

TERMS OF REFERENCE**STRENGTHENING GOVERNANCE FOR INCREASED TRADE FACILITATION IN THE PORT OF GEORGETOWN GUYANA (GY-T1161)****COMPONENT 1 - DEVELOPMENT OF A TECHNICAL PROPOSAL AND ROADMAP FOR THE INTERIM SOLUTION IN THE PORT OF GEORGETOWN****I. BACKGROUND**

- 1.1 The port of Georgetown plays a key role in Guyana's economy and accounts for around 80% to 90% of the country's trade in terms of volume and weight¹. However, the lack of modern port facilities at all terminals result in inefficient cargo handling.² Logistics costs in Latin America and the Caribbean (LAC) are excessively high – between 18 and 35 percent of a product's value (OECD: 8 percent) in a region where around 57 percent of exports are time-sensitive or logistics-intensive (OECD: 17 percent)³. For small and medium-sized enterprises (SMEs), these costs can make up as much as 40% of final product value, which in turn considerably affects their capacity to compete internationally. Meanwhile, LAC countries rank low in terms of overall infrastructure quality,⁴ with ports particularly affected by issues such as poor physical planning, low productivity, and excessive reliance on paperwork.⁵ Therefore, efficiency gains are needed to improve trade facilitation and the competitiveness of the ports in LAC countries such as Guyana in order to increase capacity, and to enable future transit transport between Guyana and Brazil.
- 1.2 To support these objectives, the IDB previously commissioned a technical assessment to provide a recommendation for the location of a deep-water port in Guyana through the identification of viable alternatives for locating the proposed facility, including marine and land related infrastructure. Throughout the assessment, the impact of envisaged industrial and logistics facilities and the role of other key factors were taken into consideration, including climate change, international trade, developments in the oil and gas sector, and social issues.
- 1.3 At the same time, preparing for and eventually constructing a new deep-water port has a 6 to 10 year time horizon. Given the urgency to improve the efficiency of the Guyanese maritime sector in a shorter time frame, the assessment also made a recommendation for implementing an interim solution.
- 1.4 The interim solution takes the existing situation as the starting point – i.e. it will assess ways to boost the efficiency and competitiveness of the Port of Georgetown in a manner that causes the least amount of disruption to current terminal operators. Therefore, the interim solution will seek to reduce the transaction costs and time to import and export cargo at the

¹ MTBS (2019), *Site Selection for a New Deep-Water Port in Guyana*. Mimeo. This study was financed through a technical cooperation (GY-T1098) for use by the Government of the Co-operative Republic of Guyana and was unpublished.

² Ibid.

³ OECD/CAF/ECLAC, *Latin American Economic Outlook 2014: Logistics and Competitiveness for Development*, Paris: OECD Publishing, 2013.

⁴ The Economist Intelligence Unit, *Latin American: Room for Growth*, London: The Economist, 2016. <https://www.eiuperspectives.economist.com/sites/default/files/EIU-Dubai%20Chamber%20Room%20for%20Growth%20English.pdf>

⁵ The Latin America and the Caribbean Economic System, *Digital Ports in Latin America and the Caribbean: Situation and Prospects*, Caracas: SELA, 2015.

Port of Georgetown which should improve the global competitiveness of Guyanese exporters and reduce the time and cost to importers. To this end, the interim solution will focus on the following aspects: 1) a spatial/operational solution to enhance port operations; 2) regulatory/institutional improvements, i.e. more facilitating trade measures; 3) adoption of technology platforms and other operational efficiency tools, e.g. Port Community System and; 4) an investment plan for the interim solution.

II. OBJECTIVE

- 2.1 **The general objective of this consultancy is to develop a technical proposal and roadmap for optimization of the institutional framework and operations in the Port of Georgetown** in order to improve trade facilitation and logistics activities.
- 2.2 The specific objectives are to analyze good practices in port operations in extra-regional ports; examine the current Port of Georgetown environment in terms of legislation, institutional arrangement, infrastructure, equipment, technology and ICT utilization, and operational processes; further explore and advance a possible consolidation of specific terminal operations; and develop a technical proposal and roadmap for optimization of the institutional framework and operations in the Port of Georgetown.

III. SCOPE OF SERVICE

- 3.1 The primary activities to be undertaken by the firm are to:
 - (i) Develop a custom-made technical proposal and actionable roadmap of legal, institutional, technological, infrastructure and equipment, and process reengineering solutions that are not only necessary or recommended, but also viable, based on the reality and unique needs and circumstances of the Port of Georgetown and Guyana by extension.
 - (ii) Conduct a gap analysis of the current performance and capacity of the Port of Georgetown in adopting, implementing, and operationalizing these solutions, as well as ascertain best ways to close existing or lingering gaps while considering barriers to full implementation.
 - (iii) Organize and lead discussions among the five terminal operators in the Port of Georgetown to gain understanding of the parties' interest and willingness to participate in the interim solution for the port.
- 3.2 To this end, these activities will thoroughly examine and analyze the following aspects:
 - (i) Economic and social drivers for port solutions by Port operators and/or Port Authorities/Customs in the most advanced model countries/ports.
 - (ii) The experience of the Government and/or Port operators in identifying, implementing, and operationalizing all necessary infrastructural, digital, process reengineering, and other relevant solutions.
 - (iii) Among others, it will set out the number of participating operators, the scope of activities, and a zoning plan.
 - (iv) Any required changes to the governance structure in order to carry out these plans.
 - (v) It will take into account any future developments in Guyana, including the development of the deep-sea water port currently envisioned, and activities in the oil and gas sector.
 - (vi) Based on this strategic vision, terminal operators should be able to understand all potential future scenarios for maritime operations in Guyana.

IV. EXPECTED OUTCOMES AND DELIVERABLES

4.1 The expected outcome is a technical proposal and roadmap to support the Port of Georgetown in implementing an interim solution to improve trade facilitation and logistics activities. The deliverables are:

1. Inception Report
2. Draft Technical proposal and roadmap as well as any methodological annexes; mission to Guyana
3. Final Technical proposal and roadmap
4. Participation in a stakeholder workshop
5. PowerPoint presentation on the technical proposal and roadmap

V. CHARACTERISTICS OF THE CONSULTANCY

- a) **Type of consultancy:** International Consulting Firm or academic institution
- b) **Starting date and duration:** 120 non-consecutive consultant days, to be completed within no more than six (6) calendar months.
- c) **Place of work:** Offices of the firm or academic institution
- d) **Citizenship:** The firm or institution must be located in a member state of the IDB.
- e) **Qualifications:** The firm/academic institution and the project team must have an established track record in port infrastructure and development, trade facilitation, and transport logistics. Likewise, previous experience working in e-government, data analysis and harmonization, automation, process reengineering and/or digital applications in the public sector is required. Relevant project references in the LAC region are desirable and will be considered a plus. The team must consist of at least three (3) members: a Trade and Port Operations Specialist (Team Leader), an IT/Digitalization Specialist, and a Maritime Trade/Transport Research Assistant.

VI. SCHEDULE OF PAYMENT

- 10% upon delivery and approval of the inception report; said inception report is due within 30 calendar days of the signature of the contract.
- 40% upon delivery and approval of the draft technical proposal and roadmap; said deliverable is due within 100 calendar days of the signature of the contract.
- 30% upon delivery of the final technical proposal and roadmap.
- 20% upon the participation in the final workshop and delivery and approval of the presentation.

VII. COORDINATION

7.1 The coordination of consultant work will be managed by Krista Lucenti (TIN/CTT).

TERMS OF REFERENCE**STRENGTHENING GOVERNANCE FOR INCREASED TRADE FACILITATION IN THE PORT OF GEORGETOWN GUYANA (GY-T1161)****COMPONENT 2 - INSTITUTIONAL STRENGTHENING OF THE MARITIME ADMINISTRATION DEPARTMENT (MARAD)****I. BACKGROUND**

- 1.1 MARAD, a department established according to the 1998 Shipping Act, is responsible for maritime administration in Guyana. Their primary goal is to ensure that all safety measures are upheld so that passengers and crew members alike can be safe along the waterways. However, MARAD's mandate exceeds more than being responsible for vessels along the various rivers of Guyana. Notably, MARAD's Ports and Harbours Division is responsible for the management and development of the Ports in Guyana. MARAD's stakeholders include ship and boat owners, seafarers, shipping companies, shipping agencies, terminal operators, importers and exporters, the Guyana Revenue Authority, the Guyana Police Service, the Guyana Energy Authority, Customs Anti-Narcotics Unit (CANU), and the Environmental Protection Agency (EPA). Considering the varied responsibilities and stakeholders of MARAD, an institutional strengthening and capacity building programme is fundamental to achieving their mandate, aligning the department's operations with international best practice, preparing for the increased demand on resources due to enterprise in the energy sector and supporting compliance with international maritime obligations such as the FAL Convention.

II. OBJECTIVE

- 2.1 **The general objective of this consultancy is to provide technical assistance for the institutional strengthening and capacity building of MARAD.**
- 2.2 The specific objectives are: to prepare a Needs Assessment Report including a legislative and regulatory gap analysis, recommendations for institutional strengthening; create a training curriculum; provide technical assistance to MARAD in preparation for the increased activity in the energy sector; and participate in training workshops.

III. SCOPE OF SERVICE

- 3.1 The primary activities to be undertaken by the firm are to:
- (i) Analyze international best practices of maritime administrations.
 - (ii) Assess MARAD's current institutional capacity including their level of compliance with international maritime obligations such as the FAL Convention.
 - (iii) Conduct a legislative and regulatory review of Maritime Administration in Guyana
 - (iv) Determine MARAD's institutional strengthening and capacity building needs, considering the unique environment and responsibilities of MARAD.
 - (v) Develop an institutional strengthening strategy for MARAD with prioritized recommendations (including for meeting international maritime obligations such as the FAL Convention) based on importance and length of time to achieve the desired results, distinguishing quick wins

from longer-term solutions. The report should also contain a comparison MARAD's current performance with international best practice.

(vi) Based on the gaps, prepare a training curriculum, including recommendations for partnering with regional and international organizations such as the IMO.

(vii) Provide technical assistance in the institutional strengthening and capacity building of MARAD

(viii) Participate in training workshops and evaluate them.

IV. EXPECTED OUTCOMES AND DELIVERABLES

4.1 The expected outcome is that the institutional capacity of MARAD would be strengthened in line with best practice and to cope with the impending increase in activity at the port due to the enterprise in the energy sector. The deliverables are:

1. Inception Report
2. Report containing the needs assessment and strategy for institutional strengthening of MARAD as well as any methodological annexes
3. Power point presentation of the report
4. Training curriculum and agenda for the workshops
5. Participation in the training workshops

V. CHARACTERISTICS OF THE CONSULTANCY

- f) **Type of consultancy:** International Consulting Firm or academic institution
- g) **Starting date and duration:** 180 non-consecutive consultant days, to be completed within no more than eighteen (18) calendar months. The number of days include any in-country data gathering and the workshop.
- h) **Place of work:** Offices of the firm or academic institution and Guyana
- i) **Citizenship:** The firm or institution must be located in a member state of the IDB.
- j) **Qualifications:** The firm/academic institution and the project team must have an established track record in institutional strengthening and capacity building. Likewise, previous experience working in e-government, maritime administration, port development and management, trade logistics and digital applications in the public sector is required. Relevant project references in the LAC region are desirable and will be considered a plus.

VI. SCHEDULE OF PAYMENT

- 20% upon delivery and approval of the inception report; said inception report is due within 14 calendar days of the signature of the contract.
- 60% upon delivery and approval of the needs assessment and strategy report, as well as the powerpoint presentation; said deliverable is due within 90 calendar days of the signature of the contract. The consultant must have spent time in Guyana for the assessment.
- 20% upon the delivery and approval of the training curriculum and participation in the training workshop.

VII. COORDINATION

7.1 The coordination of consultant work will be managed by Krista Lucenti (TIN/CTT).

TERMS OF REFERENCE**STRENGTHENING GOVERNANCE FOR INCREASED TRADE FACILITATION IN THE PORT OF GEORGETOWN GUYANA (GY-T1161)****COMPONENT 3 - DIFFUSION AND PROJECT MANAGEMENT****I. BACKGROUND**

- 1.1 The port of Georgetown plays a key role in Guyana's economy and accounts for around 80% to 90% of the country's trade in terms of volume and weight⁶. However, the lack of modern port facilities at all terminals result in inefficient cargo handling.⁷ Therefore, efficiency gains are needed to improve trade facilitation and the competitiveness of the ports in LAC countries such as Guyana in order to increase capacity, and to enable future transit transport between Guyana and Brazil.
- 1.2 A solution will seek to reduce the transaction costs and time to import and export cargo at the Port of Georgetown which should improve the global competitiveness of Guyanese exporters and reduce the time and cost to importers. To this end, the solution will focus on the following aspects: 1) a spatial/operational solution to enhance port operations; 2) regulatory/institutional improvements, i.e. more facilitating trade measures; 3) adoption of technology platforms and other operational efficiency tools, e.g. Port Community System and; 4) an investment plan for the interim solution.
- 1.3 MARAD, a department established according to the 1998 Shipping Act, is responsible for maritime administration in Guyana. Their primary goal is to ensure that all safety measures are upheld so that passengers and crew members alike can be safe along the waterways. However, MARAD's mandate exceeds more than being responsible for vessels along the various rivers of Guyana. Notably, MARAD's Ports and Harbours Division is responsible for the management and development of the Ports in Guyana. MARAD's stakeholders include ship and boat owners, seafarers, shipping companies, shipping agencies, terminal operators, importers and exporters, the Guyana Revenue Authority, the Guyana Police Service, the Guyana Energy Authority, Customs Anti-Narcotics Unit (CANU), and the Environmental Protection Agency (EPA). Considering the varied responsibilities and stakeholders of MARAD, an institutional strengthening and capacity building programme is fundamental to achieving their mandate, aligning the department's operations with international best practice, and supporting compliance with international maritime obligations such as the FAL Convention.

II. OBJECTIVE

- 2.1 The objective of this consultancy is to develop a communications strategy to disseminate and socialize the results of all undertaken research and consultation activities under Components I and II, as well as support the organization of workshops and stakeholders.

III. SCOPE OF SERVICE

⁶ MTBS (2019), *Site Selection for a New Deep-Water Port in Guyana*. Mimeo. This study was financed through a technical cooperation (GY-T1098) for use by the Government of the Co-operative Republic of Guyana and was unpublished.

⁷ Ibid.

3.1 The primary activities to be undertaken by the consultant are to:

- (i) Develop a communications strategy to disseminate and socialize the results of all undertaken research and consultation activities under Components I and II. The strategy will include the creation of working groups, on-site and online workshops, webinars, blogs, social media, among others. This also includes the production of status reports, communication with all relevant stakeholders, logistical and content-related organization of any necessary meetings, workshops and outreach activities, and any necessary supporting research for Components I and II.
- (ii) Help support the organization of all workshops specified under this technical cooperation.

IV. EXPECTED OUTCOMES AND DELIVERABLES

4.1 The expected outcome is a communications strategy to disseminate and socialize the results of all undertaken research and consultation activities under Components I and II. The deliverables are:

- Workplan
- Communications' Strategy
- Workshop agendas and final reports

V. CHARACTERISTICS OF CONSULTANCY

- k) **Type of consultancy:** Individual Consultant
- l) **Starting date and duration:** 85 non-consecutive consultant days, to be completed within no more than 12 calendar months.
- m) **Place of work:** Offices of the consultant.
- n) **Citizenship:** The consultant must be a national of a member state of the IDB.
- o) **Qualifications:** The consultant must have experience in maritime transport, ports and/or logistics. Prior experience in the region would be an asset. Prior experience working on IDB operations, technical cooperation and initiatives considered an asset. The consultant must also have knowledge of IDB protocols and must be able to comfortably work in English and Spanish.

VI. SCHEDULE OF PAYMENT

- 15% upon delivery and approval of the workplan; said plan is due within 30 calendar days of the signature of the contract.
- 40% upon delivery and approval of the communications strategy;
- 30% upon the delivery and approval of the workshops undertaken during the contract period.

VII. COORDINATION

7.1 The coordination of consultant work will be managed by Krista Lucenti (TIN/CTT).

VIII. PAYMENT AND CONDITIONS

8.1 Compensation will be determined in accordance with Bank's policies and procedures. In addition, candidates must be citizens of an IDB member country.

IX. CONSANGUINITY

- 9.1 Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working for the Bank as staff members or Complementary Workforce contractuels, will not be eligible to provide services for the Bank.

X. DIVERSITY

- 10.1 The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, religion, and HIV/AIDs status. We encourage women, Afro-descendants and persons of indigenous origins to apply.