

## Terms of Reference

### Statistical Survey of Transborder Binational Trade between Haiti and the Dominican Republic

#### **1.0 Background Information**

##### **1.1 Beneficiaries**

The beneficiaries of this assignment include the Governments of Haiti and the Dominican Republic represented by their respective Ministries of Trade and Industry and Foreign Affairs, their Customs Administrations, their Standards Bureaus, their Export and Investment Promotion Agencies as well as private sector stakeholders represented by the Chamber of Commerce and Industry of Haiti (CCIH) and the Dominican Federation of Chambers of Commerce (FEDOCAMARAS).

##### **1.2 Contracting Authority:**

Caribbean Export Development Agency

##### **1.3 Relevant Background:**

The Caribbean Export Development Agency (Caribbean Export) has been entrusted by the Governments of the Dominican Republic, Haiti and the European Union, with the implementation of the “Trade and Private Sector Component” of the Haiti-Dominican Republic Binational Cooperation Programme under the 11th European Development Fund (EDF) FED/2018/399-379. This component seeks to enhance the overall business and investment climate of Haiti and the Dominican Republic as well as the international perceptions and images of both countries.

The Programme has three (3) main objectives:

1. The Promotion of a more balanced and formal trade between Haiti and the Dominican Republic;
2. The quality of goods produced in both countries and the competitiveness of enterprises is enhanced with special attention to three (3) value chains: Cocoa/Chocolate; Essential Oils/Cosmetics; and Handicraft/Fashion/Accessories/Jewellery; and
3. The institutional cooperation, between the Ministries working in trade related issues and the Customs Administrations, as well as the public-private and private-private dialogue is reinforced.

Under Component 1 of this Programme: Initiatives to Support Trade Formalization (1), Caribbean Export seeks to promote the creation of an interinstitutional binational working group on binational trade and investment. Consequently, it is necessary to have a clear understanding of the current uses and practices of transborder binational trade between Haiti and the Dominican Republic. Such analysis will enable the public and private stakeholders in each country to have a comprehensive view of the economic realities confronting the economic actors engaged in transborder trade and investment.

In this light, the proposed consultancy seeks to set the baseline for transborder trade by producing updated statistical data on the uses and practices of transborder binational trade between the two countries in order to identify the needs and challenges of the actors in the border zone.

## **2.0 Objective, Purpose and Expected Result**

### **2.1 Overall Objective**

The objective of this assignment is to carry out a survey on the uses and practices of the transborder trade being conducted in three (3) main markets at the Haiti-Dominican Republic border – namely Ouanaminthe/Dajabón, Malpasse/Jimaní and Belladère/Elías Piña – in order to update the information and statistical data on same and identify the needs and challenges of the actors engaging in this economic activity.

The consultant(s) will review existing, up-to-date surveys, studies and other secondary data on the uses and practices of transborder trade, collate the information and provide a detailed analysis on the transborder trade activity. Updated statistics on transborder trade practices must be highlighted. Customs procedures, tax collection processes, sanitary and phytosanitary (SPS) inspections and other rules and regulations in force at the various posts on each side of the border must be identified and compared with those applied at other trading posts such as the ports in Port-au-Prince and Caucedo. Additionally, the availability of information on custom, trade, tax collection and rules, regulations and/or procedures to merchants and investors must also be assessed.

Actions should include:

#### **1. Research and Diagnosis**

The consultant(s) will be required to conduct extensive desk research. The desk research includes research into the practices and overall system of conducting transborder trade in these transborder markets. Haitian and Dominican stakeholders engaging in the transborder trade must be consulted.

The consultant(s) will collect all relevant studies, materials, and statistics already produced by relevant government agencies and other donors, NGOs and/or research institutes in the recent past such as the European Union, Inter-American Development Bank, OXFAM, United Nations (UNDP, UNCTAD...), USAID, the World Bank and the WTO which have all previously produced studies on transborder trade between Haiti and the Dominican Republic.

#### **2. Consultations**

The consultant(s) is/are expected to carry out consultations with stakeholders such as the mayors and city councils of the cities on both sides of the border, customs authorities, ministry of agriculture, associations, merchants and other informal actors who are engaged in transborder trade at the previously mentioned markets located in the Haiti-Dominican Republic border zone.

## 2.2 Project Deliverables

The consultant(s) is expected to deliver the following results:

1. **Report 1: Inception meeting report** – This report will capture agreed timelines, the methodology that will be used to undertake the study and any potential changes to project design that are discussed at the inception meeting;
2. **Report 2: Intermediary Report** – This report will cover the work completed to date and the outstanding work to be completed. It should include a briefing of the desk research and consultations conducted and a draft survey for validation by Caribbean Export; and
3. **Report 3: Final Report** – This final report will present the results, findings and analysis of the survey conducted.

**All reports must be in French and Spanish.**

## 3.0. Assumptions and Risks

### 3.1 Assumptions underlying the project

- Stakeholders provide the necessary support to the consultant(s);
- The time frame allocation for the assignment is sufficient to complete the assignment; and
- Adequate data and information are available to undertake the research in the specified time period.

### 3.2 Risks

The general risk includes political instability and delays with data collection resulting from reluctance of the relevant stakeholders to share information or to complete the assessment exercise; or delays resulting from other causes.

## 4.0 Scope of Work

### 4.1. General

### 4.2. Specific Activities

To achieve the expected results, the Consultant will, at a minimum, do the following:

1. Participate in an inception meeting with BONFED (Bureau de l'Ordonnateur National du Fonds Européen de Développement), Caribbean Export, Customs General Administration of Haiti, Customs General Directorate of the Dominican Republic, DIGECOOM (Dirección General de Cooperación Multilateral) and the European Union to define, clarify, and agree on project parameters and expectations, including timelines, reporting, etc.;
2. Conduct desk and other research and/or consultations based on the requirements in the TORs that are necessary to effectively complete the assignment;
3. Review existing, up-to-date surveys, studies and other secondary data on the uses and practices of transborder trade at the border markets (Ouanaminthe/Dajabón, Malpasse/Jimaní and Belladère/Elías Piña), collate the information and provide a detailed analysis on the transborder trade activity;
4. Analyze the movement of goods across the border markets;
5. Investigate the tax collection procedures at the border;
6. Analyze the way in which information on legal, customs and tax collection procedures are transmitted to local merchants in both countries; and

7. Identify sanitary and phytosanitary (SPS) rules and other regulations in force at the border.

#### **4.3. Project Management**

The Caribbean Export Development Agency will be responsible for the management and coordination of this project, along with the key stakeholders –BONFED (Bureau de l'Ordonnateur National du Fonds Européen de Développement), DIGECOOM (Dirección General de Cooperación Multilateral) and the European Union.

**4.3.1** The Deputy Programme Manager of the 11<sup>th</sup> EDF Haiti-Dominican Republic Binational Programme, Trade and Private Sector Development Component will retain overall responsibility for supervising this consultancy and will report the performance of the project to the Steering Committee of the Programme. Day-to-day supervision of the activities of the project is the responsibility of the Project Expert based in Caribbean Export's Programme Office in Port-au-Prince.

### **5.0 Logistics and Timing**

#### **5.1 Location**

The assignment is commissioned under the Haiti-Dominican Republic Binational Programme and requires physical presence in these countries to execute the assignment. It is expected that the consultant makes visits to the selected border posts.

#### **5.2 Duration**

The assignment will be undertaken within 30 working days.

#### **5.3 Commencement Date and Period of Implementation**

Work is expected to commence by October 15<sup>th</sup>, 2019 and should be completed by November 25<sup>th</sup>, 2019.

### **6.0 Requirements**

#### **6.1 Personnel**

**6.1.1** This call for application is open to consultants with experience in the subject areas outlined above. The consultant(s) must have strong knowledge of transborder trade issues between the Dominican Republic and Haiti. The consultant(s) must meet the following criteria:

- At least a university degree in International Trade, Economics or Social Sciences related to International Relations and Development Economics;
- At least 5 years of practical experience in the field of International Trade, Customs Administration or Development;
- Experience conducting trade surveys on the uses and practices of transborder trade;

- Knowledge about SPS measures and quality infrastructure;
- Outstanding inter-cultural communication, networking and coordination skills;
- Good knowledge of transborder trade between Haiti and the Dominican Republic;
- Excellent presentation and communication (oral and written) skills; and
- Fluency in French, Haitian Creole and Spanish are required, while knowledge of English is highly desirable.

## 6.2 Required Documentation

The Applicant will at a minimum submit the following:

1. Examples of previous work done in this area;
2. A proposal submitted which should include at a minimum the consultant profile, an understanding of the project, project methodology, availability and qualifications, timetable/Gantt chart for activities; and
3. A detailed proposed budget in euros including all relevant taxes.

**Once selected, the consultant and the proposed team cannot be changed.**

## 7.0 Reports

### 7.1 Submission & approval of reports

The deliverables outlined in Section 2.2 must be submitted to the Project Expert – Haiti. All deliverables must be submitted in French and Spanish. The Deputy Programme Manager of the 11<sup>th</sup> EDF Haiti-Dominican Republic Binational Programme, Trade and Private Sector Component, will be responsible for approving the deliverables. The work produced by the expert(s) will be owned by all members of the Steering Committee of the Programme: BONFED, DIGECOOM, European Union, Caribbean Export, the Ministry of Trade and Industry of Haiti, the Ministry of Industry, Commerce and MSMEs of the Dominican Republic, the respective General Customs Administrations of Haiti and the Dominican Republic, BHN (Bureau de Normalisation Haitienne), INDOCAL, (Instituto Dominicano para Calidad) CCIH and FEDOCAMARAS.

## 8.0 Submissions of Offers

Offers should be submitted by 17:00 hrs (Haiti local time) on Friday 20<sup>th</sup> September, 2019 to the following e-mail addresses [jdioulo@carib-export.com](mailto:jdioulo@carib-export.com) and [sreid@carib-export.com](mailto:sreid@carib-export.com) with the reference “**Statistical Survey – Uses and Practices of HT-DR Transborder Trade**”.