



Scope of Work

Cross Border Trade Analyst

Background

The Common Market for Eastern and Southern Africa (COMESA) launched the alliance for Commodity Trade in Eastern and Southern Africa (ACTESA) on September 24, 2008. In June 2009, ACTESA was formally established by the COMESA Heads of State Summit (the COMESA Authority) as a Specialized Agency of COMESA.

ACTESA was developed as a broad, long-term framework for coordinated activities by programmes in the agricultural trade sector, supported by a variety of institutions and donors. It was designed to contribute to the Comprehensive African Agriculture Development Program (CAADP) Pillar III, on Food Security, and Pillar II, on Markets and Trade. ACTESA has a focus on integration of small farmers into national, regional and international markets. ACTESA has three main objectives as follows:

- i. Improve Policy Environment and Competitiveness of the Staple Crop Sector;
- ii. Improve and Expanded market facilities and services for staple foods;
- iii. Increase commercial integration of staple foods producers into national and regional markets.

One of the other major activities by ACTESA is the establishment of a Market information service which will include the design and establishment of a comprehensive regional food balance sheet as a starting point. The World Food Programme and FEWSNET have been collaborating to establish a system to monitor informal cross-border food trade in Southern Africa. The initiative focuses on unrecorded trade in the major traded food commodities (maize, beans, rice) and includes key borders shared by the DR Congo, Malawi, Mozambique, South Africa, Tanzania, Zambia and Zimbabwe. This activity will now be managed and led by the Alliance for Commodity Trade in Eastern and Southern Africa (ACTESA).

The overall objective of this work will be to produce accurate and timely information on food balance and cross border trade, and ensure the information supports decision making by stakeholders including; private traders, Governments, producers, donors and implementing agencies.

Activities

To achieve this objective, the analyst will undertake the following major tasks:

Specific Activities:

1. **Manage cross-border trade data:** The Trade Analyst will work with all relevant stakeholders to ensure that data required for constructing a regional food balance sheet and on cross-border trade volumes are received daily, weekly or monthly as agreed from identified sources and Border Monitors, verified and recorded in the cross-border trade volumes database. The Trade Analyst will also ensure that the Border Monitors receive their pay promptly.
2. **Maintain and update databases:** The Trade Analyst will be responsible for creating and maintaining a database on cross-border trade volumes and prices and any other relevant data and ensuring it is organized for easy analysis, archiving and sharing.
3. **Monitor overall regional food balance sheets and trade:** Monitor regional food balance sheet and trade including frequent communication with key traders and participation in regional and national meetings, when applicable.
4. **Establish new border monitoring sites:** Based on recommendations from the TSC, establish new sites, hire and train border monitors, to capture significant volumes of trade.
5. **Regional Trade Analysis:** Prepare and disseminate a monthly bulletin on market and trade issues to traders, market information systems, governments, donors and other interested parties (including FEWS NET and WFP). This is expected to include information on:
 - a. Regional Food Balance Sheet
 - b. Regional food trade volumes.
 - c. Regional commodity price and volume movements.
 - d. Policy issues with potential impact on regional trade in food crops.
6. **Link with Regional Organizations:** Dialogue with key regional organizations (COMESA, SADC, EAC etc) on broadening the regional network to undertake analysis and reporting on these issues.
7. Any other duties as directed by the ACTESA, Director Trade and Markets and the Technical Steering Committee.

Timing and Level of Effort

The period of this consultancy will be from June 1st 2011 for two years.

Supervision and Coordination

This activity aims to support the analysis of regional food situation for ACTESA,

stakeholders and its partners at both the national and regional level.

The overall supervisor of this work will be the Director trade and Markets, based in Lusaka. The Director will be responsible for providing overall direction to the Analyst and for ensuring timely submission of high quality deliverables.

The Analyst will closely coordinate with the WFP Country Representatives in Zambia, Zimbabwe, Tanzania, Mozambique and Malawi. All field work and in-country contacts will be coordinated through the relevant country representative.

Deliverables

The Analyst will prepare a monthly cross-border trade bulletin, with the first draft to be completed no later than seven working days after the end of each month and submitted to the TSC for review. The final report should be distributed no later than 10 working days after the end of each month.

The Analyst will prepare a monthly progress report at the end of each month. This internal report will highlight progress and constraints in carrying out the activities stated above, and recommend actions for the coming month.

Duty Post

The Analyst will be based at ACTESA in Lusaka. S/he is expected to travel up to 50% of the time, with regular visits to key border points, and the WFP regional office in Johannesburg.

Required Skills

The Analyst must have significant experience with agricultural trade issues, especially food balance sheets and informal cross border trade. S/he should be willing to travel extensively to border posts, and coordinate closely with local traders. Strong analytical, organizational, research, team building and excellent written and spoken English skills are required. Candidate must have the ability to work in a team and in a politically sensitive inter-cultural environment with minimal supervision. Advanced computer skills including knowledge of graphics, mapping and database programs, are desired.

Deadline for application: 24th May 2011.

Application: Please send your application consisting of letter of intent, Curriculum Vitae, with names and addresses of two referees to Director Trade and Markets, Ms. Bridget Chilala (bchilala@actesacomesa.org) and Mr. Goodson Kalima (gkalima@actesacomesa.org). Only short listed candidates will be contacted.