

Terms of Reference Post Clearance Audit 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 respective Governments. 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 aims to improve customs and trade facilitation across the PACP¹ membership.

2. Terms of Reference

2.1 The **Post Clearance Audit Advisor (PCA)** will review and improve the post clearance audit processes, policies and roles as per the project requirements. The advisor is expected to provide strategic advice on post clearance audit systems and processes and defining PCA roles and responsibilities integrating the risk-based scheme of post clearance audit control and linking performance indicators to monitor post clearance audit activities.

2.2 The **Post Clearance Audit Advisor** is required to undertake the following:

- Make referral to and analyse the PACP members legislation to propose legal changes in the area of Customs post-clearance audit
- To identify gaps, weaknesses, and areas of improvement in PACP members existing post clearance audit practices
- Assist the PACP members in development of recommendations on post-clearance audit following the WCO rules and regulations
- To draw Action Plan capturing the transitioning of the "transaction-based audit" into the "risk-based audit" where relevant.
- Conduct an awareness training to the PACP members to understand the relevance of PCA.
- Tailored PCA trainings to the needs of identified PACP members.
- Provide technical advice and input on PCA related issues, as and when required

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

3. Specific Activities

- Reviewing identified PACP member countries status of post-clearance audit framework.
- Assessing PACP member's post-clearance audit operations, identifying potential vulnerabilities, and recommending audit process improvements.
- Conduct a diagnostic study on legal frameworks across the 15 PACP against the RKC, WTO TFA and iEPA
- Conduct a regional workshop on PCA
- Review the OCO PCA manual and provide a revised manual.
- Developing a customized post-clearance audit framework and an associated implementation plan to selected PACP members
- Providing hands-on training and capacity-building for identified PACP members
- Guide selected PACP members in the implementation of a post-clearance audit system.
- Establishing key performance indicators (KPIs) and monitoring mechanisms.
- Preparing a final report summarizing findings, recommendations, and a roadmap for future 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 Post Clearance Audit Policies that impact on Trade	40%
Demonstrated relevant experience in Post Clearance Audit Management framework	25%
Cost	15%

5. Qualifications & Skills

5.1 The Post Clearance Audit Advisor is required to have the following 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 Post Clearance Audit management framework in an Organisation.
- Experienced in Customs reform and modernisation with considerable knowledge of Customs Post Clearance Audit control and risk management.
- In-depth knowledge of international customs regulations, conventions, and best practices related to post-clearance audit
- Proven experience in conducting post-clearance audit assessments and developing audit frameworks.

- Excellent training and capacity-building skills.
- Strong analytical and problem-solving abilities.
- Effective communication and reporting skills.
- A track record of successful customs post-clearance audit projects

6. Governance and Management

6.1 The Post Clearance Audit 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 8 months.

Contact

For further information, please contact:

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