

NORTHERN CORRIDOR TRANSIT AND TRANSPORT COORDINATION AUTHORITY



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REQUEST FOR PROPOSALS

CONSULTANCY SERVICES

***Development of Road Crash Database for the Northern
Corridor Member States of Kenya, Uganda and Rwanda***

Phase I

TENDER CLOSING DATE: Friday 15th November 2024 at 11:00AM

October 2024

INVITATION TO TENDER

The Northern Corridor Transit and Transport Coordination Authority (NCTTCA) is procuring consultancy services to **Develop Road Crash Database for the Member States of Kenya, Uganda and Rwanda**, with standardised mechanism of data collection, accessible and enabling sharing of information; for which this Request for Proposals (RFP) is issued.

NCTTCA now invites consulting firms or individual consultants to provide Technical and Financial Proposals for the following services: **Develop Road Crash Database for the Member States of Kenya, Uganda and Rwanda**.

The consulting firm or individual consultants will be selected under a Quality-Cost based selection procedure as described in the Request for Proposals. More details on the services are provided in the attached Terms of Reference (TORs) which is also available on our website accessible through:

http://www.ttcanc.org/documents/RFP_consultancyservices_RoadcrashDatabase.pdf

The Proposal Bids will be sent by email to procurement@ttcanc.org as two (2) separate pdf files. The Financial Bid shall be password protected. Proposals must be submitted not later than **Friday 15th November 2024 at 11:00AM**. Late proposals shall not be accepted.

NCTTCA reserves the right to accept or reject any proposal and to annul the selection process or reject at any time prior to contract award, without thereby incurring any liability to affected consulting firms.


Dr. John DENG DIAR DIING
Executive Secretary

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SECTION I - INSTRUCTIONS TO CONSULTING FIRMS

1. Introduction

1.1. Only eligible Consulting Firms or individual consultants may submit a Technical Proposal and Financial Proposal for the services required. The proposal shall be the basis for contract negotiations and ultimately for a signed contract with the selected Consultant Firm/ individual consultant.

1.2. Consulting Firms or individual consultants should familiarize themselves with local conditions (Kenya) and take them into account in preparing the proposal.

1.3. The Consulting Firm or individual consultant costs of preparing the proposal and of negotiating the contract are not reimbursable as a direct cost of the assignment.

1.4. Consulting Firms or individual consultants shall not be hired for any assignment that would conflict with their prior or current obligations to other procuring entities, or that may place them in a position of not being able to carry out the assignment in the best interest of NCTTCA.

1.5. NCTTCA is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Service Providers/Consulting Firms.

1.6. NCTTCA shall provide at no cost to the Service Provider/Consulting Firm the necessary inputs and facilities necessary to carry out the services and make available relevant project data and reports (see Section V. Terms of Reference).

1.7. Consulting Firms/Individual Consultants interested in bidding for this assignment should register with us on procurement@ttcanc.org to facilitate easier communication of the addendum if any.

1.8. Consulting Firm or individual consultant interested in bidding for this assignment should submit the proposal to the address provided above.

2. Corrupt, fraudulent, and coercive practices

2.1. NCTTCA Policy requires that all Staff, bidders, manufacturers, suppliers, or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. NCTTCA shall reject any proposal put forward by bidders, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive, or coercive practices. In pursuance of this policy, NCTTCA defines for purposes of this paragraph the terms set forth below as follows:

- Corrupt practice means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution.
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation.
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit.
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process or affect the execution of a contract.

3. Conflict of interest

3.1. All bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand. A bidder may be considered to have conflicting interest under any of the circumstances set forth below:

- A Bidder has controlling shareholders in common with another Bidder.
- A Bidder receives or has received any direct or indirect subsidy from another Bidder.
- A Bidder has the same representative as that of another Bidder for purposes of this bid;
- A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Bid of another or influence the decisions of the Mission/procuring Entity regarding this bidding process.
- A Bidder submits more than one bid in this bidding process.
- A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of the bid.

4. Clarifications and Amendments to RFP Documents

4.1. At any time before the submission of the proposals, NCTTCA may, for any reason, whether at its own initiative or in response to a clarification amend the RFP. Any amendment made will be made available to all shortlisted Consulting Firms/Individual Consultants who have acknowledged the Letter of Invitation.

4.2. Consulting Firms may request for clarification(s) on any part of the RFP. The request must be sent in writing or by standard electronic means and submitted to NCTTCA at the address indicated in the invitation at least (7) calendar days before the set deadline for the submission and receipt of Proposals.

NCTTCA will respond in writing or by standard electronic means to the said request and this will be made available to all Page 4 of 35 those who acknowledged the Letter of Invitation without identifying the source of the inquiry.

5. Preparation of the Proposal

5.1. A Consulting Firm's or Individual Consultant's Proposal shall have two (2) components:

- a) Technical Proposal, and
- b) Financial Proposal.

5.2. The Proposal, and all related correspondence exchanged by the Bidders and NCTTCA, shall be in English. All reports prepared by the contracted Service Provider/Consulting Firm shall be in English.

5.3. The Consulting Firms are expected to examine in detail the documents constituting this Request for Proposal (RFP). Material deficiencies in providing the information requested may result in rejection of a proposal.

6. Evaluation of Proposals

After the Proposals have been submitted to NCTTCA and during the evaluation period, Consulting Firms or Individual Consultant that have submitted their Proposals are prohibited from making any kind of communication with any member of NCTTCA regarding matters connected to their Proposals. Any effort by the Consulting Firms or Individual Consultant to influence NCTTCA in the examination, evaluation, ranking of Proposals, and recommendation for the award of contract SHALL result in the rejection of their Proposal.

SECTION II: TECHNICAL PROPOSAL

2.1. When preparing the Technical Proposal, Consulting Firms or individual Consultants must give particular attention to the following:

a) If a service provider deems that they do not have all the expertise for the assignment, they may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Consulting Firms/ Individual Consultants may associate with the other consultants invited for this assignment or enter into a joint venture with consultants not invited, only with the approval of NCTTCA.

In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture. The consortium must submit together with their proposal a letter of agreement signed by authorized representatives of both parties indicating (I) who will sign the contract with NCTTCA (ii) who is responsible for the receipt of the payments; and (iii) statement that none of the consortium members will hold NCTTCA liable for any dispute among the members.

b) For assignment of the staff in case of Consulting firm, the proposal shall be based on the number of professional staff-months estimated by the firm, no alternative professional staff shall be proposed.

c) In case of a Consulting firm, it is desirable that most of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.

2.2. The Technical Proposal shall provide the following information:

a) A brief description of the Consulting Firms organization or individual profile and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate the profiles of the staff proposed, duration of the assignment, contract amount, and firm's involvement.

b) A description of the approach, methodology and work plan for performing the assignment This should normally consist of maximum of ten (10) pages including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities. The work plan should be consistent with the work schedule.

c) The list of proposed Professional Staff team by area of expertise, the position and tasks that would be assigned to each staff team member. The evaluation will be based on the technical expertise of the proposed staff.

d) Latest CVs signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm and degree of responsibility held in various assignments during the last five years.

e) A time schedule estimate of the total staff input (Professional and Support Staff, staff time needed to carry out the assignment, supported by a bar chart diagram showing the time proposed for each Professional and Staff team members.

f) A time schedule (bar chart) showing the time proposed to undertake the activities indicated in the work plan.

g) A detailed description of the proposed methodology and staffing for training of the NCTTCA staff as specified in this RFP.

2.3. The technical proposal shall not include any financial information.

Section II – Technical Proposal Standard Forms

TECH-1: Technical Proposal Submission Form

[Location, Date]

To: *[Executive Secretary, NCTTCA]*

Ladies/Gentlemen:

I, the undersigned, offer to provide the Services for *[insert Title of consulting services]* in accordance with your Request for Proposal (RFP) dated *[insert Date]* and our Proposal. I am hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held after the period of validity of the Proposal, I undertake to negotiate on the basis of the proposed staff. My Proposal is binding upon me/us and subject to the modifications resulting from Contract negotiations.

I acknowledge and accept NCTTCA's right to inspect and audit all records relating to our Proposal irrespective of whether I enter into a contract with NCTTCA as a result of this proposal or not.

I understand you are not bound to accept any Proposal you receive.

I remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of the consultant:

Address:

TECH – 2: Consulting Individual Organization

[Provide here brief (One -two pages) description of your background and if registered under business name/sole proprietor, a brief outline of your entity and each associate for the assignment (if applicable).]

TECH – 3: Description of the Approach, Methodology and Work Plan for Performing the Assignment

[The description of the approach, methodology and work plan should normally consist of Maximum 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of reference and counterpart staff and facilities.]

TECH – 4: The Expert and Task Assignments

1. The Expert		
Name	Position	Task

TECH – 5: Format of Curriculum Vitae (CV) for Professional Expert

Name of Firm (*applicable if operating as sole proprietor*): _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Nationality: _____

Membership in Professional Societies: _____

Key Qualifications:

[Give an outline of your experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of professional Expert]

Day/Month/Year

Full name of the Consulting Expert: _____

TECH-6: Time Schedule for Professional Personnel

			Months (in the Form of a Bar Chart)												
Name	Position	Reports Due/Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of Months
															Subtotal (1) _____
															Subtotal (2) _____

Full-time: _____ Part-time: _____

Reports Due: _____

Activities Duration: _____

Location _____

Signature of Authorized Representative:

Full Name: _____

Title : _____

TECH-7: Activity (Work) Schedule

A. Field Investigation and Other Activities														
No.	Activity/Work Description	<i>Duration</i>												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th h	11th h	12th h	
1														
2														
3														
4														
5														

B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Draft Report	
3. Final Report	

SECTION III: FINANCIAL PROPOSAL

- 3.1. The Financial Proposal shall be password protected and passwords will be requested for bidders that qualify the technical evaluation.
- 3.2. In preparing the Financial Proposal, Consulting firms or Individual Consultants are expected to consider the requirements and conditions outlined in the RFP.
- 3.3. The Financial proposal shall include all costs associated with the assignment. If appropriate, these costs should be broken down by activity.
- 3.4. The Consulting Firm or Individual Consultant shall be subjected to local taxes on amounts payable under the Contract.
- 3.5. Consulting Firms or Individual Consultants shall express the price of their services in United States Dollars (USD).
- 3.6. The Financial Proposal shall be valid for 90 calendar days. During this period, Consulting Firm or Individual Consultant is expected to keep available the professional staff for the assignment. NCTTCA will make its best effort to complete negotiations and determine the award within the validity period. If NCTTCA wishes to extend the validity period of the proposals, the Service Provider/Consulting Firm has the right not to extend the validity of the proposals.

Section III. Financial Proposal - Standard Forms

FPF-1: Financial Proposal Submission Form

[Location, Date]

To: *[Executive Secretary, NCTTCA]*

Ladies/Gentlemen:

I, the undersigned, offer to provide the consulting services for *[insert Title of consulting services]* in accordance with your Request for Proposal (RFP) dated *[insert date]* and my Proposal (Technical and Financial Proposals). My attached Financial Proposal is for the sum of *[Amount in words and figures]*. This amount is exclusive of the local taxes.

My Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of *[insert validity period]* of the Proposal.

I acknowledge and accept the NCTTCA right to inspect and audit all records relating to our Proposal irrespective of whether I enter into a contract with the NCTTCA as a result of this Proposal or not.

I confirm that I have read, understood and accept the contents of the Instructions to Consulting Expert(ITC), Terms of Reference (TOR), the Draft Contract, the provisions relating to the eligibility of Service Providers, any and all bulletins issued and other attachments and inclusions included in the RFP sent to us.

I understand you are not bound to accept any Proposal you receive.

I remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Address:

FPF– 2: Summary of Costs

Costs	Currency (USD) \$	Amount(s)
I – Remuneration Cost (see FPF- 3 for breakdown)		
II - Reimbursable Cost (see FPF – 4 for breakdown)		
Total Amount of Financial Proposal ¹		

¹ Indicate total costs, net of local taxes, to be paid by NCTTCA in each currency. Such total costs must coincide with the sum of the relevant subtotal indicated in all Forms FPF-3 provided with the Proposal.

Authorized Signature:

Name and Title of Signatory:

FPF-3: Breakdown of Costs by Activity

Group of Activities (Phase): ² <hr/> <hr/>	Description: ³ <hr/> <hr/>	
Cost Component	Costs (USD) \$	
	Currency	Amount
Remuneration ⁴		
Reimbursable Expenses ⁴		
Subtotals		

¹ Form FPF3 shall be filed at least for the whole assignment. In case some of the activities require different modes of billing and payment

(e.g. the assignment is phased, and each phase has a different payment schedule), the Service Provider shall fill a separate Form FPF-3 for each Group of activities.

² Names of activities (phase) should be same as, or corresponds to the ones indicated in Form TECH-8.

³ Short description of the activities whose cost breakdown is provided in this Form.

⁴ For each currency, Remuneration and Reimbursable Expenses must coincide with relevant Total Costs indicated in FPF-4 and FPF-5.

Authorized Signature:

Name and Title of Signatory:

FPF-4: Breakdown of Remuneration per Activity

[Information provided in this Form should only be used to establish payments to the Service Provider for possible additional services requested by Client/NCTTCA]

Name of Staff	Position	Staff-month Rate
Professional Staff		
1.		
2.		
3.		

¹ Names of activities (phase) should be same as, or corresponds to the ones indicated in Form TECH-8.

² Short description of the activities whose cost breakdown are provided in this Form.

Authorized Signature:

Name and Title of Signatory:

FPF-5: Breakdown of Reimbursable Expenses

[Information provided in this Form should only be used to establish payments to the Service Provider for possible additional services requested by Client/NCTTCA]

Description ¹	Unit	Unit Cost ²
1. Subsistence Allowance		
2. Transportation Cost		
3. Communication Costs		
4. Printing of Documents, Reports, etc		
5. Equipment, instruments, materials, supplies, etc		
6. Office rent, clerical assistance		

¹ Delete items that are not applicable or add other items according to Paragraph 7.2 of Section II-Instruction to Service Providers

² Indicate the unit cost and currency.

Authorized Signature:

Name and Title of Signatory:

SECTION IV: TERMS OF REFERENCE

4.1. INTRODUCTION

The Northern Corridor Transit and Transport Coordination Authority (NCTTCA) comprising the Member States of Burundi, DRC, Kenya, Rwanda, South Sudan and Uganda was established to promote co-operative transit transport arrangements with a view to foster an efficient and cost effective as well as safe transit system along the Northern Corridor (NC). The Northern Corridor is the busiest transport route in the region that links six members States signatory of the Transit Transport Agreement between partners States using the port of Mombasa in Kenya, is the most important trade route in eastern and Central Africa. It also provides links to Ethiopia and Northern Tanzania.

The Northern Corridor Transit and Transport Coordination Authority set one of its targets as to "Improve safety on Transport Infrastructure and Facilities" along the Corridor. The NCTTCA identified rigorous interventions that need to be implemented in order to facilitate safer transport across our Member States and support the achievement of the regional developmental goals. Such interventions include among others, the harmonization of the road safety laws, and reduction of risk factors on the NC MS road networks, proper safety data management and effective Road Safety Management System.

4.2. BACKGROUND ON ROAD SAFETY IN THE NORTHERN CORRIDOR

Road safety remains a critical issue in the Northern Corridor, with thousands of lives lost annually due to road crashes. One primary contributor to this problem is the lack of accurate, reliable, and sufficient road safety data that ultimately influences policies, strategies and funding across all relevant sectors. In its endeavours to achieve one of its targets to "*Improve safety on Transport Infrastructure and Facilities*" along the Corridor, the Northern Corridor Transit and Transport Coordination Authority (NCTTCA) identified rigorous interventions that need to be implemented in order to facilitate safer transport across the Member States and support the achievement of the regional developmental goals. The NCTTCA Permanent Secretariat therefore conducted a number of activities such as;

- 1) **Mapping of black spots** along the Northern Corridor routes in all six Member States Whose main objectives were (a) to identify black spots along the Northern Corridor routes and analysis of their contributing factors; (b) to Map major injury and fatalities based black spot pointers; (c) to document key safety concerns and policy recommendations from key stakeholders operating along the routes; (d) to prepare regional guidelines on black spots management along the Northern Corridor routes, and; (e) to advocate for funds mobilization to address safety concerns at priority black spots identified. The surveys were conducted in collaboration with multidisciplinary teams comprising the Ministry of Transport, National Road Authorities, National Road Safety Agencies, the Traffic Police, and Transporters' associations.

- 2) **Road safety awareness campaigns** in the Member States of, Uganda and Rwanda with a second phase planned for Burundi, DRC and South Sudan. The activities were conducted in partnership with the Ministry Transport, Transport Safety Authorities, Road Authorities, and Transporters' Association. The objectives of the campaign were to increase awareness on road safety by educating road users on common risks and causes of road accidents, promote safe driving practices such as obeying speed limits and avoiding distracted driving, encourage proper vehicle maintenance, foster a culture of responsible driving where road users look out for each other and take responsibility for their own safety, and increase awareness on driver wellness.

A breakdown of the causal factors can be grouped as per the 3 categories. Those are: (i) Road & Environment; (ii) Vehicle Factors; and (iii) Human Factors (Reckless Driving, over speeding, over loading, Dangerous loading, under influence of alcohol, Careless pedestrian, Careless driving, Passenger falls from vehicle, Dazzled by Lights).

4.3. OBJECTIVE OF THE ASSIGNMENT

The main objective is the development of Road Crash Database with standardized mechanism of data collection, accessible and enabling sharing of information. The Database would generate various types of insights by analyzing the collected road accident data across the Member States through implementation of common data analytics technique.

The establishment of an accessible and comprehensive road crash database information system which will therefore answer the needs of:

- Standardized reporting protocols and interoperability between systems
- Accuracy and complete documentation of accidents
- Accessibility of road safety data to the public, researchers, or other stakeholders, providing opportunities for research and advocacy
- In addition to informing evidence-based road safety strategies & interventions
- Road crash data sharing among the Northern Corridor member states and stakeholders.

In order to achieve the above objective, the consultant will:

- (a) Conduct a review of documentation on road safety in the Northern Corridor Region to enable comprehensive understanding of road safety issues in the industry;
- (b) Collect data road crash to document and update the current status of road safety in the Northern Corridor Member States of Kenya, Uganda and Rwanda;
- (c) Identify and analyze incompleteness, inaccuracies, underreporting & fragmentation of road crash data that creates difficulties in informing evidence-based road safety strategies & interventions
- (d) Identify the key actions to be undertaken aiming at improving road crash data collection and sharing.
- (e) Develop common and harmonized format to be used for crash data collection including safety and traffic data aggregated by country and by year.
- (f) Determine road safety KPIs that will feed the NCTTCA Transport Observatory.

4.4. TECHNICAL SPECIFICATIONS AND REQUIREMENTS

The developed system is expected to have the following minimum features and functional requirements;

- (a) An online/web application with two key components:

- A web interface accessible downstream (front end) for public users and upstream (back end) for NCTTCA users that will be in charge of the system management as well as a CMS. The Back End provides access to a wide range of properties for each object and all the tools and accessories needed to manage the solution.
 - The database engine which will be a relational Database for storing all the data and information to be published.
- (b) Web-based
- The proposed platform must be a web-based interactive solution, accessed over the web, regardless of user location, and should not require installation of any software on the client. All information should be available in real-time.
- (c) Responsive web design
- In order to provide an optimal viewing experience—easy reading and navigation with a minimum of resizing, panning, and scrolling—across a wide range of devices (from desktop computer monitors to mobile phones) the portal should be build using responsive web design technology.
- (d) Multi-user/Language (English and French)
- Have the possibility of multi-profile users and multi concurrent users
 - Being a multi-language system is a necessary feature of this solution (the user must be able to select is preferred language). Backend content management to support language editing and available plugin for translation.
- (e) Import and Export functionality
- Imports and exports should be possible for different common file format such as Excel, CSV, PDF etc
 - downloads should also be possible for reposts and downloadable documents
- (f) User friendliness
- Useability friendliness is very important. System must be user friendly to every profile
 - It should be considered that it has intuitive resources, is easy to use and reliable.
- (g) Industry Standard compliant
- The solution must be developed based on extensive usage of industry standards tools such as XML, Web Services, SOAP, etc.
- (h) Scalability, Load Balancing, and Failover
- The solution must support load balancing seamlessly and automatically over multiple servers to process heavier loads or larger amounts of transactions, or even to provide seamless failover without changing the system. Vertical or Horizontal scalability must be fully supported, hence extra processing power can be added easily to the solution without disruption.
 - The web-based interface should have enhanced Web presence by implementing various Search Engine Optimization (SEO) measures like information sharing using different technical tools.
 - The system should support easy integration with applications and data warehouses by use of interpretable database engines.
 - The interfaces of all the modules should be Consistent, and user-friendly which flows from the home page down through every area of the portal. This may include bread

crumbing to link to higher levels in the hierarchy; and hovering menus, which allow for an expanded list of links.

- o Developed system should support SSL encryption and HTTPS protocols.

4.5. METHODOLOGY

The submitted bid should provide detailed overall methodology defining clearly the approach and stages of the establishment of the road crash database and the justifications of the proposed technical choices. He is fully responsible of the design and development as well as the collection of necessary information for the database establishment and this under the supervision of the Director Infrastructure Development and Management.

It is expected that the overall approach to delivering this assignment will be through consistent consultation and collaboration/partnership to ensure there is optimal delivery solution. Engagements where necessary will be done at each stage of the assignment as defined. Gathering and effecting of feedback in each stage of the assignment will also be done diligently to ensure there is no loss in critical contributions. There are various documents that will be generated at various stages of the assignment, these must meet best practice in terms of quality and they will be subjected to review and approval.

The contracting party shall therefore work closely with the NCTTCA Infrastructure Development & Management, Transport Policy and Planning Departments as well as with the IT expert.

The methodology adopted will be required to consider the following:

- i. The proposed database is expected to have a high level of disaggregation, i.e. comprising detailed data on accidents, individuals and vehicles involved in the accident itself, as collected by the Member States. This structure will allow for maximum flexibility and potential with regard to analyzing the information contained in the system and opens up a whole set of new possibilities in the field of accident analysis;
- ii. Road crash data collected will be analyzed by a technical team, which will then suggest corrective measures that need to be taken and Member States officials should have access to the disaggregated data through a dedicated reporting environment which makes available variables to carry out their own queries and analysis.

- iii. For relevance of data quality, road accident data from the various Member States should be available in a uniform format. The harmonized data to be registered in the database to be based on four types of variables: Accident-related variables, Road related variables, Traffic Units (vehicle and pedestrian), Person related variables.
- iv. The consultant will plan to carry out the consultations in the member states of Kenya, Uganda and Rwanda over a period of fourteen (14) days on dates to be agreed upon with NCTTCA.

4.6. SCOPE OF THE WORK

- (a) NCTTCA Secretariat is expecting to receive a complete Information system as prescribed in the specification
- (b) This assignment will include strategic road safety management capacity review for the Northern Corridor Member States of Kenya, Uganda and Rwanda. This will include an assessment of the corridor safety, institutional, and management issues, and all other available documentation that would support the delivery of this assignment. These reviews will happen all through the life of the assignment as the need emerges. The documentation will especially facilitate all stages of the assignment from requirements stage to support & maintenance.
- (c) the review and assessment also include
 - Review of relevant institutions and organizations involved in corridor safety issues, including functions and roles pertaining to the corridor;
 - Review of current legislation in relation to the above agencies and identification of critical shortcomings;
 - Identification of sources of available and relevant data;
 - Overview of road infrastructure issues and standards and comparison of key differences between the three countries;
 - Overview of key behavioural and social issues that may affect road safety along the corridor; and,
 - Identification of good management practices on other key trading corridors in Africa.
 - Plan for training before handing over the Database to NCTTCA.

4.7. ASSIGNMENT PLAN

- (a) An assignment plan will be developed as the first point of this assignment. The assignment plan will constitute multiple mini-plans. This includes a plan on how the review of existing design, requirements specifications, development, testing, training, piloting and deployment will be conducted and documented. Each mini plan will highlight the key deliverables, the required resources and other required inputs. An assignment schedule/activity plan will encompass all deliverables from each mini-plan
- (b) The Assignment Plan will be delivered as one document that will be approved before commencement of the assignment. The document may be updated from time to time based on need and emerging realities with approvals from the established project team.
- (c) Documentations including database schema and layout should be delivered.
- (d) Training plans to be included in the overall plan

4.8. SKILLS AND COMPETENCES

- a) Considerable experience in designing and implementing trade and transport facilitation IT solutions (e.g. Observatory). The Ideal candidate is required to have previously undertaken at least three (3) comparable assignments in terms of nature (design and functions assignment), magnitude and complexity. Evidence to support each of these aspects must be provided. The comparable assignments must have been undertaken in the last 5 years and each should have been completed in a period not more than 1 year from date of commencement to full completion.
- b) The proposed Project Manager/Team Leader must have been engaged in at least two of the three assignments required above. At least each of the PM/Business Analyst, software developer, Database Expert and UI/UX expert submitted for this assignment must have participated in the firm's previous assignments submitted under firm's experience above. Evidence to support this must be provided. Each resource should have a single role; multiple roles maybe considered depending on the role and magnitude of work.

- c) team members for this assignment should have competences and experiences in the following domains:
- d) Good knowledge of Web based database technologies and development of distributed multi-user systems
- e) Systems analysis, database requirements and Systems architectural design and deployment. a project manager, Business Analyst and system architect is critical for this role
- f) Database development i.e. skills in conceptualizing and implementing the structure of a database, defining how data is connected and how it will be migrated, stored and accessed using different database engines. proof of relevant skills
- g) Open-source Web and Database application development, management and maintenance
- h) He/She is expected to have competence in scripting languages and DBMS such as MySQL, SQL and PHP
- i) She/He should have been engaged/led implementation of at least 3 projects of similar nature
- j) A good understanding of key issues pertaining to regional integration, logistics, trade and transit facilitation and road safety, security infrastructure facilities and parameters
- k) She/he must have knowledge in content management systems (CMS)
- l) In-depth understanding of transit management systems, preferably direct experience in corridor management systems.
- m) Copies of original certificate for the required Degrees and certification must be provided. Only valid (for instance not expired) documents will be considered.
- n) The proposed experts for this proposal will be the ones to execute the assignment. Any intention to change in any experts during the duration of the assignment must be brought to the attention of the client in advance and the client must agree to the change before it is affected.
- o) 4. Each of the firm's and expert experience & qualification MUST be presented

4.9. DELIVERABLES AND PAYMENT SCHEDULE

The Consultant team is expected to provide the following deliverables for the study conducted.

The consultancy will be spread over a period of three (3) months. The Consultant will start his services within 14 days following the date of the signing of the contract. The commencement date is that of signing of the Contract for the service delivery.

4.7.1 Deliverables

a) **A detailed inception reports.**

This will detail how the assignment will be conducted. It will include the understanding of the assignment by the consultant, the assignment schedule/work plan and various required resources that will have been planned to execute the assignment. This will be considered as the inception report for this assignment. The detailed inception report should comprehensively demonstrate the technical approach (data collection and analysis methods amongst others).

b) **An Interim Report** submitted to the NCTTCA on the process of establishment of the road cash Database. The consultant will be required to incorporate feedback from the key stakeholders comprising; Kenya, Uganda and Rwanda road safety experts.

c) **System Requirement Specification** - will elaborate functions and features of the solution including details TO-BE Processes, general and user specific functional requirements, constraint requirements, infrastructure requirements, design principles, integration readiness assessment. Include new information and fill gaps.

d)

e) **Fully tested and signed off System Modules**– these are functional modules that have been reviewed by the required users and all feedback have been received for consideration.

f) **Source code with its documentation**– this will be the code for the final solution submitted based on the tools together with all the appropriate documentation.

g) **Updated Test Log Matrix or equivalent**– this will be a living document that will be continuously updated and monitored. It will be the basis from which testing reviews will be done to confirm completion.

- h) **Training Report** – at the end of all tests a summary of the training exercises conducted. It will have details of how the training happened. This document will be drafted in line with the Change Management Plan and will be progressively developed as trainings are conducted.
- i) **Signed Off Support and Maintenance SLA** (documentation and actual activities) – This Agreement will detail the Terms and Conditions on what and how support and maintenance will be conducted during agreed period from commissioning date. The document will detail all obligations of both the Contractor and NCTTCA. It will also have, among others, incident resolution mechanism, escalation matrix etc. The SLA will also clearly stipulate exclusions and how they should be dealt with in case of occurrence. All possible risks that may hinder 99.7% availability of the facilities will have to be documented with clear mitigation measures. Completed Support and Maintenance activities as per the SLA. These include day-to-day support as well as scheduled/on-demand maintenance
- j) **A final report.** The final report will be a written report with an executive summary and should be structured into four (4) sections; the first part will consist of the Introduction/Background; the second part will provide the consultations results and findings, the third part will provide details on the process of Database establishment and the fourth part will focus on the conclusions. This shall incorporate feedback from all the stakeholders, following a final stakeholder’s validation workshop.

4.7.2. Payment schedule.

The payment schedule shall be as follows:

- 30%: After approval of the Inception report
- 30%: After approval of Interim Report
- 40%: After Validation of the Final report

4.5 COMMENCEMENT OF ASSIGNMENT AND KEY DELIVERY MILESTONES

The consultant will commence with the delivery of his services in one (1) week following the effective date of the contract. The effective date is the date of the signature of the contract. The duration of the contract is maximum forty-five (45) days commencing on the date of its signature.

4.6 SUBMISSION OF PROPOSALS

The Technical and Financial Proposals will be sent by email to procurement@ttcanc.org as two (2) separate pdf files. The Financial Bids shall be password protected and should be a lump sum based on a duration not exceeding one and half months. Proposals must be submitted not later than **Friday 15th November 2024 at 11:00AM**. Late proposals shall not be accepted.

SECTION V: STANDARD FORMS



CONTRACT FORM

FP 002

THIS AGREEMENT is made on *[insert date]* between NCTTCA of (hereinafter called "the Procuring entity") of the one part and *[name of tenderer]* of *[address, city and country of tenderer]* (hereinafter called "the tenderer") of the other part:

WHEREAS NCTTCA desires to engage the services of the Tenderer, on the terms and conditions hereinafter set forth, and:

WHEREAS the tender is ready and willing to accept this Contract with NCTTCA on the said terms and conditions,

NOW, THEREFORE, the Parties hereby agree as follows:

1. **Nature of services**

The tenderer shall perform the services as described in the Terms of References which form an integral part of this Contract and are attached hereto as *Annex I*.

2. **Duration of contract**

This Contract shall commence on *[insert date]*, and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but not later than *[insert date]*, unless sooner terminated in accordance with the terms of this Contract. This Contract is subject to the General Conditions of Contract for contractors which are attached hereto as *Annex II*.

3. **Consideration**

As full consideration for the services performed by the Tenderer under the terms of this Contract, NCTTCA shall pay the Tenderer a total sum of *[currency]* ----- in accordance with the

payment schedule below. Payments shall be made following certification by NCTTCA that the services related to each Deliverable, as described below, have been satisfactorily performed and that the Deliverables have been achieved by or before the due dates specified below, if any.

Deliverable	Due date	Amount in [currency]

4. Rights and Obligations of the Individual contractor

The rights and obligations of the Tenderer are strictly limited to the terms and conditions of this Contract, including its Annexes.

Accordingly, the Tenderer shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this Contract. The Tenderer shall be solely liable for claims by third parties arising from the Tenderer’s own acts or omissions in the course of performing this Contract, and under no circumstances shall NCTTCA be held liable for such claims by third parties.

5. Interpretation

In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

6. Other documents

The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:

- (a) the Tender Form and the Price Schedule submitted by the tenderer
- (b) the Schedule of Requirements
- (c) the Details of cover
- (d) the General Conditions of Contract
- (e) the Special Conditions of Contract; and
- (f) the Procuring entity’s Notification of Award

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written

For the NCTTCA

Name _____
Position/designation

Signature (Official Seal) _____

Date: _____

For the Tenderer

Name _____
Position/designation

Signature (Official Seal) _____

Date: _____



TENDER SECURITY FORM

FP 003

Whereas [name of Bidder] (hereinafter called <the tenderer> has submitted its bid dated [date of submission of bid] for [particulars] (hereinafter called <the tender>).

KNOW ALL PEOPLE by these presents that WE [name of bank] of [name of country], having our registered office at [name of procuring entity] (hereinafter called <the procuring entity> in the sum of [state the amount] for which payment well and truly to be made to the said procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20 ____

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Form; or
2. If the tender, having been notified of the acceptance of its tender by the procuring entity during the period of tender validity
 - (a) Fails or refuses to execute the Contract Form, if required; or
 - (b) Fails or refuses to furnish the performance security, in accordance with the Instructions to tenders.
 - (c) Refuses correction of arithmetic errors in the tender.

We undertake to pay to the procuring entity up to the above amount upon receipt of its first written demand, without the procuring entity having to substantiate its demand, provided that in its demand the procuring entity will note that the amount claimed is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition(s)

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date

[Signature of the Bank]

(Amend accordingly if provided by Insurance Company)



PERFORMANCE SECURITY FORM

FP 004

To:
[Name of procuring entity]

WHEREAS [Name of tenderer]

(Hereinafter called "the tenderer") has undertaken, in pursuance of Contract No. _____
[Reference number of the contract] dated _____ 20 _____ to _____ supply
.....

[Description of materials and spares] (Hereinafter called "the Contract")

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for a sum specified therein as security for compliance with the Tenderer's performance obligations in accordance with the Contract

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total sum of

[amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum of sums within the limits of [amount of guarantee] as aforesaid, without your having to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20 ____

Signature and seal of the Guarantors

[Name of bank of financial institution]

[Address]

[Date]

(Amend accordingly if provided by Insurance Company)



AUTHORIZATION FORM

FP 005

To *[name of the Procuring entity]*

WHEREAS

[Name of the principal]

who are established and reputation dealers in *[Type of business]* having registered offices at *[Address of principal]* do hereby authorizing *[Name and address of tenderer]* to submit a tender, *[reference of the tender]* for the stated (*particulars of tender*).

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the services to be provided against this Invitation for Tenders.

[Signature for and on behalf of the principal]

Note: This letter of authority should be on the letterhead of the principal and should be signed by a competent person.