**TERMS OF REFERENCE**



**CONSULTANCY TO CARRY OUT A NATIONAL TRAINING AND TECHNICAL ASSISTANCE ON EUROTRACE TO NAMIBIA**

**Table of Contents**

[1. BACKGROUND INFORMATION 2](#_Toc200439253)

[1.1 Background 3](#_Toc200439254)

[1.2 Current situation in the sector 3](#_Toc200439255)

[2. OBJECTIVES OF THE ASSIGNMENT AND EXPECTED RESULTS 4](#_Toc200439256)

[2.1 Overall objective 4](#_Toc200439257)

[2.2 Specific objectives 4](#_Toc200439258)

[2.3 Expected results 4](#_Toc200439259)

[3. SCOPE OF WORK 4](#_Toc200439260)

[3.1 Scope of work 4](#_Toc200439261)

[3.2 Geographical area to be covered 5](#_Toc200439262)

[3.3 Target groups 5](#_Toc200439263)

[3.4 Specific work 5](#_Toc200439264)

[4. QUALIFICATION AND EXPERIENCE REQUIREMENTS 7](#_Toc200439265)

[5. REPORTING REQUIREMENTS AND TIME SCHEDULED FOR DELIVERABLES 7](#_Toc200439266)

[5.1 Reporting requirements 7](#_Toc200439267)

[5.2 Submission and approval of report 8](#_Toc200439268)

[5.3 Project management 8](#_Toc200439269)

[5.4 Management structure 9](#_Toc200439270)

[6. LOGISTICS AND START DATE 9](#_Toc200439271)

[6.1 Location 9](#_Toc200439272)

[6.2 Office accommodation 9](#_Toc200439273)

[6.3 Facilities to be provided by the contracting authority 9](#_Toc200439274)

[6.4 Facilities to be provided by the contractor 9](#_Toc200439275)

[6.5 Equipment 9](#_Toc200439276)

[6.6 Start date and period of implementation 9](#_Toc200439277)

[7. MONITORING AND EVALUATION 9](#_Toc200439278)

[7.1 Definition of indicators 9](#_Toc200439279)

[7.2 Special requirements 9](#_Toc200439280)

[8. ASSUMPTIONS AND RISKS 10](#_Toc200439281)

[8.1 Assumptions underlying the project 10](#_Toc200439282)

[8.2 Risks 10](#_Toc200439283)

BACKGROUND INFORMATION

* 1. Background

The Southern African Development Community (SADC) is a Regional Economic Community comprising 16 Member States, namely; Angola, Botswana, Comoros, Democratic Republic of Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Tanzania, Zambia, Zimbabwe. Established in 1992, SADC is committed to Regional Integration and poverty eradication within Southern Africa through economic development and ensuring peace and security.

Article 14 of the SADC Treaty establishes the SADC Secretariat as the principal executive institution of SADC. The Secretariat performs its mandate and functions within the policy, strategic and programme provisions outlined in the Regional Indicative Strategic Development Plan (RISDP) and the Vision 2050. The SADC Vision 2050 earmarks Statistics a priority cross-cutting sector whereby by 2050, the region strategic objective in statistics is to realize a robust and responsive regional statistical system to underpin regional integration processes, including measurement of progress and impact.

* 1. Current situation in the sector

Secretariat is prioritizing statistical capacity building as part of its implementation plan guided by the Regional Strategy for Development of Statistics (RSDS) 2020-30. With the Regional Statistics Project funded by the World Bank, capacity building shall basically come in the form of development of practical guidelines in specific domains; rolling out national and regional training programmes and; assisting Member States through technical assistance. Data management and processing is within the sub-component 1.1 on improving capacity for data production, management and dissemination of the Regional Statistics World Bank project.

Article 16 of the Protocol on Statistics stipulates that Member States shall produce and disseminate monthly, quarterly and annual merchandise trade statistics. The use of specialized software is also essential in the handling of large volume of trade data flows for processing and dissemination of merchandise trade statistics. In this regard, there is a need to capacitate Member States to process and analyse trade data.

The EUROTRACE software package is an open-source software that was originally developed by Eurostat as generic data management system, but it is now used mostly by trade statisticians to compile *International Merchandise Trade Statistics (IMTS).* EUROTRACE is a modular software for processing international trade statistics, featuring a database management system (EUROTRACE DBMS) for data compilation, an editor for data entry (EUROTRACE Editor) and a visualization tool (Comext standalone)

Namibia Statistics Agency uses EUROTRACE system for the processing and analysis of International Merchandise Trade Statistics (IMTS). It has received assistance from the Pan African Statistics Programme (PAS I) to migrate from ACCESS based platform to SQL based EUROTRACE. As the system requires frequent upgrading and continuous configuration that involves IT expertise, Trade Unit of Namibia Statistics Agency faces complex challenges using the software with limited expertise on SQL.

Namibia Statistics Agency has hereby requested a national training and technical assistance on EUROTRACE SQL based to process and analyse Trade data given that they are experiencing challenges in its use. It is within this context that Secretariat is looking for an individual consultant to deliver training and technical assistance on EUROTRACE to train Trade Unit of Namibia Statistics Agency on important features of SQL server based EUROTRACE and to assist them to address the challenges encountered with the software.

OBJECTIVES OF THE ASSIGNMENT AND EXPECTED RESULTS

* 1. Overall objective

The overall objective of this exercise is to train Member States on the use of statistical software for merchandise trade statistics.

* 1. Specific objectives

The specific objective of the assignment is to undertake an advance national training on EUROTRACE, especially SQL server based EUROTRACE to Namibia Statistics Agency to process and analyse trade data. Another objective is to provide technical assistance on assessment of the EUROTRACE system challenges faced by Namibia Statistics Agency.

* 1. Expected results

The consultant is expected to achieve the following results:

1. Strengthened technical capacity of Namibia Statistics Agency in the effectively and efficiently management and processing of trade data using SQL Server based EUROTRACE;
2. Sources of challenges with EUROTRACE identified, documented and resolved; and
3. Namibia Statistics Agency to process and disseminate trade statistics using Eurotrace (SQL).

SCOPE OF WORK

* 1. Scope of work

This assignment is a national training and technical assistance. First, it primarily consists of undertaking and servicing a national basic to advanced training on EUROTRACE, especially SQL Server based EUROTRACE to process and analyze trade data as a resource person.

The second part is to deliver technical assistance as a resource person to identify challenges with EUROTRACE System, document them and provide sustainable solutions.

It is estimated an approximate 2 weeks intervention (10 working days) for undertaking of this assignment in the Headquarters of Namibia Statistics Agency.

The training must provide for basic and advanced level knowledge on EUROTRACE. The training report should contain summary of topics covered during training week, and training materials as annexes. A technical assistance report is also expected within this assignment.

* 1. Geographical area to be covered

The assignment will be carried out in the SADC Member States, namely Namibia.

* 1. Target groups

This consultancy is expected to target the Merchandise Trade Statistics of Namibia Statistics Agency and Namibia Revenue Authority (NamRa), in particular, trade statisticians involved in processing and analysis of trade statistics using EUROTRACE and staff from Customs working on trade data. It is also a requirement for IT experts of Namibia Statistics Agency to be part of the training and technical assistance to gain knowledge and ensure sustainability in handling the tool when required and without any support

* 1. Specific work

The consultant is required to undertake the following tasks amongst others in executing the assignment:

1. Produce an Inception Report demonstrating how the training will be organised and its effectiveness towards impactful results. It should have the objectives and expected outcome of the training, a structured agenda and programme to cater for practical training on EUROTRACE.
2. Conduct basic refresher and advanced Training on Eurotrace SQL Based Eurotrace data management and Comext Standalone applications.
3. Conduct basic refreshed and advanced training on the relationship between Eurotrace DBMS, SQL management Studio and COMEXT
4. To conduct basic refreshed to advanced training on:

* Extraction of data from SITC and BEC databanks
* Linking HS and other classifications (SITC & BEC, CPC product classification)
* Linking Customs Procedures Codes (CPCs) to the flow of trade and trade type
* Improving the transit databank
* HS databank management (deleting, importing new codes and upgrading data banks)
* Breaking down classification plans, hierarchy functions

1. Perform basic and advanced training on SQL scripts to ensure that the staff can adequately manage the database, with emphasis to:

* Loading of text files from Customs onto the latest Eurotrace version
* Update the current importation scheme to address new data fields
* Best practices of managing errors, on HS codes, detecting outliers and duplicates,…
* Treatment of HS codes
* Data verification with regard to standard verification procedures
* Incorporation of data from other sources into the domains (for instance Informal Cross Border Trade surveys and other surveys)
* Linking Eurotrace to statistical business register

1. To review the current System Dictionaries and create/ review their relations;

* HS and other classifications (BEC, SITC)
* Import the Relation table into the relation.
* CPC and associated relations

1. To add new data files and to create advanced validation rules and to test System validation rules (Both Constraints and non- Constraints) to ensure functionality for both Algorithms and to introduce new validation rules to ensure data quality

* To check BKI files for all the algorithms
* To Improve the Eurotrace DBMS for utmost effective and efficient operation to yield quality data
* To develop and test validation rules

1. Adjust any challenging features
2. Produce a Training Report that should include the following:

* Summary of topics covered during training week; and
* Training Materials as annexes for use by Trade Unit and IT Unit of Namibia Statistics Agency and Namibia Revenue Authority.

1. Produce a Technical Assistance Report covering the technical problems identified in the current system being used by Namibia Statistics Agency and the methods used for rectifying them. Furthermore, the report should also have a results-based matrix to ensure ownership of the beneficiary and implementation to ensure and reap impactful results.

QUALIFICATION AND EXPERIENCE REQUIREMENTS

This assignment is expected to be carried out by an individual consultant as the Master Trainer and strong experience and there should be evidence of in-depth knowledge of EUROTRACE. The specific profile is provided below:

**Qualifications and Skills**

* + A minimum of a Degree in statistics, economics, IT, Data Science or related field, A Masters degree and above shall be an advantage.
  + Certificate in trainings on EUROTRACE
  + Written and oral fluency in the English language is essential.
  + Excellent oral and written communication, analytical, presentation and report writing skills in English Language.
  + Excellent time management and organizational skills to prioritize workload and deliver needful during the training week.

**General Professional Experience**

* + The Expert Must have at least fifteen (15) years of experience in merchandise trade statistics compilation and dissemination.

**Specific Professional Experience**

* + Demonstrated experience for at least 10 years using EUROTRACE for processing and dissemination of merchandise trade statistics at national, regional or continental level;
  + Demonstrated experience as a resource person in delivering at least 5 trainings/technical assistance activities to developing countries at national, regional and continental level in Eurotrace software
  + The expert must be independent and free from conflicts of interest in the responsibilities they take on.

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organizations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

REPORTING REQUIREMENTS AND TIME SCHEDULED FOR DELIVERABLES

* 1. Reporting requirements

The consultant shall operate under the guidance of the Senior Officer – Research & Statistics and direct supervision of Officer – Research and Statistics.

All the deliverables shall be delivered to the Officer – Research and Statistics who shall assess and review the deliverables in line with the requirement of the Term of the References; and approved by the Senior Officer- Research and Statistics.

All reports / training materials shall be in electronic format, will be shared to SADC Secretariat. They will be the property of SADC Secretariat and will be used for additional training if required. The Expert shall work with the Secretariat up to the end of the assignment, shall have delivered the following in electronic format within three (3) months:

|  |  |  |
| --- | --- | --- |
| **Name of report** | **Content** | **Time of submission** |
| Inception Report | The Inception Report should demonstrate how the training will be organised and its effectiveness towards impactful results. It should have the following:   * Objectives and expected outcome of the training; and * structured agenda and programme to cater for practical training on EUROTRACE | No later than 7 calendar days after the signing of the contract. |
| Training report | The report should cover:  - summary of topics covered during training week; and  - Training Materials as annexes for use by Namibia | No later than 7 calendar days after the completion of the national training workshop. |
| Technical Assistance Report | The Technical Assistance Report should cover:  - technical problems identified in the current system being used by Namibia Statistics Agency and the methods used for rectifying them  - a results-based matrix to ensure ownership and implementation by the beneficiary | No later than 10 days after the technical assistance completion date |

* 1. Submission and approval of report

The reports referred to above must be submitted to the project manager identified in the contract. The reports must be written in English. The project manager is responsible for approving the reports.

* 1. Project management

Overall responsibility for supervision of the Consultancy will lie with the Officer – Research and Statistics. The Consultant shall be responsible for the operational day-to-day management and coordination of the consultancy work.

* 1. Management structure

The Consultant shall report to the Officer – Research and Statistics and perform the assigned tasks.

LOGISTICS AND START DATE

* 1. Location

The assignment will involve traveling to Namibia.

* 1. Office accommodation

None required

* 1. Facilities to be provided by the contracting authority

For the expert working on this consultancy, the Contracting Authority shall facilitate for visa entry in Namibia, if required.

* 1. Facilities to be provided by the contractor

The contractor must ensure he/she is adequately prepared and equipped for delivery of the training and drafting of deliverables. Moreover, the Consultant is expected to be fully self- sufficient in terms of international travel associated expenses in Namibia, laptop and related device connectivity for projector for this consultancy.

* 1. Equipment

No equipment is to be purchased on behalf of the contracting authority / procuring entity as part of this service contract or transferred to the contracting authority / procuring entity at the end of this contract. Any equipment related to this contract that is to be acquired by the procuring entity must be purchased by means of a separate supply tender procedure.

* 1. Start date and period of implementation

The intended start date is as soon as both parties have signed the contract agreement and the period of implementation of the contract will be 60 calendar days from the date of signing the agreement. Please see Article 3 of the specific contract for the actual start date and period of implementation.

MONITORING AND EVALUATION

* 1. Definition of indicators

The indicators to be used are timeliness, technical coverage and analytical quality of the 2 Reports as detailed in 5 above.

* 1. Special requirements

The Consultant must declare any potential conflict of interest between the provision of the requested services, and other activities in which, a member of their consortium of group (s), or any expert proposed in their offer is engaged.

ASSUMPTIONS AND RISKS

* 1. Assumptions underlying the project

It assumed that the consultant would be procured within the reasonable timeframe and activities implemented within the schedule provided of 60 calendar days spread over 4 months.

* 1. Risks

The nature of the assignment presents negligible risks associated with the consultancy. Some of the foreseen risks are the following:

| **Possible risks** | **Risk Level** | **Mitigation Measures** |
| --- | --- | --- |
| Unavailability of key stakeholders to provide relevant information due to change in the working environment | Medium | Plan and communicate ahead with key stakeholders; have more than one communication means |

**9. FINANCIAL PROPOSAL**

**9.1 Financial proposal**

The financial proposal should include all consultancy fees and all costs .

**9.2 Schedule of payment**

Payments for the assignment shall be related to the reports and their approval as follows:

**20%** of the contract price shall be paid upon submission and approval of the Inception report

**40%** of the contract price shall be paid upon submission and approval of the Training Report

**40%** of the contract price shall be paid upon submission and approval of the Technical Assistance Report