cost effective.
- 1.4 Against this background, digital solutions such as a Maritime Single Window (MSW) can mitigate the effect of these problems and provide a competitive edge to Caribbean countries. An MSW is a single point of entry for the exchange of all necessary information for maritime ship reporting and clearance and eliminates duplicate submission of declaration information to the applicable agencies. This contributes to reducing the time and cost of trade and maritime transport in the country. For example, an MSW facilitates simultaneous electronic submission of forms (1-7), required under the Convention on Facilitation of International Maritime Traffic (FAL Convention), to all corresponding agencies. This increases efficiency in the preparation of arrival and departure declarations for shipping agents, improves communication and coordination between shipping agents and regulatory agencies, and reduces paperwork and vessel dwell time due to electronic submission and clearance. As part of a package of 2016 amendments (entered into force on January 1, 2018) under the revised Annex to the FAL Convention, the International Maritime Organization (IMO) has mandated

the electronic exchange of information from 9 April 2019 with a transition period of no less than 12 months. Some countries in the region have made significant strides to comply with this obligation – such as Antigua and Barbuda and Trinidad and Tobago – however, Caribbean countries are yet to fully comply with this obligation.

- 1.5 MSWs can also be developed under or locally connected to other platforms such as Port Community Systems and Trade Single Windows and regionally to other MSWs in order to further enhance the efficiencies of these trade and transport digital solutions. A regional solution would ensure compliance with international obligations as well as further streamline maritime reporting requirements by reducing inefficiencies since ships submit the same forms at each port of call. In a region such as the Caribbean, the same ship makes calls to multiple countries. As such, connecting MSWs between Caribbean countries to form a regional solution will benefit the region. A similar approach to a regional solution is being developed in the European Union and this model will follow closely the development of that EU Regional MSW (RMSW).

II. OBJECTIVE

- 2.1 **The general objective of this consultancy is to conduct a gap analysis for achieving full implementation of National Single Windows in Jamaica and Trinidad and Tobago¹ and to design a RMSW for the Caribbean.**

III. SCOPE OF SERVICE

- 3.1 The primary activities to be undertaken by the consultants are to:
- (i) Review the current Maritime environment (legal, regulatory, technical, business process and institutional).
 - (ii) Identify the needs and obstacles to achieving full implementation of a National MSW in each country and the country specific requirements for participating in a RMSW.
 - (iii) Produce a gap assessment report and road map for each country to achieve full implementation of a National MSW and by extension comply with the relevant obligations of the FAL Convention. The report and road map must include baselines; a stakeholder mapping; areas of compliance; and recommendations for development, financing and implementation of a National MSW solution.²
 - (iv) Technical assistance for the implementation of the road map.
 - (v) Design the architecture for a RMSW solution for the Caribbean region.
 - (vi) Organize and participate in a regional workshop to support the development of a regional solution.

IV. EXPECTED OUTCOMES AND DELIVERABLES

¹ Other countries may be included at a future date, and before the contract is signed, subject to their inclusion as beneficiaries in the technical cooperation.

² The open source solution developed by Norway for Antigua and Barbuda will be explored and considered as the option for the technical solution. <http://www.imo.org/en/MediaCentre/PressBriefings/Pages/07-IMO-maritime-data-solution-available-after-launch-in-Antigua-and-Barbuda-.aspx>.

- 4.1 The expected outcomes are that each country would be better prepared to implement National MSWs in order to comply with the relevant obligations under the FAL Convention and each country would understand their country specific requirements to be able to participate in a RMSW. Deliverables include:

- Workplan
- Mission agendas
- Missions
- Gap assessment report and roadmap
- Architectural Design of a RMSW for the Caribbean
- Workshop and Final report

V. CHARACTERISTICS OF CONSULTANCY

- a) **Type of consultancy:** Consulting Firm
- b) **Starting date and duration:** November 2019; 12-month contract.
- c) **Place of work:** Offices of the firm and the six member states of the IDB.
- d) **Citizenship:** The firm must be located in a member state of the IDB.
- e) **Qualifications:** The firm and the project team must have an established track record in maritime services/ transport, digital Single Windows and trade facilitation. Prior experience in the region would be considered an asset. The team must consist of at least three (3) members: a Project Management Specialist (Team Leader), an IT/Digitalization Specialist, and a Maritime Trade/Transport Specialist; and must be able to comfortably work in English.

VI. SCHEDULE OF PAYMENT

- 15% upon delivery and approval of the workplan; said plan is due within 15 calendar days of the signature of the contract.
- 15% upon delivery and approval of the missions.
- 30% upon delivery of the draft gap assessment report and roadmap.
- 30% upon delivery of the architecture design of the RMSW and final reports/roadmaps.
- 10% upon the delivery and approval of the final workshop and report, including completion of all technical assistance activities.

VII. COORDINATION

- 7.1 The coordination of consultant work will be managed by Krista Lucenti (TIN/CTT).

TERMS OF REFERENCE**DIGITAL REVOLUTION OF TRADE PROCESSES: ADOPTION OF NATIONAL AND REGIONAL MARITIME SINGLE WINDOWS****RG-T3404 – COMPONENT 4****INT/TIN, Maritime Single Windows Communications - Consultant****Background:**

CARICOM maritime transport faces serious challenges, including inadequate and poorly maintained port infrastructure, declining transshipment business as fleet size increases, and under-capitalization. Maritime connectivity is mainly limited to the main transshipment hubs of Kingston, Freeport, San Juan, Port of Spain, and Caucedo.

As Caribbean islands are sea locked, extra-regional trade is limited to air and maritime transport modes, logistics costs are generally higher, and natural disasters create disproportionate risk for disruption in transport service and trade flows. Ships, crewmembers and the goods and passengers that they carry are subject to controls that address a wide range of issues including ensuring public health, revenue protection, security, immigration, importing and exporting prohibited and restricted items, and sanctions enforcement. In most Caribbean countries, these bureaucratic requirements are onerous and manual with duplicate submission to multiple agencies hampering the flow of maritime transport. These factors drive up the price of investments in infrastructure and transport services, which ultimately affects the region's economic growth and competitiveness.

In addition, the relatively low density of Caribbean markets severely limits the development of large infrastructure assets. The region lacks larger, denser, urbanized markets – only achievable by regional cooperation – to make long-life cycles and upfront capital investments – which are higher if climate resilient – cost effective.

Against this background, digital solutions such as a Maritime Single Window (MSW) can mitigate the effect of these problems and provide a competitive edge to Caribbean countries. An MSW is a single point of entry for the exchange of all necessary information for maritime ship reporting and clearance and eliminates duplicate submission of declaration information to the applicable agencies. This contributes to reducing the time and cost of trade and maritime transport in the country. For example, an MSW facilitates simultaneous electronic submission of forms (1-7), required under the Convention on Facilitation of International Maritime Traffic (FAL Convention), to all corresponding agencies. This increases efficiency in the preparation of arrival and departure declarations for shipping agents, improves communication and coordination between shipping agents and regulatory agencies, and reduces paperwork and vessel dwell time due to electronic submission and clearance. As part of a package of 2016 amendments (entered into force on January 1, 2018) under the revised Annex to the FAL Convention, the International Maritime Organization (IMO) has mandated the electronic exchange of information from 9

April 2019 with a transition period of no less than 12 months. Some countries in the region have made significant strides to comply with this obligation – such as Antigua and Barbuda and Trinidad and Tobago – however, Caribbean countries are yet to fully comply with this obligation.

MSWs can also be developed under or locally connected to other platforms such as Port Community Systems and Trade Single Windows and regionally to other MSWs in order to further enhance the efficiencies of these trade and transport digital solutions. A regional solution would ensure compliance with international obligations as well as further streamline maritime reporting requirements by reducing inefficiencies since ships submit the same forms at each port of call. In a region such as the Caribbean, the same ship makes calls to multiple countries. As such, connecting MSWs between Caribbean countries to form a regional solution will benefit the region. A similar approach to a regional solution is being developed in the European Union and this model will follow closely the development of that EU Regional MSW (RMSW).

The team:

The Integration and Trade Sector (INT) advises management on trade and regional development issues, as well as overall Bank strategies and programs in these areas. It is also responsible for policy-relevant research on regional and global economic integration issues and trends, as well as specialized technical sector support to trade and integration-related operations and activities. The Trade and Investment Division is charged with initiating and executing the sector's operational portfolio.

What you'll do:

- Develop a communications strategy that will include the creation of working groups, on-site and online workshops, webinars, blogs, social media, among others.
- Oversee the production of status reports, communication with all relevant stakeholders, logistical and content-related organization of any necessary meetings and outreach activities, and any necessary supporting research for other activities of RG-T3404.
- Help support the organization of all events specified under this technical cooperation.
- Creation of knowledge and communication content related to the Community of Practice, including and not limited to webinars, presentations, databases with a specific focus on maritime transport, trade, and Single Windows in the Caribbean.
- Management of the Community's platform to exchange information and share knowledge in a collaborative manner between maritime administrations, customs, immigration, port authorities, shipping associations, funding partners, and other stakeholders.
- Identification of new areas of research and capacity building in maritime transport and logistics, especially initiatives related to the introduction of information technology aimed at increasing efficiency and productivity.

Deliverables:

- One (1) Communications Strategy with an overall plan of activities for the duration of the Consultancy

- Report on the RMSW Workshop
- Monthly Progress Reports
- Blogs (2)

Payment timeline:

Consultant will send the Team Leader invoices against specific deliverables.

Payment Schedule	
<i>Deliverable</i>	<i>%</i>
1. Communications Strategy and first 3 monthly reports	20%
2. Report on MSW Workshop	30%
3. Remaining Monthly Reports	40%
4. Blogs	10%
TOTAL	100%

Skills:

Education: Master's degree in economics, international relations, transport geography or equivalent.

Experience: A minimum of eight (8) years of relevant professional experience in trade policy, trade facilitation, and/or logistics, maritime transport, with a strong background in communications and/or public affairs strategies.

Languages: English and Spanish.

Core and Technical Competencies:

The consultant must have a strong background in communications and/or public affairs strategies. Experience working on IDB operations, technical cooperation and initiatives, with specific focus on either maritime or trade facilitation, considered an asset.

Opportunity Summary:

- Type of contract and modality: PEC – Products and External Services Contractual
- Length of contract: 24 months (part-time).
- Starting date: November 2019
- Location: The consultant's residence.
- Responsible person: Krista Lucenti (INT/TIN)
- Requirements: You must be a citizen of one of the [IDB's 48 member countries](#) and have no family members currently working at the IDB Group.

Our culture: Working with us you will be surrounded by a diverse group of people who have years of experience in all types of development fields, including transportation, health, gender and diversity, communications and much more.

About us: At the Inter-American Development Bank, we're devoted to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48 member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve on the planning and execution of projects. For this, we need people who not only have the right skills, but also are passionate about improving lives.

Payment and Conditions: Compensation will be determined in accordance with Bank's policies and procedures. The Bank, pursuant to applicable policies, may contribute toward travel and moving expenses. In addition, candidates must be citizens of an IDB member country.

Visa and Work Permit: The Bank, pursuant to applicable policies, may submit a visa request to the applicable immigration authorities; however, the granting of the visa is at the discretion of the immigration authorities. Notwithstanding, it is the responsibility of the candidate to obtain the necessary visa or work permits required by the authorities of the country(ies) in which the services will be rendered to the Bank. If a candidate cannot obtain a visa or work permit to render services to the Bank the contractual offer will be rescinded

Consanguinity: Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working for the IDB, IDB Invest, or MIF as staff members or Complementary Workforce contractuels, will not be eligible to provide services for the Bank.

Diversity: The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, and religion. We encourage women, Afro-descendants and persons of indigenous origins to apply.