

## ADVERT

### CALL FOR PROPOSALS

#### **CONSULTANCY TO DEVELOP THE TRADE FACILITATION (TF) MANUAL AND SIMPLIFIED TRADE REGIME (STR) BOOKLET FOR TRADING CEREALS AND HORTICULTURE PRODUCTS IN EAC**

Issued on :23<sup>rd</sup> September 2025

Reference No.: EABC/TCCIA/AGRA/PROC/2025/06

#### **Summary of the Assignment**

Nature of assignment: Short-term

Location: EAC region

Timeframe: 20 working days

Reporting: EABC Executive Director

Open to Firms or Individual Consultant

Deadline of Application: 30<sup>th</sup> September 2025

#### **1. Background**

The East African Business Council (EABC), in partnership with the Tanzania Chamber of Commerce, Industry and Agriculture (TCCIA) and AGRA, is implementing the project titled: *“Promoting Intra-EAC Agri-Food Cross-Border Trade by Addressing Non-Tariff Barriers (NTBs) to Trade.”*

The project seeks to enhance the participation of women and youth-led agri-food traders and improve cross-border trade in key agricultural commodities such as maize, maize flour, rice, beans, soybeans, and horticultural produce.

#### **Targeted border corridors include:**

- Taveta/Holili
- Busia
- Nimule/Elegu
- Sirari/Isibania
- Kibirizi/Kigoma
- Mutukula/Kagera
- Namanga
- Tunduma/Mbeya

To facilitate access to trade-related information, EABC seeks to develop a **Trade Facilitation Manual** and an **EAC Simplified Trade Regime (STR) Booklet** focusing on cereals and horticultural products to be used by cross-border traders.

## 2. Rationale

The EAC Simplified Trade Regime (STR), rolled out in 2011, is a special arrangement designed to ease access to the Simplified Certificate of Origin for consignments valued at less than USD 2,000. It provides simplified documentation requirements and customs procedures.

Despite these provisions, small-scale traders of cereal and horticulture (especially women and youth) face challenges such as limited access to information on trade procedures and complex SPS/TBT requirements.

This consultancy will therefore:

- Develop a print ready user-friendly Trade Facilitation Manual for cereals and horticulture trade at selected borders.
- Develop a print ready user-friendly Booklet with step-by-step procedures for trading cereals and horticultural goods under the STR focusing on East African Community.
- Validate the outputs through a regional webinar with trade facilitation agencies and small-scale cross border traders' association leaders.

## 3. Objectives of the Consultancy

The overall objective is to facilitate access to trade-related information for small-scale cross-border traders, thereby enhancing intra-EAC agri-food trade.

**Specific objectives are to:**

1. Develop a Trade Facilitation Manual for trading cereals and horticulture products under the STR, targeting small-scale traders (women and youth).
2. Document a Booklet outlining step-by-step trade procedures, including required documents, SPS/TBT compliance, and border agency roles at selected border posts.
3. Facilitate and validate findings during a regional webinar with Trade Facilitation Agencies and cross border traders.

## 4. Scope of Work

The consultant is expected to:

- Review the EAC and COMES and AfCFTA STR and its implementation, the status of implementation of the Trade Facilitation Agreement by EAC Partner States, and existing documentation.
- Conduct consultations with border agencies, cross-border traders' associations, and clearing agents at selected borders.
- Develop a Step-by-Step Trade Facilitation Manual for trading under STR, covering:

- Simplified Customs Document
  - Simplified Certificate of Origin
  - Common List of Eligible Products
  - Value Thresholds
  - SPS/TBT and quality requirements
- Draft the Trade Facilitation Manual.
- Draft the Trade STR Booklet (visual, easy-to-read, trader-friendly).
- Facilitate a validation webinar where Trade Facilitation Agencies (Ministry of Agriculture, Bureau of Standards, KEPHIS/TPHPA, Customs Authority, Radioactivity/Atomic Commission) present STR procedures and initiatives for cereals and horticulture. The session will also be attended by a representatives from the Cross-Border Traders Associations (CBTAs).
- Incorporate stakeholder feedback and submit final approved versions of both documents.

## 5. Deliverables

- Inception Report outlining understanding of the TORs, methodology, work plan, deliverables, and timeframe.
- Draft technical Trade Facilitation Manual for cereals and horticulture, including STR procedures and conformity measures (SPS, TBT, quality and certification requirements).
- Draft simplified and illustrated STR Booklet in English and Kiswahili, incorporating conformity and compliance requirements in English and Kiswahili
- Validation Webinar to review drafts and incorporate stakeholder recommendations on STR and conformity measures.
- Final STR Booklet and Trade Facilitation Manual reflecting stakeholder inputs and integrated conformity requirements.

## 6. Duration

The consultancy is expected to take **20 working days**.

## 7. Qualifications and Experience

The consultant (individual) must have:

- Degree in International Trade, Economics, Agriculture, or related fields.
- Proven expertise working in trade facilitation, customs procedures, SPS/TBT standards.
- At least 5 years' experience working in EAC trade integration frameworks or similar regional economic communities.
- Demonstrated capacity to develop trade manuals, toolkits, simplified guides, or similar work.
- Excellent communication skills in English and Kiswahili (knowledge of French is an added advantage).

## **8. Reporting and Supervision**

The consultant will report to the EABC Executive Director in close coordination with the EABC–AGRA Project Coordinator, TCCIA, and partners for comments

## 9. Evaluation Criteria

### Technical Proposal Evaluation (80% of total score)

Technical Criteria	Evaluation Description	Max. Points
Qualifications of Key Personnel	Advanced degree in International Trade, Economics, Law, Agriculture or related field; relevant technical expertise in trade facilitation, SPS/TBT standards, and years of professional experience.	10
Experience in EAC Simplified Trade Regime and Trade Facilitation	Demonstrated practical experience in the EAC Simplified Trade Regime (STR), customs procedures, and facilitation of cross-border trade in agri-food commodities, including conformity measures.	20
Relevant Experience	Proven track record in designing trade manuals, conformity assessment guidelines, and similar assignments in regional or international trade contexts.	20
Proposed Methodology and Approach	Quality, clarity, and feasibility of the proposed approach, including detailed methodology, timeline, milestones, and incorporation of STR and conformity requirements.	20
Total Technical Score		70

### Financial Proposal (30%)

- Competitive pricing relative to scope and deliverables.
- Realistic budget breakdown aligned with tasks and resources.

## 10. Submission Details

All interested firms and individual consultants from EAC Partner States should submit:

- **Technical Proposal** (Maximum 15 pages)
  - Brief description of how the assignment will be delivered.
  - At least **two referees** from past similar assignments.
  - **Mandatory Annexes:** Company profile and proof of business registration and tax compliance (for firms) OR CV (for individual consultants).
- **Financial Proposal** (detailed budget with professional fees and reimbursements)

Proposals should be submitted via email to: [procurement@eabc-online.com](mailto:procurement@eabc-online.com)

CC: [director@eabc-online.com](mailto:director@eabc-online.com)

**Subject Line:** “Consultancy to Develop the EAC Simplified Trade Regime Booklet and Trade Facilitation Manual”

**Deadline for submission:** *30th September 2025, no later than 5:00 PM EAT.*  
Late or incomplete proposals will not be considered.

### **Ethical Considerations**

- **Confidentiality:** Protect sensitive data, disclose only with permission.
- **Compliance:** Adhere to EABC, TCCIA, and AGRA anti-corruption policies.
- **Inclusivity:** Use gender-sensitive language and consider marginalized groups.
- **IP Rights:** Outputs belong to EABC, TCCIA, and AGRA.

### **Disclaimer**

The East African Business Council (EABC) reserves the right to accept or reject any proposal, in whole or in part, without assigning any reason.

EABC is an equal opportunity organization. All procurement processes are guided by the principles of merit, transparency, and fairness, without discrimination based on age, gender, race, colour, disability, ethnicity, or creed.

Canvassing or attempts to influence the procurement process will lead to automatic disqualification.

**Environmental Consideration:** Suppliers are encouraged to adopt sustainable and eco-friendly practices.