**Road Governance initiative - Terms of Reference**

**Introduction**

As part of the joint ECOWAS/UEMOA regional program of transport facilitation in West Africa, UEMOA published the first result of the Improved Road Transport Governance initiative (IRTG) in July 2007. The goal of the Road Governance initiative is to collect data on road checkpoints and related bribes and delays on priority corridors in West Africa. The data are analyzed and disseminated quarterly.

This document defines the technical and financial responsibilities of partners to the IRTG initiative.

**UEMOA Activities**

**The Department of Infrastructure of Community Territory (DATC):**

1. Assures the planning and development of the road governance initiative on corridors on which it coordinates activities
2. Assures the liaising between actors and stakeholders of the initiative
3. Co-finance and organizes with the USAID Trade Hub annual meetings of the road governance initiative steering committee
4. Contributes to the financing of road governance initiative activities, in particular the payment of focal point staff and for ICT equipment for the focal points
5. Validates the road governance initiative’s quarterly reports
6. Disseminates the road governance initiative’s reports to Member States.

**The Information Services Directorate (DSI):**

1. Is responsible for the development and maintenance of the Road Governance software and database
2. Deploys the road governance software to focal points and train focal point agents in its use
3. Stores the road governance data in a SQL database
4. Provides regular extracts of the database to the USAID Trade Hub for analysis and dissemination.

**The National Coordinator's Activities**

The national coordinators of the road governance initiative are the designated ministries or government agencies responsible for the road governance initiative’s activities within their respective countries and assure formal links with stakeholders concerning the activities. In each country, the National Coordinator:

1. Assists UEMOA and the USAID Trade Hub in the choice of focal points
2. Informs UEMOA and the USAID Trade Hub regarding national activities with an impact on road governance and the free movement of people and goods in the country
3. Assures communication with the representatives of relevant government offices and members of National Transport Facilitation Committees in order to inform them of the contents and implications of road governance initiative reports
4. Participates in organizing Road Governance dissemination, information and advocacy activities
5. Invites national partners to such activities.

**Focal Point Activities**

Road Governance initiative Focal Points are responsible for the daily collection and verification of data and the transmission of data to DSI. Focal Points are existing organizations, such as shippers’ councils or chambers of commerce, which have an interest in the success of the road governance initiative and have experience of the international and regional road transport sectors. For each country, a written agreement links the Focal Point and the implementer of the USAID Trade Hub. This contract defines a Focal Point’s responsibilities, which are summarized below.

**Personnel and Facilities**

The Focal Point

1. Recruits and employs at least 2 field agents and 1 supervisor
2. Provides an adequate work space for the agents and the supervisor
3. Provides necessary equipment and utilities such as electricity, telephone, and reliable internet connection
4. Takes responsibility for the appropriate use, maintenance and repair of equipment, materials and installations provided by the USAID Trade Hub or UEMOA
5. Returns the equipment to the USAID Trade Hub at the end or termination of the contract

**Data Collection**

Focal Point agents

6. Distribute data collection survey forms to drivers who fulfill the following conditions:
   a – knows how to read and to write and possesses all of the necessary licenses and documentation for driving a truck in West Africa,
   b – operates a vehicle which meets the norms for interstate road transport, which load does not exceed the legal norms,
   c – carries cargo which is correctly documented for transit trade,
   d – is available to drive the vehicle the entire length of the corridor, to correctly fill out the data collection survey and to give the survey to Focal Point agents in the country of his destination.
7. Distribute a sufficient number of survey forms in order to reach the target of at least 75 surveys properly completed forms per quarter and per direction – for a total of 150 survey forms per quarter per corridor.

8. Fill out the first page of the survey form with the driver.

9. Communicate as soon as possible the details regarding each driver at the point of departure to the Focal Point in the country of the driver’s destination in order to ensure that the Focal Point in the destination country obtains the survey form.

10. Meet each driver who finishes a trip in order to obtain the completed survey form, verify the data, correct errors and indicates all unusual or important aspects of the trip reported by the driver in the « Comments » section of the survey.

11. Devise and put into practice a system to get survey forms from drivers who arrive outside of normal working hours.

12. Capture and validate the data from the survey forms in the software and transmit the data to UEMOA on a weekly basis.

13. Exchange information with the Focal Point at the other end of the corridor on problems linked to data collection activities and on new developments on the corridor regarding the free movement of people and goods.

14. Build and maintain a database of drivers who collect road governance data and provide a copy of the database to the USAID Trade Hub on a weekly basis.

15. Develop and maintain a list of checkpoints and note when a checkpoint is eliminated, added, or if a uniformed service changed at a particular checkpoint.

16. Archive the survey forms.

17. Conduct verification trips as necessary to verify the data collected by drivers on a corridor as far as the number of checkpoints, delays, and official and unofficial fees paid by the trucks plying the corridor are concerned.

**Cooperation with partners and the media**

The Focal point

18. Maintains a collaborative relationship with the national coordinator or his representative.

19. Works closely with the media, transporters’ associations, drivers’ unions and civil society organizations.

20. Monitors reporting in the media and provides copies to the USAID Trade Hub of articles and reports (print and broadcast) concerning road governance developments and policies related to regional trade and transport. If the articles are available online, a link should be sent to the USAID Trade Hub by email.

21. Provides logistical support during the dissemination of the quarterly road governance reports in the country and for other similar events.
Workshops and awareness raising campaigns

The Focal point

22. Helps the USAID Trade Hub organize workshops on trade and transport facilitation and awareness-raising campaigns in the country and possibly elsewhere in the region.

The Focal Point supervisor

1. Verifies that Focal Point field agents do their work so that they provide the minimum number required of surveys properly completed each quarter
2. Validates the data that is captured before it is sent to DSI at UEMOA
3. Liaises with the National Coordinator or her/his representative
4. Provides regular updates on developments in road governance and constraints in the operations of the Focal Point to UEMOA, ECOWAS, the USAID Trade Hub and the National Coordinator
5. Remains in contact with the counterpart at the other end of a corridor with whom the Focal Point works and provides information related to:
   a. Problems with data collection
   b. New issues in road harassment and the free movement of people and goods
6. Works with the media, transporters’ unions and the civil society
7. Works to continuously improve the efficiency and quality of the data collection.

Activities of the USAID West Africa Trade Hub

The USAID West Africa Trade Hub (Trade Hub) is a project financed by USAID that provides technical and financial assistance to UEMOA and ECOWAS on the road governance initiative.

In collaboration with its partners, the USAID Trade Hub:

1. Provides technical assistance and continuous training to Focal Points
2. Partially finances Focal Points activities related to the Road Governance initiative
3. Reviews the raw data and corrects errors in collaboration with the Focal Points and UEMOA’s DSI
4. Produces analytical graphics and writes the quarterly road governance reports
5. Disseminates the quarterly road governance report to partners and on its website
6. Organizes and conducts surveys and verification trips
7. Co-finance and organizes with UEMOA annual meetings of the road governance steering committee
8. Coordinates and finances communication and advocacy activities related to road governance.