



Distr:
LIMITED

December 2016
CS/TCM/GLTFP/RCC/01
Original: **ENGLISH**

**COMMON MARKET FOR EASTERN
AND SOUTHERN AFRICA**

**REPORT OF THE 1ST MEETING OF THE REGIONAL COORDINATION COMMITTEE
(RCC) OF THE GREAT LAKES TRADE FACILITATION PROJECT
7–8 December 2016
Kampala, Uganda**

ICU/DK-tb/2016

A. INTRODUCTION

1. The 1st meeting of the Regional Coordination Committee was held on 7-8 December, 2016 at the Ministry of Trade, Industry and Cooperatives, Kampala, Uganda. The purpose of the meeting was to inaugurate the Regional Coordination Committee – for the Great Lakes Trade Facilitation Project, agree on its Terms of Reference and hold its 1st meeting, with the aim to receive progress reports on implementation of the project by both the project countries and the Secretariat.

B. ATTENDANCE

2. The meeting was attended by, Democratic Republic of Congo, Rwanda and Uganda. The representatives from the World Bank attended the meeting. A detailed list of Participants is attached as ***Annex I***.

OPENING REMARKS (AGENDA ITEM 1)

3. The meeting was officially opened by the Permanent Secretary for The Ministry of Trade, Industry and Cooperatives of Uganda, Ambassador Julius B. Onen. He welcomed all the delegates to Uganda and to the first meeting of the Regional Coordination Committee (RCC) of the Great Lakes Trade Facilitation Project. He pointed out that the project was coming at the right time when there was high focus on economic issues in the region. He cited the region's huge potential in natural resources but at the same time he expressed concern for the persistent conflicts in the region which has had major impacts on the region's economies. He noted the innovations being undertaken in the region in the form of the Simplified Trade Regime, removal on Non-Tariff Barriers, harmonization of regional standards and the setting up of One Stop Border Posts which were meant to facilitate trade. "The Great Lakes Region is one of the fastest integrating regions in Africa if not on the Globe", he said.

4. He stressed Uganda's commitment to the project and indicated that parliamentary approval is imminent, given that the Ministry has just concluded meetings with the respective parliamentary committee as well as secured the environmental impact assessment clearance from the national regulator of environment. However, he also informed the meeting that parliament will soon be going into the Xmas and end of year recess which may not be possible to approval the project before end of the month as required by the World Bank. He assured the meeting of Ministry efforts to follow up with Parliament to ensure the project could be granted Parliamentary approval by early next year, 2017.

5. The Assistant Secretary General responsible for Programmes at COMESA Secretariat, Ambassador Kipyego Cheluget; on behalf of Secretary General, made some opening remarks in which he welcomed all the delegates to the meeting. He thanked the Government of Uganda for hosting the meeting and the World Bank for availing resources for project. Ambassador Cheluget reminded the meeting that the objective of the project was to facilitate cross border trade by increasing the capacity for commerce and reducing the costs faced by traders, especially smallscale and women traders at targeted locations in the borderlands of project countries.

6. This being the first meeting, it was expected that the meeting would deliberate on a number of issues that would greatly impact on successful implementation of the project including agreeing on the terms of reference of the RCC and training of Trainers and sharing of experiences among the project countries. He wished the meeting successful deliberations.

7. Mr. Charles Kunaka from the World Bank made some opening remarks in which he expressed delight that the convening of the RCC could give new impetus to project implementation. He explained that the project was structured as a regional project in order to maximize benefits and to ensure that the actions across the borders are harmonized and synchronized. He pointed out that project activities such as regional trainings and monitoring of the overall implementation of the project required careful planning and coordination.

8. He reminded the meeting that according to the Project Appraisal Document (PAD), the RCC is required to meet twice a year, however since the project became effective this had not been possible. He therefore commended COMESA and Project Countries for finding time to have this meeting. He noted that going forward; COMESA and the Project Countries should ensure that RCC meetings are held in accordance to the agreed timeframes and assured the meeting of the World Bank support in this matter. He concluded by pointing out that the World Bank is working on the Phase II of the project which would involve additional countries.

ADOPTION OF THE AGENDA (AGENDA ITEM 2)

9. The meeting adopted the following agenda.

- 1) Opening remarks & Introductions
- 2) Adoption of Agenda
- 3) Review and adoption of the RCC TORs
- 4) Selection of Chair
- 5) Overview of the GLTFP
- 6) Progress Report from COMESA;
 - a) Brief on initial assessment & setting up of TIDs
 - b) Recruitment of the TIDOs
- 7) Country Progress Reports covering;
 - a) status of implementation of the project ; and planning and scheduling of project financed improvements to border posts and construction of border markets, share designs to ensure cross-border compatibility/coherence
 - b) Update on the implementation of STR regimes at GLTFP borders
- 8) Training of trainers from the 3 project member states and consideration of draft TORs
- 9) Monitoring and Evaluation – confirmation of Project Development Objectives (PDO) baseline values and updates from surveys in

September as well as planning of future surveys, debrief from COMESA, Rwanda and DRC on their experience undertaking the data collection and proposals for improvement in the future.

- 10) GLTFP communication & dissemination at national and regional levels.
- 11) Designation of the next RCC chair.
- 12) Date and venue of the next meeting
- 13) Any other business

REVIEW AND ADOPTION OF THE RCC TORS (AGENDA ITEM 3)

10. The meeting considered the draft terms of reference for the RCC and made the following points:

- a) The roles and responsibilities of the RCC should be itemised for clarity
- b) The Secretariat should consult member States on the work plan for the COMESA component for their inputs since the activities will be implemented in the member States
- c) The RCC provides guidance on matters that are of policy nature. These can be then dealt with by member States at bilateral level or, when and if necessary processed through COMESA Policy Organs.
- d) Included a section on the Rules of Procedure to guide the meetings of the RCC
- e) Funding of RCC delegates to RCC meetings: The COMESA Secretariat to fund all members of the RCC meetings, including travel and accommodation costs. COMESA should review the approved project implementation manual to ensure the manual is revised to align it to this requirement and to check that funding of all project countries does not require revision of Financing Agreement. Each project country and COMESA could have more delegates/experts to the RCC meetings provided they meet their costs.

11. The RCC adopted its terms of reference attached as **Annex II**

SELECTION OF CHAIR (AGENDA ITEM 4)

12. The meeting was chaired by the Assistant Secretary General –Programmes, Ambassador Dr. Kipyego Cheluget on behalf of the COMESA Secretariat on the understanding that subsequent meetings will be chaired by member States on a rotational basis.

OVERVIEW OF THE GLTFP (AGENDA ITEM 5)

13. The meeting received and noted the overview of the Great Lakes Trade Facilitation Project covering background, project objectives and its components, financing, institutional arrangements, coordination issues and monitoring and evaluation.

PROGRESS REPORT FROM COMESA (AGENDA ITEM 6)

14. The Secretariat provided a progress report on the implementation of the project covering the initial assessment & setting up of Trade Information Desks (TIDs) and recruitment of the Trade Information Desk Officers (TIDOs). The meeting was

informed that the COMESA team was in the field as from 30th November 2016 and were making good progress in assessing the setting up of TIDS, recruitment of TIDOs and assessing communication and awareness creation needs at the borders. The meeting was informed that a detailed report from the assessment mission will be shared with all project countries. It was noted that the ongoing assessment mission is not covering Uganda given the no-effectiveness of the project in Uganda. A similar exercise would be required once the project becomes effective in Uganda.

COUNTRY PROGRESS REPORTS (AGENDA ITEM 7)

15. The countries provided progress reports on the status of implementation of the project as follows:

- (a) Uganda: It was noted that the project was not yet effective but parliamentary approval was expected by end of January 2017. With regard to the Simplified Trade Regime, Uganda reported that the Scheme was operational and doing very well at the border points where it is being implemented such as Mpondwe and Bunagana where trade information desks had been set up. Based on the previous experience, Uganda proposed that operations on STR and TIDs by COMESA Secretariat should be undertaken with full involvement of Government Authorities in the respective member States. The meeting recommended that COMESA Secretariat should ensure full involvement of the Government Authorities and also streamline the reporting channels of the TIDs.

- (b) DR Congo: The Secretary General, Ministry of Commerce from DR Congo gave the following progress report.

The PSC held the first meeting of the GLTFP on 19th August 2016 and adopted the following:

- Decision 1: Validation of the Annual Work Plan
- Decision 2: Adoption of specific sites for planning and investment in the North and South Kivu Provinces
- Decision 3: Options for the compensation to and resettlement of, the population on the concerned sites
- Decision 4: Validation of the Operations Manual
- Decision 5: Availing office space for the Project Management Unit
- Decision 6: Adoption of the GLTFP-SC

(c) Rwanda

GLTFP in Rwanda was effective from 25th January 2016. This is the progress of implementation of the project thus far:

Improving core trade infrastructure and facilities in the border areas:

i) *Border Infrastructure and facilities improved (Rusizi 1)*- The detailed engineering design of Rusizi I OSBP delayed because consultant conducted

designs, both on Rusizi I and II OSBPs, as the feasibility study showed that even Rusizi II is quite busy and needs an OSBP; this change of scope delayed the completion of the study.

ii) *Development of border markets and logistics platforms (Nyamasheke and Rusizi II)*- Request for Expression of Interest for conducting ESIA, detailed designs and preparation of Tender documents for Rusizi and Nyamasheke cross-border markets was published.

iii) *Upgrading Infrastructure at Kamembe airport*-Consultant signed a Contract for the provision of Project Management Services to the RCAA; tendering process and contract awarded for consultancy services for Design, BD Preparation and supervision services for Kamembe airport infrastructure is ongoing

Implementation support, Communication, Monitoring and Evaluation

(i) Baseline study carried out in Rusizi and Rubavu border posts.

(ii) The Capacity of SPIU for effective project coordination is strengthened by hiring 5 new staff and reassigning 6 staff members in the Unit.

TRAINING OF TRAINERS FROM THE 3 MEMBER STATES AND CONSIDERATION OF DRAFT TORS (AGENDA ITEM 8)

16. The meeting considered the draft terms of reference for the development of training manuals for the training of trainers in the areas of conflict management, gender awareness, customer care, and minimum standards for the treatment of small scale cross border traders as well as the Simplified Trade Regime. The meeting emphasized the need for clarity and distinction between the regional training to be conducted by COMESA Secretariat and those for national level training. Issues of a national nature such as national requirements for customs duties, border management procedures, immigration issues, specific/country cross border rules and regulations will be handled at the member States level. Following clarifications, the meeting made the following recommendations;

- a) ***Member States will be responsible for selecting national experts from both public and private sector to be trained as trainers in the different modules of a regional character.***
- b) ***The terms of reference be amended to emphasize the need to identify the appropriate modes of delivery for the training and the need to translate training material in the local language best understood by the local business community.***
- c) ***COMESA should organize the first set of trainings as soon as possible in early 2017, especially for the areas where they have in-house capacity within the member States/COMESA Secretariat or where existing consultants can be procured at short notice such as in Gender related issues, customer care and PR issues, conflict resolutions, etc.***

17. The RCC adopted the TORs for the development of training manuals and delivery of training of trainers attached as **Annex III**.

MONITORING AND EVALUATION (AGENDA ITEM 9)

18. The Meeting was briefed on issues relating to Monitoring and Evaluation (M&E) under the GLTFP. This being the first RCC meeting, the presentation focused on

the M&E Obligations, Expectations and the responsibilities of the Country Implementation Teams, COMESA M&E Unit, Project Steering Committees (PSCs), Regional Coordination Committee (RCC), the World Bank and the Joint Border Committees (JBCs).

19. The M&E expert explained to the meeting that the project M&E system will be centered on the results framework whose principal elements are the project development objective (PDO); results and outcomes and the attendant performance indicators.

20. Under the proposed arrangements, each country will be independently responsible for managing the collection and reporting of data under each component. This includes monthly, bi-annual and end of project surveys as needed. COMESA M&E Unit will support the project implementing agencies to coordinate and conduct the M&E activity, and to build the capacity of the project countries to do so, and to review and consolidate data collected at national level into regional M& E reports. Each lead agency will be expected and where necessary supported, to develop a comprehensive M&E Plan, designating responsibilities for data collection, processing and reporting at the country or organization level.

21. Project Steering Committees (SCs) will review the draft M&E report furnished by COMESA for comment and recommendation of further analysis and guidance by the RCC. Regional Coordination Committee (RCC) will review and approve M&E reports as drafted by COMESA and reviewed by Project Steering Committees. The RCC will submit approved reports to the World Bank and back to countries for distribution to the JBCs and other relevant parties in the capitals and at project locations. The World Bank team will provide support and guidance throughout the entire process. They will receive the final M&E reports from the RCC to incorporate the results into its own internal reporting as required by World Bank policy. In addition to helping coordinate and facilitate data collection at the border, the Joint Border Committees (where properly established) and relevant border officials will directly receive results of the monitoring in the form of the country-level reports and the project-level report.

22. The meeting was informed that with effect from January 2017, COMESA will not have an in-house expert and therefore its capacity to implement the M&E component will be very limited. It was proposed that COMESA considers the possibility of retaining the outgoing M& E expert under the GLTFP. The meeting recommended that this issue be discussed bilaterally between COMESA and the World Bank.

23. Finally the meeting was informed that the first round of M&E data collection for the GLTFP took place from 18th to 25th September 2016 at Rusizi1/Bukavu and Rubavu/Goma borders. The objective of this exercise was to test the survey instruments and to collect baseline data. The two surveys were on Trader Perception and Time to cross border. Uganda is yet to undertake this survey. Enumerators from the DRC side were university students under the supervision of their university professor while those from the Rwandan side were from various backgrounds and supervised by a consultant and Rwandan Coordinating Ministry staff. The report of this survey has been received from DRC.

24. The meeting noted the need to finalize the M&E Manual. It was recommended that a meeting of implementing parties should be convened at the sidelines of the next RCC meeting to finalize the M&E manual. Similarly, a meeting of experts could be arranged to discuss technical issues of regional nature relating to the implementation of the project

25. As part of the way forward, the meeting agreed on the following areas of action:

- a) Preparation of M&E plans by all implementing Units.
- b) Undertaking the baseline Survey for Uganda
- c) Revision and finalize the M&E Manual and submit it for approval to PSC.
- d) Submission of the survey report by Rwanda
- e) Operationalization of M&E at all levels

GLTFP COMMUNICATION & DISSEMINATION AT NATIONAL AND REGIONAL LEVELS (AGENDA ITEM 10)

26. The meeting was informed that the head of Corporate Communications at the COMESA secretariat was in the field with COMESA team to assess the communication and awareness needs of the project. This will inform the communication strategy and appropriate media that can effectively serve the needs of the different stakeholders of the project. There is need to synergize and synchronize the communication tools both at the national and regional levels.

27. The meeting agreed that COMESA, with inputs and guidance from member States, will develop communication materials that pertain to regional matters such as the STR and Regulations for minimum standards for treatment of cross border small scale traders. The member States, on the other hand, will develop national communication materials, pertaining to country specific topics such as customs duties, immigration requirements and other documentary requirements at the border. The member States will be also responsible for dissemination of all materials (regional and country-specific) both at national and border level, with possible support from COMESA where the need arises.

DESIGNATION OF THE NEXT RCC CHAIR (AGENDA ITEM 11)

28. The meeting agreed that the chair of the next meeting would be Uganda followed by Rwanda and DR Congo respectively. Each member State will chair the meeting for a period of one year on a rotational basis.

DATE AND VENUE OF THE NEXT MEETING (AGENDA ITEM 12)

29. The RCC agreed that the next meeting would be held during the second week of July 2017 in Uganda to provide an opportunity to consider the 2017 half year progress report for the implementation of the project.

ANY OTHER BUSINESS (AGENDA ITEM 13)

30. There were no issues raised under this agenda item.

CLOSING REMARKS

The Minister for Trade, Industry and Cooperatives, Hon Amelia Kyambadde restated the Government's commitment to the Great Lakes Trade Facilitating Project and pointed out that the Ministry was addressing the few pending issues before the project becomes effective. She informed delegates that the project had been approved by the Cabinet and was only awaiting parliamentary approval which was expected soon.

Annex I: LIST OF PARTICIPANTS RCC**DRC**

- 1) Salebongo Basoy Eugenie – Permanent Secretary Trade and Commerce , ministry Trade and Commerce , P.O Box 3095 , phone number +243818116234, Email salebongoe@gmail.com
- 2) Mbambi Konshi Floribert – Head of COMESA desk , Ministry of Foreign Affairs and International affairs , phone number + 243813835285 or +243998134481, Email fmkonshi@yahoo.fr

RWANDA

- 3) Rukundo Ingabire Patience – Trade Specialist, SPIU, Ministry of Trade and Industry, EAC Affairs, phone number +250783871633, Email ingabire.patience20@gmail.com.
- 4) Doreen Mutimura – M & E Specialist, SPIU , ministry of Trade Industry and EAC Affairs, phone number +250783642258, Email doreen.mutimura@gmail.com.

UGANDA

- 5) Amb. Julius B Onen – Permanent Secretary, Ministry of Trade Industry and Corporations P.O Box 7103, Kampala, phone Number +256414230916, Email ps@mtic.go.ug.
- 6) Steven kamukama – Principal commercial officer, Ministry of Trade Industry and Corporations P.O Box 7103 Kampala, Phone Number +256772524846, Email skamukama@mtic.go.ug.
- 7) EngOgwangGeoffrey - principal engineer, ministry of works an transport, P.O Box 7174 Kampala, Phone number +256777172298, Email ogwangobia@gmail.com.
- 8) Nicholas Mabonga – Research Economist, Ministry of Finance, Planning and Economies Department, P.O Box 8147 Kampala. Email
.....
- 9) Kiiza David Amooti – Senior Industrial Officer , Ministry of Trade Industry and Corporations, P.O Box 7103 Kampala , Phone number +256772612509, Email dkiiza@gmail.com

WORLD BANK

- 10) Charles Kunaka – Lead Connectivity Specialist , world Bank Group Trade and Competitiveness Phone number +6565013665, Email ckunaka@worldbank.org
- 11) Carmine Soprano – Trade and Gender Specialist, World Bank Group, Email csoprano@worldbank.org.

COMESA SECRETARIAT

- 12) Amb Kipyego Cheluget – Assistant Secretary General (Programs) , COMESA Secretariat , P.O Box 30051 Lusaka , phone number +260979702822, Email kcheluget@comesa.int

- 13) Deogratias Kamweya – chief RMIC , COMESA Secretariat , P.O Box 30051
Lusaka , phone number +260965907679, Email dkamweya@comesa.int
- 14) Thomas Barasa – Project Coordinator , COMESA Secretariat , P.O Box 30051
Lusaka , Phone number +254722770789, Email policycentre@hotmail.com
- 15) Tasara Muzorori – Senior Trade Officer, COMESA Secretariat, P.O Box 30051
Lusaka. phone number +260211229726 , email tmuzorori@comesa.int
- 16) Anne Ndirangu – Monitoring and Evaluation , COMESA Secretariat P.O Box
30051 Lusaka , phone +260211229726 , Email andirangu@comesa.int
- 17) Christina Chibamba – Finance Assistant , COMESA Secretariat P.O Box 30051
Lusaka , Phone +260211229726, Email cchibamba@comesa.int

Annex II



Terms of Reference
Regional Coordination Committee (RCC)

December 2016

Kampala, Uganda

Great Lakes Trade Facilitation Project (GLTFP): Regional Coordination Committee (RCC) -Terms of Reference

1.0 BACKGROUND

1. The Great Lakes Trade Facilitation Project (GLTFP) is part of the broader World Bank Group (WBG) initiative for the Great Lakes. The initiative reflects the Bank's commitment to support governments of the Great Lakes Region (GLR) to reduce poverty and promote shared prosperity by targeting some of the most vulnerable groups in the Democratic Republic of Congo (DRC) and the border regions of neighboring countries (Burundi, Rwanda, Tanzania, Uganda, and Zambia). The project supports regional peace and stability through programs to improve livelihoods in border areas, promote cross-border trade, and strengthen economic interdependence.

2. The first phase of the GLTFP was approved by the WBG Executive Board on September 25, 2015 and focuses on the border crossings and border areas between Eastern DRC, Uganda, and Rwanda. The first phase brings together the three project countries plus COMESA as a regional partner and coordinator of regional project and trade activities. This five year project seeks to improve the border trade environment with particular importance given to the role of small-scale traders along three principal functional areas: border infrastructure, trade policy and procedures, and border management reform.

3. The Development Objective of this project is ***to facilitate cross-border trade by increasing the capacity for commerce and reducing the costs faced by traders, especially small-scale and women traders, at targeted locations in the borderlands.*** Project beneficiaries are primarily vulnerable families in borderland areas, cross border traders, especially women, the youth, and air travelers.

4. Full details of the agreed objectives, infrastructure investments, policy and procedural reforms, border management reforms, and implementation support arrangements to be funded by the project are set out in the Project Appraisal Document (PAD).

2.0 PROJECT COORDINATION

5. At the country level, DRC, Rwanda, and Uganda will each establish a Project Steering Committee (PSC) to oversee project activity and ensure effective cross-ministry and agency coordination. The COMESA Secretariat will also establish its own PSC. Further, at the regional level, the GLTFP will support the establishment and meetings of a **Regional Coordination Committee (RCC)** to address high level issues that require cross-border collaboration.

3.0 ROLES AND RESPONSIBILITIES OF THE RCC

6. The RCC will serve as a forum for each country and COMESA to report on implementation progress and to discuss important topics that cannot be addressed at the PSC level. To this effect, specific responsibilities of the RCC shall be, to review each of the Country and COMESA progress reports and make recommendations on;

- i. issues of crosscutting nature
- ii. future planned activities,
- iii. areas that require harmonization of policies, rules, and regulations between countries and/or at individual border posts;
- iv. planning of regional training exercises;
- v. planning of regional data collection and project monitoring and evaluation exercises;

- vi. coordination of work performed by Trade Information Desks (TIDs), Trade Information Desk Officers (TIDOs), Member states, and COMESA;
 - vii. Coordination of infrastructure works, among others.
7. To facilitate the discussions (in 6 above) and identify key issues that need high-level regional attention, the Secretariat to the RCC will;
- i. Receive and circulate progress reports and project monitoring and evaluation reports from the three countries and COMESA Secretariat.
 - ii. As necessary, the RCC may propose specific studies on topics of direct relevance to GLTFP.
8. Where appropriate, the RCC may discuss and recommend to member governments procedural reforms and other changes in the agencies operating at the border points which may be needed to meet GLTFP objectives and ensure sustainable public services management.
9. Regional Coordination Committee (RCC) will review and adopt M&E reports as drafted by COMESA and reviewed by Project Steering Committees for submission to the World Bank and to countries for distribution to the JBCs and other relevant parties in the capitals and at project locations.

3.1 Composition of the RCC

10. The RCC will be composed of:
- The Chair of each PSC (National PSCs and COMESA PSC);
 - World Bank project team members and;
 - The Project Coordinators from each country and at COMESA Secretariat are ex Officials to the PSC;
11. At every meeting, other individuals/experts could be invited to attend the meeting by the Chair.

3.2 Rules of Procedure; Decisions making & Quorum

- Decision making processes of the RCC is by consensus
- Quorum of the RCC meetings shall be at least two countries plus COMESA

3.3 Meetings of the RCC

12. The RCC will meet at least twice a year.
13. To ensure high level commitment to the project at the regional level, one of the two meetings of the RCC will be organized as a side-event of the COMESA Policy Organs Meeting when high-level officials from each country will gather. The other bi-annual meeting shall be organized on a rotating basis at a suitable location in any one of the participating countries or at the COMESA Secretariat in Lusaka.
14. The venue and dates for the next meeting will be agreed before the respective RCC meeting adjourns.

3.4 Chair of the RCC

15. In its regional coordinating capacity, the COMESA Secretariat will chair the first meeting of the RCC. During the first meeting, the RCC shall agree on how the chair will rotate among each country, for a period of the host is the chair, in case the meetings are held at secretariat, the current chair continues

3.5 Secretariat to the RCC

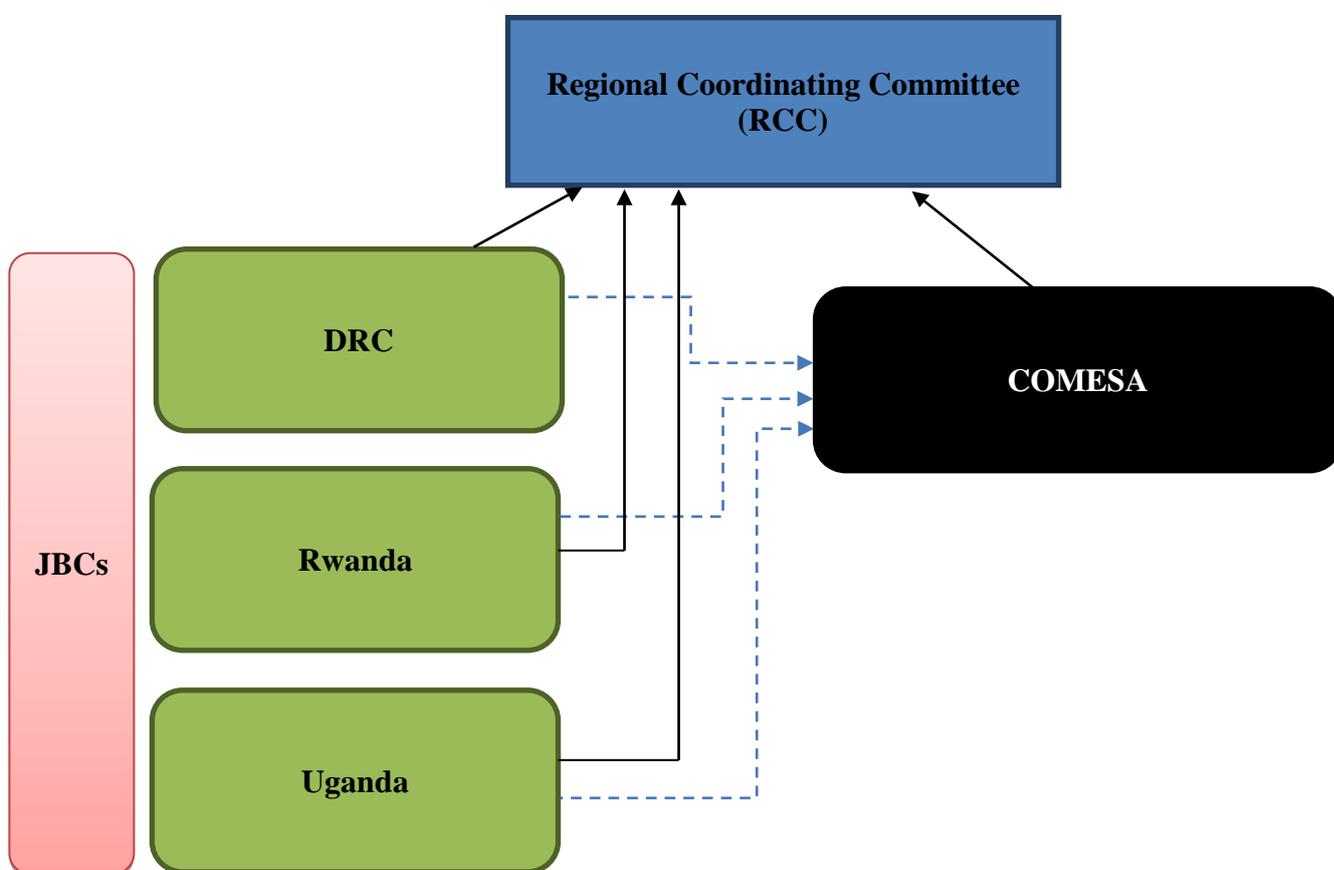
16. In its regional coordinating capacity, the COMESA project implementation team in collaboration with the resource mobilization unit will serve as Secretariat to the RCC. In close collaboration with the Chair of each meeting, the Secretariat to the RCC shall:
 - Ensure the meeting is convened on time and that all logistical requirements including provision for simultaneous interpretation between English and French are in place;
 - Prepare and circulate the meeting's agenda;
 - Compile and distribute relevant documents to RCC members (in electronic form) at least 10 days before each meeting;
 - Prepare the minutes of the meeting; and
 - Perform other relevant duties as required to ensure the smooth and successful functioning of each meeting.

LOGISTICS:

Max number of participants for each party shall be two at the country level (PSC- Chair & PC) and three from COMESA (PSC-Chair, PC & RCC Secretary). Each country and COMESA shall have the liberty to include and sponsor other delegates.

The RCC at its 1st meeting held on 7-8 December, 2016 at the Ministry of Trade, Industry and Cooperatives, Kampala, Uganda reviewed, discussed and adopted these terms of references as its own terms of references. These terms of reference shall as and when necessary be, reviewed and/or amended.

Regional Coordination Structure



Annex III



Great Lakes Trade Facilitation Project (GLTFP)

Terms of Reference for Consultancy to develop training materials for Training of Trainers (ToT) Under GLTF Project

Background

Trade is a major form of human activity which has a social and economic significance in terms of improving livelihoods, strengthen solidarity and create team spirit among people. Trade is conducted at all levels within and beyond borders in a small or large scale and serves as a major means of survival to the majority of the people since time immemorial.

According to COMESA Treaty, COMESA is mandated to promote regional trade integration among its member States. To realize its core objectives, COMESA has developed various mechanisms that facilitate trade and speed up regional trade expansion in and between member countries. In line with this, The Great Lakes Region borders are widely known for trade taking place among communities of neighboring countries and at the same time, the region has been affected by war and conflicts among different groups. Even in the middle of war and displacement, people always do interact and trade within and across borders. Cross border trade in the Great Lakes Regions is an essential feature that enables the people to meet the day to day basic needs of families in the surrounding areas.

Women cross border traders have various challenges to use available resources adequately in their communities or at the border. Their problems are multidimensional mainly relating to inadequate service provision at the border, limited information on trading rules and procedures, long distances and inadequate transportation and storage facilities for products and lack of accommodation at the border posts, maltreatment by officials, bribes, security issues and limited access to finance to improve their business and inadequate knowledge or lack of basic education to comprehend some of the applied procedures around their businesses. The underlying causes of these inadequacies have to do with socio cultural values and conventions that determine gender roles and how to access opportunities and control available resources in a given environment.

Therefore, in order to facilitate trade in an acceptable standard, the World Bank is supporting the Great Lakes Region Trade Facilitation project (GLTFP) which is being implemented by D R Congo and the neighboring countries. The project takes a multi-sectoral approach to improving the trading conditions at 5 key border-crossings and surrounding areas between DRC, Rwanda and Uganda, and it enhances regional integration through partnership with COMESA.

Specific strategic context of the project

1. The economies of DRC, Rwanda, and Uganda are economically and socially linked and have been so for centuries.

2. Cross-border trade continues to be an important source of goods, services and incomes for these populations, although the conflicts of recent years have disrupted the regional economy. Cross-border trade and deeper economic integration can provide improved economic opportunities and play an important role in increasing resilience against outside shocks. By improving livelihoods, people are less likely to fall back on subsistence living, smuggling and conflict.
3. Cross-border trade in the GLR provides an important source of income for a large number of small scale traders who are predominantly poor women. These women are among the most vulnerable groups in the region and so there is a need to support and enhance the livelihoods that provide women with income. The GLTFP is geared especially to address the empowerment of small scale traders. This is to be done, in part, through addressing the negative effects of weak governance, including lack of transparency and weak controls for monitoring and preventing abuse and corruption in the management of borders.
4. Stopping, or at least significantly reducing the number of incidences of abuse of mainly female small-scale traders, including sexual harassment, requires a multidisciplinary response mechanism and adequately designed border abuse prevention/victim management and reporting system..
5. COMESA has a key role to play in promoting trade and cross-border cooperation in the GLR through its established work programme supporting small-scale traders, primarily through the COMESA Simplified Trade Regime (STR) and COMESA Trade Information Desks (TIDs) at key border crossings.
6. The COMESA STR and TIDs are strengthened by the Regulations on Minimum Standards for Treatment of Small Scale Cross Border Traders adopted by the COMESA Council of Ministers at the Thirty-Third Council meeting held in December 2014. These regulations enshrine the Charter for Cross-Border Traders that the World Bank has developed, the implementation of which will be supported by the GLTFP. However the majority of the traders, are not aware of these mechanisms and a sustainable information dissemination mechanism especially tailored for their level of understanding is required.

Project description

The project is multi-dimensional and uses a comprehensive programme approach which draws different sectors together in order to facilitate trade in the identified border lands. COMESA is responsible to enhance regional integration implementing its trade facilitation tools such as Simplified Trade Regime (STR), developing standards to build the capacity of traders and border officials and also work with respective ministries in the area of policy and legal reforms that relates to the implementation of regional trade facilitation tools and promote safety of traders.

The project has four major components.

1. Improving trade infrastructure in the border areas (upgrading border facilities);
2. Policy and procedural reforms, capacity building to simplify border crossings procedures and improve standards of treatment of traders and officials;
3. Improve border management reform through performance Based management (PBM); and
4. Development of M&E system for the project, for small scale cross border trade and support for project implementation, communication and regional coordination.

The Overall Project Objective is to *“facilitate cross-border trade by increasing the capacity for commerce and reducing the costs faced by traders, especially small-scale and women traders, at targeted locations in the borderlands.”* In order to achieve this objective, the three countries and COMESA will implement a series of initiatives, in line with the project components listed above, at the country and regional levels.

The COMESA Simplified Trade Regime has been developed to address problems mostly faced by small scale cross border traders. The identified challenges are lack of knowledge and information on the benefits of trading with other COMESA countries, complex documents and complicated processes of filling the current forms, increased clearance costs and delays in the clearing of goods. This project identified five borders in the three participating countries of this project (DRC, Rwanda and Uganda).

Studies confirmed that these traders face different challenges as a result of their gender status including confiscation of goods, fines, long waits, acts of violence, threats and sexual harassment, bribes and rude behaviors, verbal abuse and insults.

In line with this background, COMESA, supported by World Bank, plans to contract a consultancy firm that develops training manuals for training of trainers on specific subject matters as specified in the scope of work.

Scope of work

The scope of work of this consultancy is to develop the pedagogical materials that will be used in training of Trainers in the areas enumerated below:

1. The first TOT manual focuses on STR. The TOT module on STR should cover the different aspects of STR including other rules and regulations governing the STR, such as the documentation, eligible products, the threshold and the benefits of the STR to the traders. The training content and technique has to recognize the different needs of women and men participants and users of the module with different levels of education to understand the tools and expected to implement the procedure accordingly. In other words, the training manual has to be written in clear and simple language. The trainees out of this manual are the cross-border small scale traders
2. The second TOT manual focuses on service providers or officers at the border post and coordinators from Member States in relation to promoting professionalism in basic principles of customer management by upholding a code of conduct that makes staff accountable. This manual will, in addition, explain the essential tenets of the Regulations on the Minimum Standards for the Treatment of Small Scale Cross-Border Traders in terms of the obligations of border officials and the need to treat cross-border small scale traders in a decent and fair manner. The training component will also cover conflict management and strengthen leadership skills bearing in mind the presence of different levels of officials at the border post in order to make them account to the responsibility that comes with their positions. This manual covers customer handling and conflict management at the border post. The target trainees out of this manual are the border officials and the cross-border traders.

3. The third TOT manual introduces gender and development concept and what it means in relation to trade and trade facilitation at the border posts. It is important to take into account the four components of this project and involvement of different parties in the process of facilitating cross border trading in the region. In this case, the TOT for gender concepts and practices needs to target people with different levels of knowledge and expertise.

The TOT on gender awareness focuses on professionals at the border post at the level of border officials and TIDOs. This training is different from gender training for the beneficiaries or cross border traders including women and their associations and partners working in the surrounding communities. Therefore, this assignment will produce two sets of gender TOT manual.

The TOT manual for gender is meant to build capacity on gender analytical skill and deeper sensitization for practitioners on gender issues in one hand and awareness creation to build the confidence of traders on the other. The training will contribute to the gradual change of attitude and practices of planners and service providers towards the majority traders at the border post. The primary target trainees out of these manuals are border officials, TIDOs and traders.

4. The fourth TOT refers to the routine security concern of traders especially women small scale cross border traders face at the border post and in surrounding areas. The harassment issues have multidimensional faces and ranges from verbal to physical attacks including sexual harassment. In this regard it is necessary to develop a standard harassment prevention and management mechanism that includes safe reporting system that guides different sectoral interventions. This TOT manual can be used to train different groups including traders and border officials in the project site as well as at member States level.
5. The fifth TOT manual deals with training management and delivery, including training approaches and participatory methodologies, communication techniques, key messages and any other aspect related to the actual delivery of the TOT courses. It will ensure that the trainers of the TOTs and the TOTs themselves have the necessary training and delivery skills required for effective training at their respective levels.

Consultants' profile

The team of consultants should have profile of a mix of expertise on trade and development, gender and development, communication/ media strategy, human resource management, and Gender based violence with the following qualification and experience.

Qualification and Experience The team of consultants to undertake this assignment should include experts on trade, gender, Human Resource Management (HRM), , communication and media strategy and gender based violence specialists

The qualification and experience required for a member of the team of consultants are as follows:

- (a) A master degree in either Economics, International Relations, international trade law, Business Administration, communication, or gender and development studies. ;
- (b) For the lead consultant, a minimum of 10 years' professional experience specifically with a broad knowledge of program approach on trade and development from regional and international trade perspective including developing training manuals on issues related to trade and/or cross-border trade and other contributing issues to facilitate regional trade. A good understanding of gender issues and ability to interpret data with a gender lens is preferable;
- (c) The other members of the team should have a minimum of seven years' experience in reference to their specific subject matter as explained in the scope of work. Professional experience on gender mainstreaming®ional trade would be an advantage for all the consultants;
- (d) Strong knowledge of trade procedures and national/regional policies governing the trade in goods and movement of people across borders in the region;
- (e) Extensive knowledge and experience on general principles of (gender-sensitive) border management, standard rights and obligations at the border, general messaging and media channels for awareness-raising etc. Such general knowledge will then be adapted to each country context as part of the national trainings, for which the three member States will be responsible
- (f) Experience in adult training and development of training materials;
- (g) Strong analytical and writing skills;
- (h) Strong communications skills to enable effective communication with a wide range of stakeholders.
- (i) Experience in conducting focus group discussions with different stakeholders , interview skills and ability to engage cross border traders and their associations and members of surrounding communities.

Language

- (a) Consultants should speak and write either French or English. Knowledge of both English and French by the different experts in the team would be an added advantage. Working knowledge of Kiswahili will be an added advantage.

Deliverables

- Inception report interpreting the TOR and the scope of work adequately;

- Six Draft TOT modules for specific sectors as specified in the scope of work;
- Final TOT manuals, after incorporating comments from all stakeholders involved in the project.

Duration of the contract and location

- The expected duration of the contract is 30 working days for each consultant. The position will include travels to the project sites and to the COMESA Secretariat in Lusaka, Zambia. The consultancy team is expected to start the assignment as soon as possible.

Target audience for the trainings and frequency of the trainings

The targeting of who is to be trained to train others is an important consideration. In this case there are several topics that will be covered, some of which are cross-cutting and some which are quite specific. It therefore means that some modules could be delivered to a group of persons of different backgrounds while others will be for people of the same background. Under the scope of work, the target group(s) is suggested.