



Date: 14th 05 2020.

TERMS OF REFERENCE FOR A CONSULTANT TO FINALIZE COVID19 STANDARD OPERATING PROCEDURES (SOPs) FOR CARGO TRANSPORTERS AND FREIGHT FORWARDERS IN EAST AFRICA

1.0 INTRODUCTION

The Federation of East African Freight Forwarders Associations (FEAFFA) is a regional private sector apex body of the Customs Clearing and Freight Forwarding industry in East Africa representing over 2500 Customs agents and freight forwarding firms. The Federation aims at promoting a professional freight logistics industry for trade facilitation and regional economic growth. FEAFFA strives to address the challenges experienced by its members at association and firm levels through provision of training and other aspects of capacity building.

TradeMark East Africa (TMEA) is an aid-for-trade organisation that was established with the aim of growing prosperity in East Africa through increased trade. TMEA operates on a not-for-profit basis and works closely with East African Community (EAC) institutions, national governments, the private sector and civil society organisations. TMEA is focused on ensuring gains from trade result in tangible gains for East Africans, in line with the EAC's Development Strategy. Increased trade contributes to stronger economic growth, a reduction in poverty and subsequently greater prosperity. Since it was established in 2010, TMEA has been supporting various initiatives to grow prosperity in the EAC region through trade by unlocking economic potential through three complementary and interlinked strategic pillars namely, increase physical access to markets, enhanced trade environment and improved business competitiveness. However, despite these reforms, there are some obstacles along the corridor that raise transport costs and hinder economic development of the region.

The transport and logistics Industry plays a major role in the growth of the regional economies. Transporters and freight forwarders have been playing this key role to ensure all national economies are supported to remain interdependent. The outbreak of the novel corona virus disease (COVID 19) pandemic is threatening this critical sector following introduction of numerous restrictions on almost all modes of human and cargo transport in a bid to contain the spread of the virus. Most of the EAC partner states went into lock down to contain the spread. Despite this, movement of cargo across borders was not stopped. This made it possible for cargo planes and trucks to continue moving across borders. Unfortunately, movement of cargo across borders is slowly becoming a major channel for the spread of COVID-19 threatening to erode the progress made in all countries. With the transport and logistics industry slowly becoming the new epicenter for the spread of COVID19 in the region especially for the hinterland partner states, more stringent measures have been instituted including relay driving, testing of truck drivers and offloading cargo at border points among others. More continue to be introduced.

FEAFFA appreciates self-policing and has therefore been working on several initiatives to ensure the industry is able to direct, police and monitor itself through generally accepted operating procedures. The industry also realized its incredibly unique nature making it difficult to plug and play the numerous procedures currently in place. In view of this, FEAFFA intends to develop industry focused Standard Operating Procedures (SOPs) to guide industry players within East Africa as they continue providing the essential freight logistics services while maintaining the highest health and safety standards against the COVID-19.

The Standard Operating Procedures will guide day-to-day operations of industry players with focus on customs agents and freight forwarders warehouses, inland container depots, truckers, and related offices.

With support from TMEA, FEAFFA is seeking to engage services of a consultant to quickly finalize the draft COVID-19 SOPs.

2.0 OBJECTIVE

The purpose of the assignment is to quickly finalize the draft Standard Operating Procedures (SOPs) for cargo transporters and freight forwarders in East Africa.

3.0 RECIPIENT

The direct recipient of this consultancy will be the Federation of East African Freight Forwarders Associations (FEAFFA).

4.0 SCOPE OF WORK FOR THE SOP CONSULTANCY

The consultant will be required to carry out the following tasks:

1. Identify the key operational risks and challenges for the cargo transport and logistics industry in East Africa due to COVID-19 pandemic.
2. Update the draft regional COVID-19 Standard Operating Procedures (SOPs) developed by FEAFFA to cover all the major segments of the transport and logistics industry in East Africa
3. Benchmark with the SOPs provided by the World Health Organization, other international health organizations and international transport and logistics organizations such as FIATA, IRU, IATA, WCO etc. as well as established corporates in cargo transport and logistics.
4. Map the key cargo transport and freight logistics related administrative measures instituted by the EAC, individual Partner State Ministries, Departments and Agencies (MDAs) to ensure conformity of the SOPs to the established measures.
5. Virtually present the SOPs to key stakeholders including relevant government MDAs for their input and validation.
6. Provide support to the FEAFFA consultant who will convert the SOPs into short video graphics for online distribution.
7. Accurately Translate the approved SOPs into French and Swahili.
8. Recommend any other appropriate mechanism for the dissemination of the SOPs to the target audience.

5.0 APPROACH AND METHODOLOGY

The consultant will conduct a desk review of COVID19 measures in the EAC region, other SOPs by WHO, FIATA, IRU, WCO and IATA, other COVID documents and the draft FEAFFA

SOPs. This information will be used to draft SOPs for the different segments of the transport and logistics industry in East Africa. The draft SOPs will virtually be presented to FEAFFA stakeholders for input and adoption. upon adoption, the SOPs will be translated to French and Swahili.

6.0 DELIVERABLES

The expected deliverables from this assignment will include:

- a) Inception report highlighting the consultant’s understanding of the assignment, structure, methodology and work plan (maximum 10pages).
- b) Draft regional COVID19 SOPs
- c) Final regional COVID19 SOPs
- d) SOPs translated to French and Swahili
- e) Project close out report

7.0 CO-ORDINATION AND REPORTING

The consultant will be reporting to the FEAFFA Executive Director. Day to day project coordination will be with the FEAFFA Program Officer. Financial matters will be dealt with by the Finance Officer.

Report Title	Date of Submission
Inception Report	02 days after contract award
Updated revised Draft regional COVID19 SOPs	09 days after contract award
Final regional SOPs	12 days after contract award
Translated versions of the SOPs	18 days after contract award
Project close out report	21 days after contract award

8.0 DURATION OF THE ASSIGNMENT

The expected duration of the assignment is 30 person days. Given the urgency, it is desirable that the assignment is executed in three calendar weeks.

9.0 QUALIFICATIONS

- a. **Company Profile:** This should provide details confirming the firm has over 5 years of experience in public health and or transport and logistics work within the East African region. Previous work experience in emergency situations is desirable. Consortia of experienced health and freight forwarding experts will also be accepted.
- b. **Public Health expert:** Will be the project leader and must be a holder of a degree in a health-related field with over five years’ experience in developing public health programmes including dealing with epidemics and pandemics in the EAC region. Graduates of other disciplines with extensive public health experience (more than five years) will also be considered. Previous work experience in transport and logistics related health programming is highly desirable. Knowledge of the COVID-19 health measures will be a plus. Ability to fluently communicate in French and Swahili is also an added advantage.

- c. **Transport and Logistics Experts:** One Expert each specialized in warehousing, trucking (road cargo transport), customs clearance, and freight forwarding in East Africa. The experts will each hold a bachelor's degree, or its equivalent in a relevant field with a minimum of five years hands on experience in each of the key industry segments. Experts with ability to cover more than one segment are acceptable but this should be highlighted. Participation in the transport and logistics industry efforts to manage epidemics and pandemics such as COVID19 and Ebola is strongly desirable.

- d. **Language experts:** One Swahili and one French expert with expertise in translating from English to each of the two respective languages. Knowledge of the transport and logistics industry is an added advantage. This could also be sub-contracted with written consent of FEAFFA.

To apply

Interested firms and consortia are requested to submit their profiles and Resumes of the experts by Mid Night Monday 18th May 2020 to procurement@feaffa.com

Applicants must be ready for immediate deployment.