



TERMS OF REFERENCE

BASELINE SURVEY OF PRODUCTION CAPACITIES OF EDIBLE OIL MANUFACTURERS IN THE EAC BY 2017

1.0 The client

The East African Business Council (EABC) is the apex body of business associations of the Private Sector and Corporates from the 5 East African Countries. It was established in 1997 to foster the interests of the Private Sector in the integration process of the East African Community.

Currently, EABC has 54 Associations and 102 corporate Members. Amongst the associations are all the national Private Sector Apex Bodies; four manufacturers' Associations; 5 Chambers of Commerce, 3 Employer Associations; 2 Women Associations, 2 Bankers Associations and the Confederation of Informal Sector Associations of East Africa. Given that the Secretariat is based in Arusha, EABC's structure includes National Focal Points (NFPs) – who are all currently the national private sector apex bodies.

EABC's overarching objective is to be an effective change agent for fostering an enabling business environment and to promote private sector's regional and global competitiveness in trade and investment. EABC therefore provides a regional platform through which the business community can present their concerns at the EAC policy level, with the overall aim of creating a more conducive business environment through targeted policy reforms. Additionally, EABC also works towards promoting private sector's regional & global competitiveness in trade and Investment through addressing challenges experienced by Members at organizational and firm level; and through provision of tailored market intelligence.

EABC's key stakeholders are primarily the EAC Secretariat, the Business Community as represented through Members and their affiliates, National Policy Makers, EAC organs and institutions and other key national and regional organizations working towards enhancing private sector participation in the EAC and global integration. EABC has an "Observer Status" at the EAC, which enables us to attend and participate in all relevant EAC activities and deliberations, not only at the Secretariat but also in other organs and institutions.

2.0 Rationale of this assignment

The EAC Sectoral Council on Trade, Industry, Finance and Investment (SCTIFI) held its ordinary meeting from 30th January to 3rd February 2017 at the EAC Headquarters in Arusha, Tanzania. During the meeting a report of EAC experts on analysis of Rules of Origin with regard to edible oils of chapter 15 of the revised EAC rules of origin was discussed. At its 34th Meeting of the Council of Ministers, the EAC Secretariat was asked to undertake a comprehensive review on the CET and Rules of Origin and to report the findings of these reviews to SCTIFI by September, 2017 (EAC/CM 34/Directive 60). The Council further directed the EAC Secretariat to analyse the Rules of Origin with regard to **edible oils** of Chapter 15 and report to SCTIFI at its next meeting (EAC/CM 34/Decision 60)¹.

One of the key recommendations arising out of these SCTIFI deliberations was that the proposal of including edible oils in the list of sensitive items and increase the duty rate progressively to 40% be considered during the comprehensive review of the CET and Rules of Origin;

In view of the above recommendation, EABC is now undertaking a capacity assessment of edible oils manufactured within the EAC region with the objective of making proposals regarding the sensitivity of edible oils during the review process of EAC Common External Tariff (CET) from evidence based point of view.

3.0 Tasks and duties of the consultant

The study is expected to deliver clear data on the current production levels of edible oils in the EAC and to match this production capacity with the prevailing demand.

In the context of this envisaged capacity assessment, the consultant is expected to:

- 1) Carry out interviews among key producers of edible oils in the EAC region in order to gather robust and evidenced intelligence about the estimated production capacity of the sector;
- 2) Gather intelligence about the potential demand on edible oil products among consumers in the EAC;
- 3) Match both demand and supply in order to develop recommendations how to design the duty rate as part of EAC's CET in order to help producers to sustain and expand their market but at the same time protect the rights of EAC consumers for stable pricing processes;

4.0 Methodology

¹ Ref.: <http://www.eac.int/news-and-media/press-releases/20160915/first-instance-division-rules-application-filed-eac-peace-and-security-unit-staff> (Access on Feb 28th, 2017)

4.1 Secondary data Review

Besides studying the documents mentioned above (see chapter 2.0), the Consultant should review the EAC Common External Tariff on edible oils. The consultant will further review the work so far done by the EAC in the development and design of the CET.

4.2 Consultation (Primary Data)

The Consultant will consult with a specific number of Private Sector stakeholders, as per a list of respondents to be provided by EABC. The consultations are expected to be made through field visits and face-to-face interviews as well as, if a field visit is not feasible, telephone interviews. Through these interviews, the consultant shall gather the intelligence required to deliver the expected information and outputs.

4.3 The consultant is expected to develop a questionnaire to capture all required information and use it to conduct interviews.

5.0 Timeline, deliverables and mode of payment

The work is estimated to require 36 days inclusive of fieldwork. The Consultants shall present:

- a) Inception Report: one week after the award of the assignment;
- b) Draft Report: To EABC; no more than four weeks after the Inception Report
- c) Final Report and all other materials obtained during the study work: no more than one week after the validation process steered by the EABC Secretariat.
- d) A position paper arising out of the study

Time	Amount to be paid
Upon submission of the inception report	20% of the total amount
Upon submission of the draft report	35% of the total amount
Upon approval of the final report	The remainder of the total amount

6.0 Qualifications and expertise of the consultant

The consultant undertaking the assignment shall possess the following qualifications and experience:

- At least a university degree (at master's level) in economics, statistics, business management, science or related fields;
- Minimum of ten years' experience in the field of economic policy; or/both regional integration; or/both trade policy; private sector advocacy and strategist at national; regional; or international levels
- The candidate will have demonstrable experience in assignments of a similar nature undertaken at regional level.

- Knowledge and experience on integration process is a must.
- Knowledge and experience of EAC integration process is added advantage.

7.0 Reporting

The consultant shall report to the Executive Director, EABC. However she/he will work hand in hand with EABC's Policy and Standards Officer who will also provide the necessary support during the period of the assignment.

8.0 EABC's Responsibilities

- I. Provide all relevant documents available within the organisation.
- II. Provide consultancy contract before the beginning of the assignment.
- III. Provide a list of all interviewees.

9.0 Evaluation Criteria

The evaluation criteria for the selection of the consultant will be based on the following:

- (a) Specific experience of the consultants relevant to the assignment;
- (b) Adequacy of the proposed methodology and work plan in responding to the TOR; and
- (c) Key qualifications and competence of the consultant for the assignment.

10.0 Copyright for the documents

The Final Report shall be submitted in soft copy and printed copy. The Report thus produced will be fully owned by EABC including the all rights associated with its author and publication.

11.0 Application

Interested Consultants or consultancy firms should confirm immediate availability to undertake the assignment and email their bid(s) clearly marked "**BASELINE SURVEY OF PRODUCTION CAPACITIES OF EDIBLE OIL MANUFACTURERS IN THE EAC BY 2017**" in separate files namely technical proposals and financial proposals, to email address: procurement@eabc-online.com.

In case of submission of hard copies of documents for the bids, the documents should be in one sealed main envelope titled "**BASELINE SURVEY OF PRODUCTION CAPACITIES OF EDIBLE OIL MANUFACTURERS IN THE EAC BY 2017**" but in separate envelopes comprising of technical and financial proposals, to be sent to the address below;

The Executive Director, East African Business Council, Olorien House, Perfect Printer Street, Off Njiro Road, Kijenge P.O. Box 2617, Arusha, Tanzania.

The sealed envelope or proposal should be submitted or emailed to EABC by **24th March 2017, 5:00 Pm**. Late submissions will not be opened or accepted.

EABC reserves the right to accept or reject any application and is not bound to give reasons for its decision. Further information call tel. no. +255 27 2543047/2543313 or email procurement@eabc-online.com