

The Commonwealth of The Bahamas

Trade Sector Support Program
(Loan – BH-L1016)

Terms of Reference (TOR)

Modernizing Customs Operations – Strengthen Border Control and Security

Consultancy to assist in the identification of suitable mobile communication infrastructure and equipment

I INTRODUCTION

The Government of The Bahamas, with the assistance of Inter-American Development Bank (IADB or IDB), is implementing a trade sector support program. The overall objective of the program is to improve the operational efficiency of the Customs and Excise Department (CED) and to prepare the Government of The Bahamas for accession to the World Trade Organization (WTO). The program is divided into three components:

- 1 – Strengthening of Customs Management
- 2 – Modernizing Customs Operations
- 3 – Enhancement of International Trade Institutional Platform

Component 2, the single largest component of the program, contains 4 main areas of activity:

- business process re-engineering
- Customs Automated Management System
- strengthening border control and security
- trade facilitation.

Under the activity “Strengthening border control and security” two projects are foreseen, namely:

- implementation of a comprehensive risk management IT platform
- development of an enforcement strategy.

Within the context of “development of an enforcement strategy” a number of specific deliverables have been identified, namely:

- consultancy to develop an enforcement strategy
- implementation of enforcement tools and equipment to enhance border controls
- implementation of a canine unit
- implementation of a marine unit
- implementation of a communications system, including mobile communications
- implementation of software tools to support active case management.

II GENERAL BACKGROUND INFORMATION

The Commonwealth of The Bahamas is an archipelago of 700 islands and cays of which approximately 30 are inhabited. Customs has a complement of 740 staff operating at 41 offices across 13 islands. Customs processes approximately 220,000 declarations annually as follows:

| | |
|--|---------|
| ▪ Import declaration for home use | 190,000 |
| ▪ Import declaration under the Hawksbill Creek Agreement | 18,000 |
| ▪ Export declarations | 7,000 |
| ▪ Other (warehousing, temp import/export, etc.) | 5,000. |

In financial year 2011-2012 Customs collected an estimated \$737,000,000 BSD in duties, taxes and fees on behalf of the government of the Bahamas. This represents in excess of 50% of all government revenue. Customs has responsibility for collecting the following duties, taxes and fees:

- Import duties,
- Export duties
- Excise duties
- Air and sea departure/arrival taxes
- Passenger tax
- Stamp tax on imports and exports
- Fees (storage, warehouse, inspection, overtime, container movement).

Import, export and excise duties comprise 80% of the total revenue collected by Customs.

The Bahamas operates a freezone based in Freeport, Grand Bahamas, under the Hawksbill Creek Agreement. In addition the government operates a broad range of duty exemption schemes which account for a significant for-going of potential government revenue.

In 1989 CED implemented the Customs Automated System (CAS). Its primary functions are to account for duties and taxes and to provide some basic trade statistical data. However, CAS operates as part of an essentially manual paper-based operational environment. In 2005 the CED implemented the Crown Agents' Trade Information Management System (TIMS) risk management system. Import declaration data entered into Customs Automated System (CAS)¹ passes through TIMS to assess risk. In 2009 CED initiated a project to allow shippers and brokers to submit information electronically to CAS. Access to the system is available to shippers and brokers and currently a number of commercial operators avail of the application.

Current communications status

The Customs and Excise Department does not operate a mobile radio communications system. Inter-office and mobile communications are conducted using fixed line and mobile phones.

III OBJECTIVE

The objective of this consultancy is to provide a mobile communications strategy for CED which will significantly improve real-time communications of mobile operations by facilitating direct secure radio communications between:

- mobile to mobile (on-foot and in-vehicle)
- mobile to Customs office (within a specified range within a port/airport area)
- in-shore boat communication to land-based station.

¹ CAS was implemented in 1989 with the primary function of accounting for duties and taxes collected. The system was not developed to replace the existing manual paper-based operational environment.

- mobile to HQ (island-wide).

IV SCOPE OF SERVICES

The consultancy will carry out the following:

- review Customs operational requirements to identify mobile communications priorities
- review The Royal Bahamas Police and Defence Force communications infrastructure to identify potential synergies and inter-organization communications
- provide recommendations on the types of communications equipment to be deployed in:
 1. mobile to mobile operations (foot to foot; vehicle to vehicle; foot to vehicle)
 2. mobile to local Customs office (localized communications capability, for example within an airport or sea port facility)
 3. mobile communication between in-shore Customs boats and land-based Customs offices
 4. mobile communications between in-shore Customs boats and Bahamas Royal Defence Force boats
 5. mobile to Customs HQ (typically island-wide communication).
- Draft a mobile communications infrastructure strategy for Customs
- Provide costing estimates for the strategy and identify potential equipment suppliers.

V WORKING METHOD

The consultant will conduct meetings with:

- senior Customs management
- Customs enforcement units
- Customs officers at an airport and seaport locations
- Royal Bahamas Police and Defence Forces.

The consultant should expect to travel to Grand Bahama to visit the Grand Bahama Port Authority (GBPA) area

VI INPUTS, OUTPUTS, REPORTS

The consultant will produce a document outlining a strategy for the implementation of a mobile communications infrastructure. This document will cover the requirements and types of equipment to address the items identified in Section IV Scope of Services.

The document will also contain estimated costs for such equipment and a list of potential vendors.

VII General Terms and Conditions

Consultants will be selected in accordance with the Fixed-Budget Selection (FBS) procedures set out in the Inter-American Development Bank: *Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank* (GN-2350-9) and is open to all eligible consulting firms as defined in the policies.

VIII Budget

The total maximum budget available for this project is USD 30,000.00

IX Qualification of the Consultant

The consultant should have and demonstrate the following attributes and experience:

- at least 10 years experience in mobile communications infrastructure and equipment
- highly proficient in the latest mobile radio telecommunications standards and equipment
- sound knowledge in communications security
- proven experience of conducting similar communication design and installation consultancies.
- ability to communicate in the English language
- experience with law enforcement agencies would also be a significant asset.

X CONSULTANCY MAN-DAYS AND TIMELINES

Man-days of activity

This consultancy is estimated to require 20 man-days of work.

Timelines

The contract signing, with the programme executing agency, The Bahamas Customs and Excise Department, to be completed within 2 weeks of the notification to the successful consultancy.

Mobilization of resources and “kick-off” meeting at Customs headquarters two weeks after notification to successful consultancy.

XI PAYMENT SCHEDULE FOR

Consultancy fee

| Item | % payment of contract price |
|---|-----------------------------|
| On completion of on-site visits | 20.00% |
| On submission of work plan | 20.00% |
| Delivery of draft strategy document | 40.00% |
| Delivery of final strategy document and close out meeting ² with Customs | 20.00% |

XII CONTENT OF PROPOSAL

Submissions to this TOR must include the following:

Curriculum vitae

The submitted curriculum vitae should explicitly include references and demonstrations of the qualifications for each of the qualification items listed in section VI of this document

2 Depending on the location of the Consultant the close out meeting can be vonducted by video conference.

Working Methods

The Working method should include references to time periods spent on-site and off-site. On-site estimates of times required to location visits and meetings should be indicated.

Financial Proposal

Consultancy fees should be expressed in a fee per man-day, followed by a total consultancy fee amount. Any other additional charges or fees outside of travel and subsistence, should also be indicated.

XIII PROPOSAL SUBMISSION DEADLINES

Proposals can be submitted electronically or by paper.

The subject in the email should read the following:

“Trade Sector Support Program (Loan – BH-L1016) “Consultancy to assist in the identification of suitable mobile communication infrastructure and equipment”

Electronic submission should be sent to the following e-mail address:

customsproject@bahamas.gov.bs

Proposals posted through normal mail or hand delivered should be sent to the following address:

Procurement Officer,
Trade Sector Support Program,
Customs Headquarters,
P.O. Box N-155
Thompson Blvd.,
Nassau,
The Bahamas.

As with the electronic version the envelope should contain the following text:

“Trade Sector Support Program (Loan – BH-L1016) “Consultancy to assist in the identification of suitable mobile communication infrastructure and equipment”

The closing date for receipt of submissions is **4.00pm, (Nassau, Bahamas Time) Friday 8th of November, 2013**