

Terms of Reference

Risk Management Advisor

1. Background

1.1 The Oceania Customs Organization (OCO) has 23 independent, self-governing territories and Customs jurisdictions in the Pacific. Established in 1986, its mandate is to promote effectiveness and efficiency of Customs Administrations in the harmonization and simplification of Customs procedures, facilitation of trade, law enforcement and building the capacity of members in meeting the development objectives of their Government. The Secretariat is responsible for delivering the OCO's work program and current Strategic Plan 2022 - 2027, and details of its activities can be found on the OCO website: www.oco.org.

1.2 OCO in partnership with the United Nations Conference on Trade and Development (UNCTAD) through the European Union (EU) funded Improving Pacific Islands Customs and Trade (IMPACT) Project which aims to improve customs and trade facilitation across the PACP¹ membership.

2. Terms of Reference

2.1 The **Risk Management Advisor** will provide advisory and consultancy services to develop and implement the Customs Risk Based Clearance process across PACP member countries.

2.2 Duties and Responsibilities

The advisor is required to undertake the following:

- Review result of surveys conducted and provide a detailed analysis of the PACP members Customs clearance process; To identify gaps, weaknesses, and areas of improvement in our existing risk management practices
- Examine the technical aspects of the clearance process and system with a view of identifying potential risks;
- Assist the members with development of risk management framework that sets a risk-based compliance management approach to business;
- Develop Customs Enforcement templates for assessing risks in relation to the movement of goods, people and conveyance;
- Identify the extent of and areas in which capacity building and human resource development for risk management will be required;
- Conduct an awareness to the PACP members to understand the relevance of risk management to the Customs work and embedding the fundamentals of the RM Framework as developed for the purpose.
- To train our Customs team on effective risk assessment and mitigation techniques
- To establish performance indicators and monitoring mechanisms to evaluate the effectiveness of the new risk management system

2.3 Specific Activities

The Customs Risk Management Expert will be responsible for:

- Reviewing current customs risk management policies, procedures, and practices according to the

¹ Cook Islands, Fiji, Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, and Vanuatu

WCO Risk Management Framework.

- Conducting a risk assessment of our customs operations, identifying potential vulnerabilities, and proposing risk mitigation measures.
- Developing a customized risk management strategy and an associated action plan.
- Providing hands-on training and capacity-building for our customs team.
- Assisting in the implementation of the risk management system and incorporating into the Customs systems.
- Developing key performance indicators (KPIs) and monitoring mechanisms. eg, Providing ongoing support and guidance during the transition period.
- Preparing a final report outlining findings, recommendations, and a roadmap for future risk management enhancements.

4. Evaluation Criteria

4.1 Applications will be evaluated using the following criteria:

Content of Application	Percentage
Relevant Qualification with 10 years professional experience	20%
Have excellent knowledge and understanding of Customs based Risk Management.	40%
Demonstrated relevant experience in embedding the fundamentals of the Risk Management Framework	25%
Cost	15%

5. Qualifications & Skills

5.1 The Risk Management Advisor is required to have the following relevant qualifications and skills:

Education/Experience

- Must possess a Bachelor's Degree in Business Studies or Customs Administrations or Public Administration or another relevant field.
- Must have 10 years of relevant work experience in Risk Management framework in an Organisation.
- Experienced in Customs reform and modernization with considerable knowledge of Customs risk management.
- In-depth knowledge of international customs regulations, conventions, and best practices related to risk management.
- Excellent training and capacity-building skills.
- Strong analytical and problem-solving abilities.
- Effective communication and reporting skills.
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- A track record of successful customs risk management projects

6. Governance and Management

6.1 The Risk Management Advisor will work in close collaboration with the IMPACT Project Team and Trade Facilitation Experts under the direct supervision of the Operations Manager.

7. Contract Duration:

7.1 The contract period is for 5 months.

Contact

For further information, please contact:

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