

NORTHERN CORRIDOR TRANSIT AND TRANSPORT COORDINATION AUTHORITY



1196 Links Road, Nyali, P.O Box 34068 – 80118, Mombasa, Kenya

Email: procurement@ttcanc.org

Website: www.ttcanc.org

REQUEST FOR EXPRESSION OF INTEREST (EOI)

CONSULTANCY SERVICES

***Feasibility Study, Detailed Engineering Design and Master
Planning for the Rukomo Truck Holding Yard (Roadside
Station)***

TENDER CLOSING DATE: 17 NOVEMBER 2025

October 2025

REQUEST FOR EXPRESSION OF INTERESTS (REOI)

REOI No.: NCTTCA/IDM/02/2025

REQUEST FOR EXPRESSION OF INTEREST

NORTHERN CORRIDOR TRANSIT AND TRANSPORT COORDINATION AUTHORITY (NCTTCA) intends to procure Consultancy Services for ***Feasibility Study, Detailed Engineering Design and Master Planning for the Rukomo Truck Holding Yard (Roadside Station)***, for which this Request for Expression of Interest (REOI) is issued.

NCTTCA now invites the shortlisted Bidders to submit a combined Technical and Financial Proposal for the following Services: *Feasibility Study, Detailed Engineering Design and Master Planning for the Rukomo Truck Holding Yard (Roadside Station)*. More details on the services are provided in the attached Terms of Reference (TOR) Section IV.

This is a two - stage competitive bidding process, based on which the Individual Consultants whose Technical Proposals meet the minimum pass mark will be invited to provide passwords for opening their Financial Proposals for evaluation and consolidation of overall marks, before negotiations and award of Contract.

The REOI includes the following documents:

- Section I. Instructions to Bidders
- Section II. Technical Proposal – Standard Forms
- Section III. Financial Proposal – Standard Forms
- Section IV. Terms of Reference

The combined Proposal must be delivered by hand or through mail to NCTTCA on **1196 Links Road, Nyali, P.O. Box 34068 – 80118 Mombasa, Kenya. Email procurement@ttcanc.org** by **Monday 17th November 2025 by 1700Hours**, Kenyan Time.

NCTTCA reserves the right to accept or reject any proposal at any time prior to contract award, without thereby incurring any liability to the affected Individual Consultant.



Dr. Eng. John Deng Diang. PhD, RE
Executive Secretary

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Section I: Instructions to Bidders

INSTRUCTIONS TO BIDDERS

Name of the Client:

NORTHERN CORRIROR TRANSIT AND TRANSPORT CORDINATION AUTHORITY

Financial Bid to be submitted together with Technical Proposal:

YES, BUT IN SEPARATE FILES. THE FINANCE BID IN PDF SHOULD BE PASSWORD PROTECTED. ONCE THE INDIVIDUAL CONSULTANT HAS QUALIFIED IN TECHNICAL EVALUATIONS, NCTCA WILL NOTIFY AND REQUEST FOR THE PASSWORD.

Name of the assignment is:

REOI/IDM/02/2025 - Feasibility Study, Detailed Engineering Design and Master Planning for the Rukomo Truck Holding Yard (Roadside Station).

The Client's representative is:

Executive Secretary, Address: *1196 Links Road, Nyali, P.O. Box 34068 – 80118 Mombasa, Kenya.* Email procurement@ttcanc.org

The Proposal Validity Period shall be: **90 days**

Application:

The assignment is open to **local individual consultants** in the **Republic of Rwanda**

Clarifications may be requested not later than: **7 (seven) days before the submission date.**

The address for clarification on bid document: procurement@ttcanc.org

Bidders must submit prices exclusive of taxes as the institution is tax exempt

Prices quoted shall be in **US Dollars**

The BID will be sent by email to procurement@ttcanc.org as 2 separate files. The Financial bid shall be in **PDF** and **password protected**.

Proposals must be submitted no later than the following date and time:

Monday 17th November 2025 at 1700 hours (Late Proposals shall not be accepted).

Attendance at Opening:

The bidders will not attend the opening of the bids.

1. Introduction

- 1.1 This assignment is only open to local individual consultants in the Republic of Rwanda.
- 1.2 Qualified Individual Consultants are invited to submit Technical and Financial Proposals for the services required under the subject matter indicated above.
- 1.3 The Individual Consultants should familiarize themselves with local conditions and take them into account in preparing and submitting their Bids.
- 1.4 The Individual Consultant's costs of preparing the proposal and of negotiating the Contract, are not reimbursable as a direct cost of the assignment.
- 1.5 The Individual Consultant shall not be hired for any assignment that would be in 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 and its partners.
- 1.6 NCTTCA is not bound to accept any proposal and reserves the right to annul the engagement process at any time prior to contract award, without thereby incurring any liability to the Individual Consultant.
- 1.7 NCTTCA shall provide at no cost to the Individual Consultant the necessary inputs and facilities, and assist the Consultant in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports (see Section IV. Terms of Reference).

2. Corrupt, Fraudulent, and Coercive Practices

- 2.1 NCTTCA Policy requires that all NCTTCA 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; and
 - 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. Clarifications and Amendments to the REOI Documents

- 3.1 At any time before the submission of the Bids, NCTTCA may, for any reason, whether at its own initiative or in response to a request for clarification, amend the REOI. Any amendment made will be made available to all the Bidders who shall have acknowledged the Letter of Invitation for REOIs.
- 3.2 Bidders may request for clarification(s) on any part of the REOI. 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 submission and receipt of Bids. NCTTCA will respond in writing or by standard electronic means to the said request and this will be made available to all those who acknowledged the Letter of Invitation without identifying the source of the inquiry.

4. Preparation of the Bids

- 4.1 The Individual Consultant's Bid shall have two (2) components:
 - a) the Technical Proposal, and
 - b) the Financial Proposal.
- 4.2 The Proposal, and all related correspondence exchanged by the Individual Consultants and NCTTCA, shall be in English. All reports prepared by the contracted Service Provider/Individual Consultant shall, be in English.
- 4.3 The interested Bidders are expected to examine in detail the documents constituting this Request for Expression of Interest. Material deficiencies in providing the information requested may result in rejection of a Bid.

5. Technical Proposal

- 5.1 When preparing the Technical Proposal, the Bidders must give particular attention to the following:
 - a) Bidders will be expected to express their interest in undertaking this assignment and in so doing, they will have to demonstrate their capacity and experience in undertaking similar assignments.
 - b) If the Bidder feels that they do not have all the expertise for the assignment, they can obtain a full range of expertise by associating with other individual consultants, with express written permission by the Client. Subcontracted consultants must, at a minimum, have experience as detailed in the ToRs below. In case of such association or sub-contracting, the Individual Consultant is individually liable in the contract for the purpose of performance of the assignment.
- 5.2 The Technical Proposal shall provide the following information using the attached Technical Proposal Standard Forms TECH 1 to TECH 5 (Section II).
 - a) A description of the approach, methodology and work plan for performing the assignment (TECH-2). This should normally consist of maximum of two 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 (TECH-5)

- b) Latest CV of the Individual Consultant (TECH-3).
- c) A time schedule estimate of the total time needed to carry out the assignment in man hours, supported by a bar chart diagram showing the time proposed for the Individual Consultant and any subcontracted consultants (TECH-4). The schedule shall also indicate when experts are working in the project office and when they are working at locations away from the project office.
- d) A time schedule (bar chart) showing the time proposed to undertake the activities indicated in the work plan (TECH-5).

6. Financial Proposal

- 6.1 In preparing the Financial Proposal, the Individual Consultants are expected to take into account the requirements and conditions outlined in the ToR. The Financial Proposal shall follow the Financial Proposal Standard Forms FPF 1 to FPF 4 (Section III).
- 6.2 The Financial proposal shall include all preliminary costs associated with the assignment. If appropriate, these costs should be broken down by activity. All items and activities described in the technical proposal must be priced separately; activities and items in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items.
- 6.3 The Individual Consultant may be subject to local taxes on amounts payable under the Contract. Taxes, however, shall not be included in the sum provided in the Financial Proposal as this will not be evaluated, but they will be discussed at contract negotiations, and applicable amounts will be included in the Contract.
- 6.4. The Individual Consultant shall express the price of their services in *USD*.
- 6.5 The Financial Proposal shall be valid for *90 calendar days*. NCTTCA will make its best effort to complete the full REOI process and negotiations and determine the award within the validity period. If NCTTCA wishes to extend the validity period of the proposals, the Service Provider/Individual Consultant has the right not to extend the validity of the proposals.

7. Submission, Receipt, and Opening of Proposals

- 7.1 Individual Consultants may only submit one proposal.
- 7.2 Both Technical and Financial Proposals shall be prepared in indelible ink. They shall contain no overwriting, except as necessary to correct errors made by the Individual Consultant. Any such corrections or overwriting must be initialed by the person(s) who signed the Proposal.
- 8.3 The Individual Consultant shall submit an original soft version of the combined proposal for both Technical and Financial Proposals, which shall be marked "Original".

8.4 The original Proposal shall be sent to: procurement@ttcanc.org

8.4 The Proposal must be received by NCTTCA at the place, date and time indicated in the invitation to submit or any new place and date established by the NCTTCA.

8. Evaluation of the Proposal

8.1 If any objection will be raised on the Technical Proposal, NCTTCA will evaluate the cost proposed against the assignment planned budget and make a decision immediately.

8.2 Technical and Financial Evaluations

Proposal Evaluation Process

Evaluation of bids shall be done as follows:

Preliminary Evaluation/ Mandatory Requirements	Verification
Complete Proposals (Technical and Financial)	
Financial Proposal (password Protected)	
Tax Compliance Certificate	
Valid professional certification with Institution of Engineers Rwanda	

Technical & Financial Proposal evaluation will be carried out.

Evaluations will follow a 2 - step process:

Step 1: Technical Proposal Evaluation: Proposals will be evaluated against the criteria set out below. The Financial Proposal for bidders whose Technical Proposals are evaluated as scoring a minimum score of 80% will be eligible for Financial Proposal Evaluation.

Step 1: Technical Evaluation

Technical Evaluation Criteria	Allotted Maximum Score	Passing Score 80%
1. Educational qualifications and competence/skill of the Individual Consultant for the Assignment (40 marks) a. A relevant University Degree with a minimum working experience of 7 years for a Master's Degree and 10 years for a Bachelor's Degree (10 marks) . b. Proven knowledge and experience in conducting feasibility studies and detailed engineering designs in either road, rail, pipeline, IWT sub-sectors (10 marks) c. Excellent knowledge of the Northern Corridor Region and experience in transport planning (10 marks) d. Knowledge of written and spoken English and a working French (10 marks)	40	32
2. Specific experience of the Individual Consultant related to the assignment (10 marks) including: a. Experience of carrying out similar assignments in the regional organizations (5 marks) b. Experience in carrying out assignments in either road, rail, pipeline or Inland waterways sub-sectors (5 marks) Note: Confirmation/verification of evidences for similar services carried out through letters of recommendation.	10	8
3. Adequacy of the proposed work plan and methodology in responding to the Terms of Reference (50 marks) : a. The Individual Consultant should provide adequate approach / methodology (35 marks)	50	40

b. Adequate suggestions to TOR (7.5 marks)		
c. Detailed work plan (7.5 marks)		
Total	100	80

The minimum technical score, (Ts), required to pass and proceed to Financial Proposal opening is **80%**

Technical and Financial Weights

Technical proposal weight: **80%**

Financial proposal weight: **20%**

Step 2: Financial Proposal Evaluation

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are: T = 80, and P = 20

Proposals are ranked according to their combined technical (Ts) and financial (Sf) scores using the weights (T= the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as follows: $S = Ts \times T\% + Sf \times P\%$.

Completed REOI documents in pdf format clearly marked with the tender number and submitted in the manner prescribed in this REOI document, should be addressed to:

The Executive Secretary
NCTTCA
P.O. Box 34068 – 80118
Mombasa, Kenya
1196 Links Road, Nyali
Email: procurement@ttcanc.org

Section II: Technical Proposal Standard Forms

TECH-1: Technical Proposal Submission Form

[Location, Date]

To: *[Executive Secretary, NCTTCA]*

Dear Sir

I, the undersigned, offer to provide the Services for *[insert Title of consulting services]* in accordance with your Request for Expression of Interest (REOI) dated *[insert Date]* and our Proposal. I am hereby submitting our Proposal, which includes the Technical and Financial Proposals combined in one document.

If negotiations are held after the period of validity of the Proposal, I undertake to negotiate on the basis of the proposed staff. The Proposal is binding upon 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 we 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,

Signature:

Name of the Consultant:

Address:

TECH – 2: 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 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of reference and counterpart staff and facilities.]

TECH – 3: Format of Curriculum Vitae (CV) for the Consultant

1. **Name** [*Insert full name*]: _____
2. **Date of Birth**: _____
3. **Nationality**: _____
4. **Education** [*Indicate college/university and other specialized education of consultant, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

5. **Membership of Professional Associations**: _____

6. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

7. **Countries of Work Experience**: [*List countries where consultant has worked in the last ten years*]: _____

8. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

9. **Employment Record** [*Starting with present position, list in reverse order every employment held by consultant since graduation, giving for each employment (see*

format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

List the tasks and Assignments

10. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate consultant capability to handle the tasks listed under point 11.]

Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

11. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Consultant Signature]

Day/Month/Year

Full name of consultant: _____

TECH-4: Time Schedule for Consultant

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

Full-time: _____ Part-time: _____

Reports Due: _____

Activities Duration: _____

Location: _____

Signature: _____

Consultant Name: _____

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 Expression of Interest (REOI) dated *[insert date]* and my Proposal (Technical and Financial Proposals). The attached Financial Proposal is for the sum of *[Amount in words and figures]*. This amount is exclusive of the local taxes, which are estimated at *[Amount(s) in words and figures]*.

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 the 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 Bidders, Terms of Reference (TOR), the Draft Contract, the provisions relating to the eligibility of Service Providers/ Individual Consultants, any and all bulletins issued and other attachments and inclusions included in the REOI advertised.

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

I remain,

Yours sincerely,

Signature:

Name of Consultant:

Address:

FPF- 2: Summary of Costs

Costs	Currency	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.

Signature:

Name of Consultant:

FPF-3: Breakdown of Costs by Activity

Group of Activities (Phase): ² _____ _____	Description: ³ _____ _____	
Cost Component	Costs	
	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/ Consultant 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-4.

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.

Signature:

Name of Consultant:

FPF-4: Breakdown of Remuneration per Activity

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

Activity¹	Staff-month Rate
1.	
2.	
3.	
4.	
5.	

¹ Names of activities (phase) should be same as, or corresponds to the ones indicated in Form TECH-4 and Short description of the activities whose cost breakdown is provided in this Form.

Signature:

Name of Consultant:

FPF-5: Breakdown of Reimbursable Expenses

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

Description¹	Unit	Unit Cost²
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 accordingly

² Indicate unit cost and currency.

Signature:

Name of Consultant:

Section IV: Terms of Reference (ToR)

TERMS OF REFERENCE

Name of the Client:

Northern Corridor Transit and Transport Coordination Authority (NCTTCA)

Name of the assignment:

Consultancy services for undertaking a Feasibility Study, Detailed engineering design and Master Planning for the proposed Rukomo Truck Holding Yard (Roadside station)

The client's representative:

Executive Secretary

Address:

Northern Corridor Transit and Transport Coordination Authority
1196, Links Road, Nyali
P. O. Box 34068 – 80118
Mombasa, Kenya

I. BACKGROUND

The Base-Rukomo-Nyagatare road is one of the road sections of the Northern Corridor routes in Rwanda connecting the Northern and Eastern Provinces to the capital city Kigali via Rukomo. This road facilitates the movement of goods and persons across regional trade routes and links agricultural production areas to major markets within the Northern and Eastern provinces. It also supports cross-border trade with Uganda via Gatuna and Kagitumba borders.

The Government of Rwanda (GoR) prioritizes regional connectivity and economic development through the provision of sustainable and smart transport infrastructure and facilities including development of roadside stations, upgrading of border posts (One Stop Border Posts - OSBPs), rehabilitation and widening of roads, and construction of ports among others.

Currently, users of the Base-Rukomo-Nyagatare route especially Northern Corridor transit truck drivers face challenges including lack of adequate rest facilities i.e., proper sanitation facilities, insufficient parking and truck staging areas. The lack of such critical facilities not only affects the wellbeing, safety and comfort of the Corridor users but also limits the potential for socio-economic benefits such as local trade promotion, small business growth, and employment creation.

In a bid to address these challenges, the Northern Corridor Transit and Transport Coordination Authority (NCTTCA) in collaboration with the Ministry of Infrastructure and Rwanda Transport Development Agency (RTA) intends to conduct a Feasibility Study, Detailed Engineering Design and Master Plan of the proposed truck holding yard at Rukomo, Gicumbi District, Republic of Rwanda in preparation to develop into a full-fledged model roadside station. Once developed, Rukomo Truck Holding Yard will serve as a multifunctional service center, providing essential facilities such as rest and refreshment areas, fuel supply, parking and maintenance services for vehicles, sanitary facilities, and designated spaces for local businesses and agricultural product markets. Beyond serving transport users, the facility is also expected to generate opportunities for the surrounding communities by enhancing access to markets and creating jobs in the hospitality, trade, and maintenance services.

The feasibility study will assess the technical, environmental, social, and economic viability of the proposed Rukomo truck holding yard, ensuring that the proposed project is optimally located, appropriately scaled, and financially sustainable. The detailed design stage will provide precise architectural, structural, and engineering designs, as well as cost estimates and implementation schedules, forming the foundation for effective procurement and construction. The provision of consultancy services will therefore support Rwanda's broader goals of promoting safe mobility, sustainable infrastructure, and inclusive economic growth, while aligning with the national development strategies and regional integration objectives.

II. OBJECTIVES OF THE ASSIGNMENT

The main objective of this assignment is to carry out a comprehensive **Feasibility Study, Detailed Engineering Design and Master Plan** for the development of a modern truck holding yard (roadside station) along the Base-Rukomo-Nyagatare road. The assignment seeks to establish the technical, economic, social, and environmental viability of the proposed project while providing the detailed engineering and architectural designs required for its construction and operation.

Specifically, the assignment aims to **identify the most suitable location and layout** for the roadside station, ensuring that it responds effectively to the needs of road users, including long-distance travelers, truck drivers, public transport operators, and local communities. The proposed project will incorporate essential infrastructure and services such as rest and refreshment areas, parking and truck staging facilities, fuel and maintenance services, sanitation facilities, and spaces for trade and small-scale businesses. It will further enhance road **safety, comfort, and socio-economic development** by providing safe parking, proper rest areas regulated spaces for business activities, and stimulate socio-economic growth.

Finally, the assignment seeks to provide **comprehensive and implementable architectural and engineering design outputs of a roadside station at proposed selected location**, including detailed drawings, cost estimates, technical specifications, and implementation modalities. These deliverables will form the basis for resource mobilization, procurement, and actual construction of Rukomo Truck Holding Yard i.e., Roadside station in line with the GoR's infrastructure development priorities and regional integration goals.

III. SCOPE OF THIS ASSIGNMENT

III.1 Scope of the Feasibility Study.

The tasks to be carried out by the Individual Consultant under this part include but not limited to the following:

- 1) Conduct an in-depth analysis of the existing trucking fleet and traffic, as well as their future growth, road safety, shipment safety (reefers), driver behaviour, and health conditions, including the mapping of key stakeholders around the site, and identify issues and needs with a focus on truck drivers and the local community. The Consultant will use any relevant data and surveys to illustrate the present scenario for the suggested RSS location. Surveys should include but not limited to:
 - **Conducting interviews with Key Informants** such as Cross-Border Transporters, inhabitants, private sector entrepreneurs, etc.

- Carrying out **traffic count and Origin-Destination surveys**. The traffic count survey should be conducted during at least seven (7) days i.e., 5 days - 12 hours and 2 days - 24 hours i.e., one day in weekdays and another in the weekend.
- 2) Assess truck **parking issues** along the Base-Rukomo Road section, Mechanical Inspection Control service for trucks, cold chain maintenance and demonstrate how this RSS can address the assessed issues;
- 3) Review relevant literature and ongoing initiatives in the region especially along the Northern Corridor, as well as best practices from other parts of the world in areas related to road safety and the spread of HIV/AIDS and other communicable diseases along trade and transit corridors.
- 4) Identify lessons, good practices and required interventions including road safety, logistics solutions and health plan to consider for the design of RSS.
- 5) Identify and propose suitable location for RSS along the Base-Rukomo Road section. The Individual Consultant is further required to conduct a need assessment for local residents and road users in the vicinity of the candidate RSS:
 - Economic needs: guaranteed sales opportunities for local specialties;
 - Transportation needs: secure rest and parking areas with trucks charging points for reefer containers, availability of garage services.
 - Product type in transit and handling protocols (refrigerated products such as perishable foods, vaccines, medicines require controlled optimum temperatures)
 - Social needs: hygienic toilets, sanitary drinking water, income growth, medical services, social participation, alleviation of social discrimination, etc.;

The site selection should also consider following points:

- ✓ The driver fatigue in relation to the distance and road characteristics (steep, sinuosity, slopes) from the entry point;
- ✓ Transit traffic volume and traffic problems (number of traffic accidents, traffic fatalities, etc.).
- ✓ Economic problems including low-income standards, economic disparity, employment opportunities and availability of local specialties (agricultural products, craftworks, etc.);
- ✓ Social problems (disease, education, and gender-related issues, etc.);
- ✓ Historic and cultural resources in the region;
- ✓ Proposed locations for weighbridge stations

6) The environmental and social impact assessment

The Individual Consultant should analyse the followings:

- Conduct Environmental and Social Impact Assessment (ESIA) for the proposed site

- Measures for controlling and fighting fire outbreak
 - Prepare a resettlement action plan (RAP) for the selected site.
 - Prepare Detailed Livelihood Restoration Plan.
- 7) Propose the type and layout of the selected location able to respond to the issues and needs identified at that location in accordance with the World Bank Guidelines for Roadside Stations.

The following activities shall be performed:

- ✓ Determining scale of the project
The scale of the project is determined by size of the candidate site, floor area of RSS, and parking capacity of the site.
 - ✓ Designing the layout of the facilities
A blueprint of layout of the facilities should be developed
- 8) Conducting the cost-benefit analysis for the development and operation of the proposed RSSs along Nyagatare-Base-Rukomo Road.
- 9) Analyse financing models of the RSSs along the transport corridors in Rwanda and recommend the appropriate one.
- 10) Propose the institutional and organizational structure as well as the necessary regulatory framework for the recommended model.

III.2 ARCHITECTURAL AND DETAILED ENGINEERING DESIGNS OF THE PROPOSED ROADSIDE STATION AT SELECTED SITE

Based on the feasibility study conducted, the Individual Consultant is required to undertake a detailed engineering design and drawings (architectural and engineering) of the proposed RSS site as per World Bank guidelines of developing roadside stations.

1. Detailed Engineering Design and Architectural report

The key outputs shall comprise of a detailed engineering/architectural report to final Bills of Quantities and the associated materials, environmental and economic reports. The detailed engineering/architectural reports shall detail all engineering/architectural calculations, technical and operational standards and procedures, facility types/class, specifications/codes, legal/bilateral issues handled, international covenants complied with, etc. A detailed bill of quantities shall be prepared clearly describing all major items of construction. The bill of quantities shall make adequate provisions for preliminary compensation, material test/quality control, supervision and client facilities and environmental/social costs.

2. Final Architectural and Engineering Designs

The Individual Consultant shall review, update and submit a Final Report containing all the architectural and engineering details sufficient to enable construction and installation works of the RSS to be tendered and undertaken. The Consultant shall prepare construction drawings incorporating and showing all the construction details of the proposed facilities. Drawings shall be prepared in both A1 and A3 sizes.

3. Tender documents

The Individual Consultant shall prepare and submit complete Tender document (s) for the works and must be in consistency with the international standards.

IV. WORK PROGRAMS AND DELIVERABLES

4.1. Work program

The Individual Consultant shall organize the services in a logical order in accordance with the activity schedule of the study and shall ensure the staff assigned to the study has relevant experience to execution of the services. The work schedule for key activities, framework for achieving specific milestones and deliverables as specified in the ToRs should be obligatory to the Individual Consultant. However, the Individual Consultant shall submit a more detailed work program outlining schedule for each and every activity of the assignment.

4.2. Timeframe and Deliverables

The proposed duration for the assignment is **Six (6) months** from the commencement date of the services. The main deliverables are outlined in the table below:

Study deliverables and proposed schedule

Phase / Task	Key Deliverables	Proposed Schedule	Proposed Payment (%)
Inception Phase	• Inception Report (workplan, methodology, schedule, stakeholder engagement plan and Initial site reconnaissance findings showing where traffic count will be conducted and potential locations for RSS along the road.	2 weeks	• 10% upon approval of Inception Report
Data collection and baseline studies	• Traffic surveys, demand analysis and forecast report: Socio-economic baseline assessment, Land availability and suitability analysis	2 weeks	• 10% upon submission and approval of Traffic surveys, demand analysis and forecast report.
Feasibility Study	• Draft Feasibility Study Report which includes: ✓ Socio-economic baseline assessment and land availability and suitability analysis (site selection) ✓ Technical Analysis ✓ Economic and Financial Analysis ✓ Environmental & social viability, RAP and livelihood restoration plan ✓ Conceptual layout options of the RSS ✓ Stakeholder engagement workshop and use of their feedback in the report	1 months	• 10% upon approval of Draft Feasibility Report
Environmental & Social Impact Assessment (ESIA),	• ESIA, RAP and livelihood restoration plan report: Which include; ✓ Environmental and Social Management Plan (ESMP)	3 weeks	• 15% upon approval of ESIA, RAP, and Livelihood restoration plan with EIA

RAP, Livelihood restoration plan.	✓ Secure the ESIA Certificate from RDB ✓ Resettlement Action Plan (RAP) ✓ Livelihood restoration plan		certificate from RDB of the site secure.
Detailed Architectural and Engineering Design	• Detailed Architectural & Engineering Design Report: Which include: ✓ Architectural designs ✓ Structural, civil, electrical & mechanical engineering drawings ✓ Infrastructure layouts (water, drainage, sanitation, power, landscaping) ✓ Firefighting system and evacuation plan	1 month	• 20% upon approval of Detailed Architectural and Engineering Design Report
Costing and procurement Preparation	• Bills of Quantities (BoQ) and Cost Estimate report • Technical specifications REPORT • Tender documents report	3 weeks	• 15% upon submission of BoQ and Cost Estimate, Technical specifications, and Tender Documents Reports.
Final Reporting & Submission	• Final Feasibility and Design Report • Implementation plan and phasing strategy • Risk management framework	3 weeks	• 20% upon submission and acceptance of Final Report of the service.

Note:

- ✓ All deliverables shall be evaluated and approved by the Client's team comprising experts nominated from stakeholder institutions, in accordance with the scope of terms of reference.
- ✓ The Individual Consultant shall provide all reports in both soft (USB) and hard forms as follows:
- ✓ All raw data used in the study shall be submitted to the client.
- ✓ All presentations of deliverables shall be in person.
- ✓ Payments are subject to approval of the report/reports against each deliverable as described.

V. QUALIFICATIONS

The Individual Consultant will be expected to perform the assignment individually. If he/she considers that he/she does not have all the expertise required to conduct the assignment he/she may suggest in the proposal other individual (s) or experts who will assist in the assignment but they will not be part of the contract for the purpose of performance of the assignment. An Individual Consultant will not propose other Consultants or Experts invited to submit proposals for the assignment and any Individual Consultant in contravention of this requirement shall automatically be disqualified.

The required qualifications, skills and competencies of the Individual Consultant include:

- A Master's Degree in Civil Engineering, Transport Engineering, Highway Engineering, Geotechnical Engineering, Structural Engineering, Quantity Surveying or related fields with a minimum relevant working experience of 7 years.
- A Bachelor's Degree in Civil Engineering, Transport Engineering, Highway Engineering, Geotechnical Engineering, Structural Engineering, Quantity Surveying or related fields with a minimum relevant working experience of 10 years.
- Knowledge of the Northern Corridor region and some working experience in conducting feasibility studies in the transport sector.
- Experience in CADs/Architectural designs/drawings, Environmental regulations and International safeguards with some experience in conducting Environment and Social Impact Assessment (ESIA) in Rwanda, resettlement frameworks and social safeguards.
- Excellent Knowledge of English as all communications shall be done in English.

VI. EVALUATION CRITERIA

Evaluation of Individual Consultants' qualifications and experience will be done based on the comparison of Curriculum Vitae (CVs). **The CV's format is attached.** Individual Consultants will be judged on the following criteria based on their updated CVs:

Technical Evaluation Criteria	Allotted Maximum Score	Passing Score 80%
4. Educational qualifications and competence/skill of the Individual Consultant for the Assignment (40 marks) e. A relevant University Degree with a minimum working experience of 7 years for a Master's Degree and 10 years for a Bachelor's Degree (10 marks).	40	32

f. Proven knowledge and experience in conducting feasibility studies and detailed engineering designs in either road, rail, pipeline, IWT sub-sectors (10 marks) g. Excellent knowledge of the Northern Corridor Region and experience in transport planning (10 marks) h. Knowledge of written and spoken English and a working French (10 marks)		
5. Specific experience of the Individual Consultant related to the assignment (10 marks) including: c. Experience of carrying out similar assignments in the regional organizations (5 marks) d. Experience in carrying out assignments in either road, rail, pipeline or Inland waterways sub-sectors (5 marks) Note: Confirmation/verification of evidences for similar services carried out through letters of recommendation.	10	8
6. Adequacy of the proposed work plan and methodology in responding to the Terms of Reference (50 marks) : d. The Individual Consultant should provide adequate approach / methodology (35 marks) e. Adequate suggestions to TOR (7.5 marks) f. Detailed work plan (7.5 marks)	50	40
Total	100	80

Individual consultants are also requested to attach a **maximum 2 pages on the proposed methodology of carrying out the assignment**. The minimum technical score required to pass and proceed to the Financial Proposal opening is 80%. All Technical Assistants will be ranked in a descending order and the first on the list shall be retained for the assignment if the proposed professional fees fall within the limits of the budget.

VII. PAYMENTS

Individual Consultants are requested to indicate their proposed remuneration for their services per man-day in USD in the format attached (**Form FP1**). NCTTCA will discuss with the selected Individual Consultant the final remuneration, the number of man-days for the assignment and agree on the payment modalities.

VIII. MODE OF APPLICATION

Interested and qualified Individual Consultants are requested to submit their applications/ Expression of Interests articulating the methodology and financial proposal (in USD) for the assignment to the following address; procurement@ttcanc.org not later than **17 November 2025**.

Applications should also contain updated Curriculum Vitae (CVs) showing qualifications and experience that best qualify them for the assignment with three referees and copies of relevant degrees and academic documentation.