



TERMS OF REFERENCE

Activity Title:	Development of a Manual of Standard Operating Procedures for Trade Remedies, Emergency Measures & Capacity Building for the Vanuatu Competition and Consumer Commission (VCCC) Framework
Estimated Duration:	3 months
Estimated Budget:	47,000 AUD (inclusive of consultancy fees, consultancy travel costs and other consultancy related costs)
Location:	Remote with travel to Vanuatu
Estimated Start Date:	January 2027
Reporting to:	Trade in Goods Adviser

I. BACKGROUND

The Pacific Agreement on Closer Economic Relations (PACER) Plus supports Parties to strengthen their capacity to enforce trade remedies and emergency measures. Through the Development and Economic Cooperation (DEC) Work Programme, PACER Plus assists Parties to improve trade remedy policies, legislation, institutions, standard operating procedures (SOPs) and investigation capabilities to support sustainable economic growth.

The Government of Vanuatu has authorised the Bureau of Price Monitoring and Consumer Affairs (BoPMCA) the right to oversee market fairness and trade remedies since 2019 before the repeal of the Price Control Act in 2023, replaced by the PMCA Act. The Council of Ministers (CoM) Decision 059 of 2025 instructed the BoPMCA to coordinate and facilitate with respective legal framework drafters in repealing its legislation and to expand the role into competition, consumer protection, trade remedies and emergency protective measures. In addition, the Bureau will be named as the Vanuatu Competition and Consumer Commission (VCCC).

This Terms of Reference is among the many vital initial developments to create and harness requirements of establishment of the VCCC to effectively carry out its regulatory mandate. In absence of these, Vanuatu will continue to experience unprotected industries growth challenges, unsatisfied consumers and an economy lacking trade transparency and lack of business confidence.

Accordingly, the PACER Plus seeks to recruit a Trade Remedies Expert to develop a Manual of Standard Operating Procedures for Trade Remedies, Emergency Measures & Capacity Building for the new VCCC Framework.

II. OBJECTIVE & SCOPE

- To develop relevant and practical Procedural Manual containing detailed SOPs for Anti-Dumping, Countervailing, Safeguard, Essential Security, and Balance of Payments (BoP) measures;
- To ensure all procedural rules align with WTO agreements (GATT Article VI, anti-Dumping Agreement, SCM Agreement, Agreement on Safeguards, GATT Articles XXI Security Exceptions & GATT Article XII Restrictions to Safeguard Balance of Payments and national



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legislative requirements.

- To support the VCCC by building institutional capacity and operational self-reliance through a Train-the-Trainer model to empower a core group of internal trainers from the proposed VCCC Inter Agency Regulatory Network (VIARN).

To achieve the above objectives, the Consultant is required to:

- a) Review the Anti-Dumping, Countervailing, Safeguard, Essential Security, and Balance of Payments (BoP) measures;
- b) Develop Procedural Manual containing detailed SOPs for Anti-Dumping, Countervailing, Safeguard, Essential Security, and Balance of Payments (BoP) measures;
- c) Ensure the procedural rules align with WTO agreements (GATT Article VI, anti-Dumping Agreement, SCM Agreement, Agreement on Safeguards, GATT Articles XXI Security Exceptions & GATT Article XII Restrictions to Safeguard Balance of Payments and national legislative requirements.
- d) Build institutional capacity and operational self-reliance through a Train-the-Trainer model.
- e) Develop a final report

III. DELIVERABLES

The Consultant will deliver the following outputs:

1. **Inception Report and Work Plan:** The Inception Report shall include proposed methodology; work plan and implementation schedule; stakeholder consultation plan; information requirements; and risk management approach.
2. **Procedural Manual containing detailed SOPs for Anti-Dumping, Countervailing, Safeguard, Essential Security, and Balance of Payments (BoP) measures.** Manuals must be aligned to relevant WTO Agreements and national legislation.
3. **Training Report:** Through training of trainers and providing evidence of improved institutional capability on implementing Anti-Dumping, Countervailing, Safeguard, Essential Security, and Balance of Payments (BoP) measures
4. **Final Report:** The Consultant shall prepare and submit a Final Report incorporating feedback from the Government of Vanuatu, PPIU and relevant stakeholders. The Final Report shall include:
 - a. Executive Summary;
 - b. Summary of findings from stakeholder consultations and review of the existing policy framework;
 - c. SOPs
 - d. Training Report
 - e. Concluding remarks

All outputs shall be provided in Microsoft Office formats or other formats agreed with the PPIU.

IV. TIME AND PAYMENT SCHEDULES

The Activity shall be completed within a period of no longer than three (3) months, according to the indicative timeframes below. Exact commencement and completion dates, as well as the scope of work, may be amended in consultation with the PPIU and VCCC.



Nr.	Deliverables	Indicative Time Frame (delivered by)	Payment Schedule
1.	Inception Report and Work Plan.	January 2027	20%
2.	Draft Manual of SOPs	February 2027	30%
3.	Train the Trainers	February 2027	30%
4.	Validation and Final Report	March 2027	20%

Note: Travel expenses for the Consultant(s) are included in the Consultancy Fees. Costs for stakeholder consultations must have prior approval from the Trade in Goods Adviser and must follow the PPIU Procurement Policy.

V. REPORTING:

- The Activity will be supervised by the Trade in Goods Adviser and the CEO of the Bureau of Price Monitoring and Consumer Affairs & VCCC Framework and will hold responsibility for guiding progress and technical advice on delivering the activity.
- The Consultant is required to report to the Trade in Goods Adviser and CEO of the Bureau of Price Monitoring and Consumer Affairs & VCCC Framework, who will ensure that the deliverables are submitted according to the indicated timeframes and quality standards.
- Regular discussions with the Trade in Goods Adviser and VCCC will also be carried out during the consultancy period to monitor progress and constraints, support required and proposed solutions.

VI. QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED OF CONSULTANT

1. Qualifications

A Master's degree or higher in International Law, Trade Law, Economics, Public Policy, or related disciplines.

2. Skills and Experience

- Minimum of 10-12 years of relevant professional experience in Trade Remedies within a competition authority, international trade body, or legal practice;
- Proven expertise in drafting SOPs, trade policy operational manuals, and regulatory frameworks in developing or small island states?
- Proven expertise in designing and conducting Train-the-Trainer programs, executive capacity building, and institutional development in developing or small island states;
- Strong analytical, facilitation, stakeholder engagement and report writing skills.
- Excellent written and spoken English.