

COMMUNICATION

CONSULTANCY ANNOUNCEMENT AND CALL FOR APPLICATIONS BY 28 MARCH 2011

DEVELOPMENT WITH THE WORLD CUSTOMS ORGANIZATION OF A JOINT BASEL, ROTTERDAM AND STOCKHOLM CONVENTIONS E-LEARNING TOOL FOR CUSTOMS

The Secretariat of the Basel Convention hereby draw the attention of Parties and Signatories to the Basel Convention as well as that of the Basel Convention Regional Centres to the following consultancy announcement.

A consultant shall be retained to assist the Basel and Stockholm conventions secretariats to develop the content of a joint WCO e-learning tool.

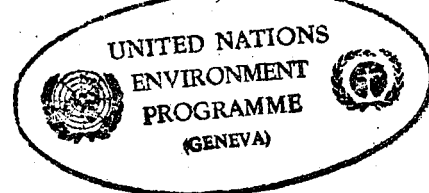
The secretariats invite interested candidates to consult the attached terms of reference and to submit their candidature by **28 March 2011** to juliette.kohler@unep.org, using the P11 form available on the website of the Basel Convention (<http://www.basel.int/legalmatters/index.html>).

The Secretariat would welcome the assistance of Parties, Signatories as well as the Centres in making this information available to potential candidates.

Thank you in advance for your kind cooperation and assistance.

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Secretariat of the Basel Convention
Geneva, 15 March 2011



To: Focal Points and Competent Authorities of Parties and Signatories to the Basel Convention
Basel Convention Regional and Coordinating Centres
cc: Permanent Missions to the United Nations in Geneva

Terms of reference

Consultant to assist the secretariats of the Basel and Stockholm conventions develop a joint World Customs Organization e-learning tool

1. By an exchange of letters dated 16 and 29 April 2010, the Executive Secretaries of the Basel, Rotterdam and Stockholm conventions (BC, RC, SC) and the Secretary General of the World Customs Organization (WCO) expressed their common interest in developing a joint WCO e-learning tool on the Basel, Rotterdam and Stockholm conventions.

2. A consultant shall be hired to assist the secretariats of the Basel and Stockholm conventions in developing the **BC and SC content** of the joint WCO e-learning tool. The RC content of the tool will be provided by the Secretariat of the RC. The IT development of the tool will be done by the WCO.

3. The guiding principles for the content of the tool are:

- Practical information for the day-to-day operations of customs officers (not an encyclopedia!)
- Build on/integrate existing BC/RC/SC materials
- Follow as much as possible the format of existing WCO training courses (GCI and CITES)
- Include, in each module, examples of national practice/regulations.
- Include, in each module, pictures or other multimedia elements (videos, animations).
- Include, in each module, a glossary of common terms and a library of available resource/informational materials

4. The content of the tool will be the following modules:

- *General information about the BC/RC/SC:* This information basically exists and would be of an introductory type, but it needs to be put in the same format as the other modules. The fundamental principles of each treaty would be presented in a synthesized manner.
- *The role of customs under the three conventions:* This section will describe the importance of customs for each Convention and for the three conventions, as a way to increase their coordination and cooperation at the international/regional/national level (synergies decisions). To provide further insight, the section will explain the types of control measures and procedures developed under each convention, as well as their similarities and overlaps. In this regard, it will be essential to identify the chemicals that are common to the three conventions and to develop simplified charts/decision trees when presenting the different conventions' control regimes.
- *Detection/screening/risk assessment* (the trigger for customs to take action). Goal of the module is to assist customs to determine what to check and when to check. This may include issues like profiling, intelligence-led approaches, suspicious shipments, movement document, notification document (PIC), site monitoring, ad hoc or routine, placards and labeling, packaging, concealment methods or modus operandi of illegal shipments.
- *Identification/classification:* Goal is to assist customs to determine if the shipment contains BC/RC/SC substances/objects. This module will include visual, scientific and legal aspects of identification: pictures of the substances/wastes covered, techniques for analysis and sampling, handling (safety) precautions, legal definition of wastes within a country, use of trade names, BC and HS codes (and their relationship), link between HS codes and the substances covered by SC, RC and HS codes (and their relationship), link between the covered substances/wastes and products containing the covered substances (with pictures), brief presentation of GHS as the international recognized labeling system for hazardous substances. This module will also provide information on the immediate steps that customs may need to take following identification/classification (notification to competent authorities/decontamination/seizure/storage).

- *Quarantine/Containment/Ship back procedure/repatriation/prosecution*: Goal is to inform customs of the next steps, i.e. once a shipment has been deemed illegal.
- *Cooperation among relevant institutions*: Goal is to assist customs determine who does what under the BC/RC/SC regimes and who can assist with what type of assistance. This will include the role of enforcement (e.g. police and judiciary) and non enforcement entities (competent authorities), governmental and non governmental institutions, at the national, regional (e.g.: use of laboratory facilities in BCRCs) and international levels (WCO, Interpol, INECE, IMPEL TFS), the relationship with the private sector (port authorities, shipping industry, generators, clearing agents, exporters and disposers). It may also include a sample of a MoU between customs environmental agencies and other competent authorities.
- *E-waste*: This will essentially be a Basel Convention specific module. The information to be included in this module will be provided through the SBC e-waste Africa project.
- *POPs/hazardous substances in articles and products*: This could be developed in isolation or be partly integrated into the e-waste module. At this stage of knowledge, the information provided will be general and should be based and consistent with, amongst others, on the information collected including that information available to the SSC New POPs programme and the POPs Free products programme.

5. The consultant, who shall report to the BC and SC secretariats, shall develop, in English and in Word format, the BC and SC content also using existing RC content, of the 8 modules outlined above. The information will be presented in a *synthetic* manner, bearing in mind that it will then be used to develop an e-learning tool (see the precedents of the GCI and CITES WCO e-tool).

Attached to the Word document, the consultant will provide copyright free photographs of the substances/wastes/products covered by the BC and SC to assist customs with visual identification. The consultant will work closely with the BC, RC and SC secretariats. Unless agreed otherwise, the secretariats will ensure liaison with outside experts and with the WCO.

Qualifications and experience

The consultant must have at least 10 years' work experience in the field of MEAs, including at least 5 years working on the implementation and enforcement of the Basel and/or Stockholm conventions (if "or", then a good knowledge of the other instrument is key). Knowledge of the role of customs in implementing and enforcing these MEAs and of how customs operate is essential. The consultant must possess excellent English reading and writing skills.

Time frame

The contract will require 70 days of work, to be executed between 15 April and 10 December 2011.

The consultant shall transmit a first detailed table of contents of the modules by 20 April 2011 (5 days of work). Taking into account the comments by the BC and SC secretariats, the consultant will submit the first draft of the modules to the BC and SC secretariats by 30 May 2011 (30 days of work). The consultant will finalize the modules, taking into account the comments made by the BC and SC secretariats and the content provided by the RC secretariat by 30 June 2011 (20 days of work). The comments provided by the secretariats will also reflect the input received from WCO regarding the suitability of modules for the format of the e-learning training tool. The consultant will also provide input and undertake further research in relation to the BC and SC content of the tool as needed between 30 June and 10 December 2011 (15 days of work).