

# Terms of Reference for the Project Management Unit under the SADC Trade Related Facility (TRF) Programme

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## **1. Background**

The SADC Trade Related Facility (TRF) is a mechanism for financial and technical support to SADC Member States to assist them to implement commitments made under the SADC Trade Protocol and the SADC Economic Partnership Agreement with the EU (EPA). The main objective of the TRF is to strengthen the process of regional integration in SADC, enhance trade with the EU and strengthen the region's trade competitiveness globally. The specific objective of the Facility is to enhance the implementation of the SADC Trade Protocol and the SADC EU EPA in order to increase intra-regional and inter-regional trade flows of Member States.

The project proposals of Mauritius on Trade Facilitation and Trade Promotion and Development have been approved for financing under the SADC TRF. A brief description of these projects is provided below:

### **(i) Trade Facilitation:**

#### ***Sub-component One: Customs***

Activity 1.1: Undertake Technical Assistance (TA) Services to conduct a scoping study for the establishment of a field laboratory at Port-Louis seaport and training of Customs Officials on testing.

Activity 1.2:

- (i) Undertake TA services to develop a non-intrusive inspection technology system for MRA, Customs,
- (ii) Procure hard and software needed for the non-intrusive inspection technologies system;
- (iii) Undertake training on non-intrusive inspection technologies system (image interpretation);

- (iv) Undertake training of trainers and training activities on investigative and surveillance techniques;
- (v) Training on big data analysis to strengthen risk management system; and
- (vi) Training on illicit drug detection

### **Sub-Component Two: Sanitary and Phytosanitary (SPS) Measures**

- (i) Undertake TA services to design and install a Phytosanitary and Sanitary Information Management System at the NPPO and DVS;
- (ii) Procure soft- and hardware equipment for the Phyto and Sanitary Information Management System; and
- (iii) Train staff in use of the Phyto and Sanitary System

### **Sub-Component Three: Metrology and Calibration**

- (i) Undertake TA services to establish a Humidity Metrology Laboratory and upgrading of a Temperature Laboratory;
- (ii) Procure humidity reference standards and equipment for the Laboratory;
- (iii) Upgrade the MSB temperature laboratory, including a new service (calibration of non-contact thermometers) and procurement of reference standards and equipment; and
- (iv) Train staff in metrology

### **(ii) Trade Promotion and Development**

#### ***Sub-component One: Increasing Productivity and Competitiveness***

To improve productivity and competitiveness of 40 manufacturing enterprises with the collaboration of the NPCC

- (i) Undertake TA services to conduct an in-plant diagnosis of selected enterprises in the manufacturing sector and to propose appropriate productivity improvement programme;
- (ii) Undertake TA services to build capacity of productivity champions and upgrade the skills of the National Productivity and Competitiveness Council (NPCC) cadre;

- (iii) Undertake TA services to implement the productivity improvement programme;
- (iv) Undertake stakeholder consultations on the Productivity and competitiveness of enterprises in the manufacturing sector.

### **Sub-Component Two: Export Readiness and Promotion**

To strengthen the capacity of manufacturing enterprises to export to the SADC region

- (i) Undertake TA services to conduct market intelligence analysis to increase exports of Mauritian products on the SADC market;
- (ii) Undertake awareness raising and trade promotion activities for enterprises on export opportunities to tap the regional market;
- (iii) Conduct training on export procedures including on INCO terms, compliance with SADC rules of origin, SPS and TBT measures, online Tripartite NTBs, etc

### **Sub-Component Three: E-commerce platform**

To conduct a feasibility study on the development and implementation of an e-commerce platform in Mauritius

- (i) Undertake TA services to conduct a study on the development of the e-commerce platform;
- (ii) Undertake stakeholder consultations on the e-commerce platform; and
- (iii) Undertake TA services to develop an e-Commerce Platform Implementation (Business) Plan.

## **2. Objective of the Project Management Unit (PMU)**

A Project Management Unit (PMU) will be established for the management, monitoring, reporting and evaluation of the various components of the projects. The PMU will be an independent body established under the procurement policies of the Government of Mauritius. The PMU shall report to the Ministry of Foreign

Affairs, Regional Integration and International Trade (MOFA) on the overall implementation of the project.

### **3. Composition of the PMU**

The PMU will comprise a Project Manager. The Project Manager will be in charge of the overall implementation of the project and shall report on a regular basis to the MOFA and to the Steering Committee. The Project Manager will be assisted by public officials in the administrative, procurement and financial aspect of the project.

### **4. Specific Tasks of the Project Manager**

The Project Manager shall ensure that all the earmarked activities are implemented in a timely manner and a report submitted accordingly. Among the specific responsibilities of the manager will include:

- Responsible for day to day administration and implementation of the project activities;
- Monitor approved budget performance;
- Ensure timely execution of TRF projects;
- Monitor, record and report progress to the Steering Committee against the Annual Work Plan and Budget;
- To prepare and submit narrative and financial report annually to the Steering Committee for projects with duration exceeding one year;
- To prepare interim narrative and financial reports which are to be structured in line with the agreed Performance Assessment Framework (PAF) and report against the achievement of agreed progress indicators and final targets;
- To work in close collaboration with Public Officials to ensure that the Financial Report (both interim and final) be properly and easily reconciled

to Mauritius' Accounting and Bookkeeping system and to the underlying accounting and other relevant records;

- Prepare terms of Reference for appointment of Consultants under the various components of the project where required and to follow up on implementation;
- Take the lead in the preparation of activity work plans and budgets and ensuring their timely execution;
- Work with various stakeholders and coordinate all project interventions;
- Prepare project reports for submission to the Steering Committee and SADC as part of the project monitoring process;
- Ensure accountability of all funds provided for activity implementation;
- Take the lead in the production and dissemination of periodic progress reports.

All of the above tasks have to be in accordance with SADC policies.

## **5. Qualifications and Expertise Requirements of Project Manager**

- Should possess a Master in Business Administration (MBA) or M.SC in Business Management or M.SC in Project Management or any equivalent qualification;
- Must be computer literate; and
- Should have at least 8 years proven experience in project management

## **6. Reporting**

The PMU shall report on a regular basis to the MOFA and to the Steering Committee on the progress in implementation of the various components of the projects. Reports should be submitted to the Steering Committee in English.

## **7. Time Frame**

The projects should be completed by 30 September 2019.