



NORTHERN CORRIDOR TRANSIT AND TRANSPORT COORDINATION AUTHORITY

REQUEST FOR EXPRESSION OF INTEREST (EOI)

SERVICE FOR

Undertaking road safety Audit along national Road No.1 (NR1) in Burundi,
specifically covering Bujumbura through Bugarama and Kayanza to Kanyaru
Haut

Dcember 2025

EXPRESSION OF INTEREST

NORTHERN CORRIDOR TRANSIT AND TRANSPORT COORDINATION AUTHORITY (NCTTCA) intends to procure consultancy services for the conduct of a road safety audit in Burundi, specifically along National Road No. 1, Bujumbura–Bugarama–Kayanza–Kanyaru Haut, in order to ensure smoother and safer movement of people and goods, for which this Expression of Interest (EOI) is hereby issued.

NCTTCA hereby invites interested candidates of Burundi member state to submit their technical and financial proposals to carry out road safety audit services in Burundi, along National Road No. 1, Bujumbura–Bugarama–Kayanza–Kanyaru Haut. Further details are described in the Terms of Reference (TOR), Section IV, attached herewith.

This is a single-stage competitive bidding process, merging the pre-selection and the evaluation of bidders' offers into one process, following a structured and transparent approach.

The EOI includes the following documents:

- Section I. Instructions to the Consulting Firm
- Section II. Technical Proposal – Standard Forms
- Section III. Financial Proposal – Standard Forms
- Section IV. Terms of Reference
- Section V. Standard Form of Contract

The combined technical and financial proposal must be submitted either in physical form or electronically to the following addresses of NCTTCA, **1196 Links Road, Nyali, P.O. Box 34068 – 80118 Mombasa, Kenya, or by email to procurement@ncttca.org**, no later than Monday, 5th January 2026, at 23:59 Kenyan time.

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



Dr. Eng. John Deng Diang. PhD PE
EXECUTIVE SECRETARY

Section I: Instructions to Consulting Firms

1. Introduction

- 1.1 Qualified Consulting Firms are invited to submit Technical and Financial Proposals for the services required under the subject matter indicated above.
- 1.2 The Consulting Firm should familiarize themselves with local conditions and take them into account in preparing and submitting their Bids.
- 1.3 The Consulting Firm's costs of preparing the proposal and of negotiating the Contract, are not reimbursable as a direct cost of the assignment.
- 1.4 The Consulting Firm 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.
- 1.5 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 Consulting Firm.
- 1.6 The NCTTCA shall provide the Consulting Firm, at no cost, with the necessary facilities for the execution of the services, as well as access to 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 EOI 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 EOI. Any amendment made will be made available to all the Bidders who shall have acknowledged the Letter of Invitation for EOIs.
- 3.2. Bidders may request for clarification(s) on any part of the EOI. 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 Consulting Firm'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 Consulting Firms and NCTTCA, shall be in English. All reports prepared by the contracted Service Provider/Consulting Firm shall, be in English.
- 4.3 The interested Bidders are expected to examine in detail the documents constituting this Request for EOIs. 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 so doing, they will have to demonstrate their capacity and experience in undertaking similar assignments.

- b) If the Bidder feels that it does not have all the expertise for the assignment, it 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. 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.¹
- b) For assignment of the staff, the proposal shall be based on the number of professional staff-days estimated by the firm, no alternative professional staff shall be proposed.
- c) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- d) Proposed professional staff must, at a minimum, have experience as detailed in the ToRs below.

5.2 The Technical Proposal shall provide the following information using the attached Technical Proposal Standard Forms TECH 1 to TECH 6 (Section III).

- a) A description of the approach, methodology and work plan for performing the assignment (TECH-3). 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-7)
- b) The list of proposed Professional Staff team by area of expertise, the position and tasks that would be assigned to each staff team member (TECH-4).
- c) Latest CVs signed by the proposed professional staff and the authorized representative submitting the proposal (TECH-5). Key information should include number of years worked for the firm and degree of responsibility held in various assignments during the last five years.
- d) 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 (TECH-6). 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.
- e) A time schedule (bar chart) showing the time proposed to undertake the activities indicated in the work plan (TECH-7).

6. Financial Proposal

- 6.1 In preparing the Financial Proposal, the consulting firms 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 IV).
- 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 Consulting Firm 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 Consulting Firm shall express the price of their services in USD.
- 6.5 The Financial Proposal shall be valid for 90 calendar days. During this period, the Service Provider/Consulting Firm is expected to keep available the professional staff for the assignment. NCTTCA will make its best effort to complete the full RFP 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/Consulting Firm has the right not to extend the validity of the proposals.

7. Submission, Receipt, and Opening of Proposals

- 7.1 Consulting Firms may only submit one proposal.
- 7.2 The original Proposal (combining both Technical and Financial Proposals) shall be prepared in indelible ink. It shall contain no overwriting, except as necessary to correct errors made by the Consulting Firm itself. Any such corrections or overwriting must be initialed by the person(s) who signed the Proposal.
- 7.3 The Consulting Firm shall submit an original soft version of the combined proposal for both Technical and Financial Proposals, which shall be marked "Original".
- 7.4 The original Proposal shall be sent to: procurement@ttcanc.org
- 7.5 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.
- 7.6 After the deadline for the submission, the combined Proposal including Financial and Technical proposals shall be opened at once by the NCTTCA. Both Technical and Financial Proposals will be looked at, at the same time.

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:

Technical & Financial Proposal evaluation will be carried out.

Evaluations will follow a 3-step process:

Step 1: Preliminary Evaluation: Responsiveness to all mandatory requirements

Step 2: 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 70% will be eligible for Financial Proposal Evaluation.

Step 3: Financial Proposal Evaluation: Financial Proposals will be evaluated according to the criteria set out below.

Step 1: Preliminary Evaluation

The bids; **Shall contain the following components:**

Particulars of Tendering Company including:

- 1) The Company background/profile (**Mandatory**).
- 2) Postal and physical address of the business (Mandatory).
- 3) Certificate of Registration/Incorporation (Mandatory).
- 4) Valid and Current Tax Compliance or Tax-Exempt Certificate from Revenue Authority where the business operations of tenderer are domiciled (Mandatory).

Evaluation of all bids submitted will be made firstly in respect of their responsiveness to preliminary requirements set above on a pass-fail basis. The bids that are not responsive to any of the **Mandatory** requirements shall be rejected and disqualified from further consideration.

Step 2: Technical Evaluation			
	Technical Evaluation Criteria	Allotted Maximum Score	Pass Score 80%
	1. Specific Experience of the Consulting Firm relevant to the assignment (20 points) a. Experience of carrying out assignments of a similar nature (10 points). b. Specific experience in detailed design studies of national roads (10 points).	20	14
	2. Adequacy of the proposed methodology and work plan 3. Specified key personnel – professional staff qualifications and competence for the assignment a. Team Leader/ Civil Engineer (25 points) b. Road Infrastructures Engineer/Road safety Expert (20 points) c. Surveying Technician / Geomatician (15 points) Total The minimum technical score, (Ts), required to pass and proceed to Financial Proposal opening is: 70%	20 60 100	14 42 70

Step 3: Financial Proposal Evaluation

Technical and Financial Weight

Technical proposal: 70%

Financial proposal: 30%

Financial Proposal Evaluation

Evaluation

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

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

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

weights given to the Technical (T) and Financial (P) Proposals are:

T = 70, and P = 30

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 Proposal; T + P = 1) as follows: $S = T_s \times T\% + S_f \times P\%$.

Completed EOI documents in pdf format clearly marked with the tender number and submitted in the manner prescribed in this EOI 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

We, the undersigned, offer to provide the Services for [insert Title of consulting services] in accordance with your Expression of Interest (EOI) dated [insert Date] and our Proposal. We are 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, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We 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.

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

TECH – 2: Consulting Firms Organization

[Provide here brief (maximum two pages) description of the background and organization of your firm/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 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of reference and counterpart staff and facilities.]

TECH – 4: Team Composition and Task Assignments

1. Technical/Managerial Staff		
Name	Position	Tas k

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

Proposed Position: __ Name of Firm: _____ Name of Staff: _____ Profession: __ Date of Birth: _____ Years with Firm/Entity: __ Nationality: __ Membership in Professional Societies: ____

Detailed Tasks Assigned: ____

Key Qualifications:

[Give an outline of staff member's 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 of staff member, 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 by staff member 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 willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: ____

[Signature of staff member and authorized representative of the firm] Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

TECH-6: Time Schedule for Professional Personnel

			Weeks (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) _____
															Sub total (2) ____ _
															Subtotal (3) _____

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	Duration												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10t h	11t h	12 t h	
1														
2														
3														
4														
5														

B. Completion and Submission of Reports

Reports	Date

Section III. Financial Proposal - Standard Forms

FPF-1: Financial Proposal Submission Form

[Location, Date]

To: [Executive Secretary, NCTTCA]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [insert Title of consulting services] in accordance with your Expression of Interest (EOI) dated [insert date] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is exclusive of the local taxes, which we have estimated at [Amount(s) in words and figures].

Our 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.

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

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

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

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.

Authorized Signature:

Name and Title of Signatory:

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/ Consulting Firm 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/ Consulting Firm 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 is 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/ Consulting Firm 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/ Consulting Firms

² Indicate unit cost and currency.

Authorized Signature:

Name and Title of Signatory:

Section IV. Terms of Reference

I. CONTEXTE

For several decades, road traffic mortality caused by unsafe driving conditions has become a major concern both in developed countries and across Africa. According to statistics from the French association “Prévention Routière,” the world recorded between 2004 and 2005 an average of 1,200,000 deaths and 50,000,000 injuries on the roads, with an economic cost of 407 billion euros, for the 600 million vehicles in circulation. What then would be the projected toll of deaths and injuries with an estimated 3 billion vehicles in the foreseeable future?

The mortality rate due to this phenomenon is higher in poor countries, where in 2004 there were 110 deaths per 100,000 inhabitants compared to 28 deaths per 100,000 inhabitants in Europe (a rate 3.9 times higher). The Republic of Burundi is one of the six member states of the Northern Corridor, which records a significant number of accidents each year.

According to the statistical yearbook of the Ministry of the Interior, Community Development and Public Security, Burundi recorded 6,059 accidents, 2,552 injuries, and 484 deaths at the scene on its roads across the country in 2022. The number of recorded accidents has been increasing year after year, rising from 3,775 accidents in 2020 to 4,723 accidents in 2021. This represents a 28% increase in accidents between 2021–2022 and a 25% increase between 2020–2021.

Although the Road Safety Police records accidents on a daily basis, many people remain unaware of the scale of the growing number of injuries and fatalities, the extent of material damage caused by these accidents, and the expenses incurred for emergency rescue operations, medical or hospitalization costs, judicial procedures, and insurance settlements, among others.

In Burundi, the road transport sector plays a crucial role in the growth of developing economies. This mode of transport is irreplaceable for moving agricultural products from rural areas to urban centers, as well as for the circulation of goods and people. Since the country does not exploit river, maritime, railway, or pipeline transport, Burundi has a vested interest in developing road transport.

The Northern Corridor Transit and Transport Coordination Authority (NCTTCA) is an intergovernmental institution comprising the Republic of Burundi, the Democratic Republic of Congo (DRC), the Republic of Rwanda, the Republic of Kenya, the Republic of Uganda, and the Republic of South Sudan. Established in 1985 by the Northern Corridor Transit and Transport Agreement (NCTTA), the Northern Corridor facilitates transit and transport along a multimodal land transport network linking member states to the seaport of Mombasa in Kenya.

The founding member states—Burundi, Kenya, Rwanda, and Uganda—formed the initial group in 1985. The Democratic Republic of Congo (DRC) joined the Northern Corridor in 1987, followed by South Sudan in 2012. On October 6, 2007, the member states revised and re-signed the agreement, thereby transforming the mandate of the corridor. This transformation aimed to develop the Northern Corridor into an economic development corridor that stimulates investment and promotes sustainable development, while providing a coherent and harmonized legal framework for interstate and transit trade.

As part of its actions to pursue its main objectives, the NCTTCA places particular importance on road safety within its member states, such as the RN1 in Burundi—a vital section linking Bujumbura to the Rwandan border via Bugarama, Kayanza, and Kanyaru Haut. This road ensures the connection between the port of Mombasa and the landlocked countries of Burundi and Rwanda, serving as the country's principal route for the import and export of goods to and from the port of Mombasa.

The RN1 has significant socio-economic impact. It passes through densely populated areas (Bujumbura, Kayanza), with several schools and markets along its edges, and serves key commercial and agricultural hubs whose resilience conditions the economic stability of the country. Surveys have identified several accident-prone zones along this road, and in 2014, heavy rains caused floods and landslides, resulting in 80 deaths, 1,000 houses destroyed, and 20,000 people displaced. These events directly affected the RN1, highlighting the need for an audit to reduce accident risks.

II. OBJECTIVE

The main objective of the safety audit of RN1 in Burundi, on the Bujumbura–Bugarama–Kayanza–Kanyaru Haut section, is to improve road infrastructure to ensure smoother and safer traffic flow.

The specific objectives are to assess the existing infrastructure, propose corrective measures, and ensure that the road complies with safety standards in order to reduce accident risks and improve user mobility. They aim to:

- **Identify black spots and accident-prone areas** Locate sections where accidents are frequent (dangerous curves, poorly designed intersections, areas with high pedestrian density).
- **Assess the compliance of road infrastructure** Verify whether signage, road markings, guardrails, pedestrian crossings, and lighting meet international road safety standards.
- **Analyze user behavior and traffic flows** Study the interaction between heavy vehicles, light vehicles, motorcycles, and pedestrians, particularly in urban and rural areas along RN1.
- **Examine the geometric and technical conditions of the road** Check roadway width, visibility in curves, pavement quality, and the condition of shoulders.
- **Propose corrective and preventive measures** Formulate concrete recommendations: improved signage, installation of speed bumps, creation of safe overtaking zones, and reinforcement of speed controls.
- **Reduce the severity and frequency of accidents** The ultimate goal is to decrease the number of victims by improving user safety and anticipating risks linked to traffic growth.
- **Ensure the sustainability and efficiency of road investments** Guarantee that RN1 development or rehabilitation works integrate safety measures from the outset, avoiding additional costs from later corrections.

III. TASKS OF THE CONSULTANT

The consultant will be responsible for carrying out the following tasks:

III.1 Documentary Analysis and Data Collection

This task aims to establish a solid knowledge base on the condition of the road, accident trends, user behavior, and the applicable regulatory framework. It serves to guide field inspections and ensure that recommendations are based on factual evidence. It consists of:

- a) Collecting and reviewing technical and administrative documents in order to identify discrepancies between the initial design and the actual use of the road, as well as historically problematic areas. The following is a non-exhaustive list of documents to be examined:
 - Road design and construction plans (layouts, longitudinal and cross profiles, development plans).
 - Maintenance and rehabilitation reports: frequency, nature of interventions, recurring critical areas.
 - Previous studies: technical diagnostics, environmental assessments, prior audits, traffic studies.
 - Maps and geospatial data: topography, land use, population density, location of schools, markets, hospitals.
- b) Collect and analyze accidentology data on:
 - Accident statistics covering the last 3 to 5 years Obtained from the police, hospitals, insurance companies, or road authorities.
 - Classification of accidents according to:
 - Type (collision, road departure, overturning, pedestrian struck, etc.)
 - Severity (property damage, injuries, fatalities)
 - Location (black spots, urban/rural areas, curves, intersections)
 - Contributing factors (speed, visibility, mechanical failure, human behavior)
 - Recurring trends and profiles of the most exposed users Including cyclists, motorcyclists, pedestrians, heavy truck drivers, public transport drivers, and private vehicle drivers.
- c) Review the regulatory and institutional framework by carrying out:
 - Analysis of legislative and regulatory texts currently in force regarding road safety (highway code, decrees, orders, technical standards).
 - Examination of road design standards applicable to roads in mountainous areas.
 - Evaluation of control and enforcement mechanisms: speed limits, road inspections, driver's licenses, vehicle technical inspections.
 - Identification of regulatory gaps or inconsistencies: absence of standards for certain configurations, excessive tolerance, weak enforcement of rules.

III.2 Field inspection

Field inspection constitutes the operational core of any road safety audit, allowing theoretical data to be translated into concrete findings by directly observing the actual conditions of road use and infrastructure on site.

It makes it possible to take into account topographical specificities (slopes, sharp curves, unstable shoulders), local climatic conditions, as well as the real behavior of road users in a potentially accident-prone environment.

The consultant shall:

- a) Physically inspect RN1, Bujumbura–Bugarama–Kayanza–Kanyaru Haut to directly observe the actual traffic and infrastructure conditions, focusing on critical areas such as sharp curves, town crossings, identified black spots, steep gradients, etc.
- b) Technically evaluate the road infrastructure, which consists of examining the physical and functional elements of the road in order to identify factors that may compromise user safety. This evaluation covers four main aspects:

- Evaluation of road geometry:
 - Longitudinal and cross profiles: Analysis of slopes, gradients, vertical and horizontal curves, roadway width, and shoulders.
 - Curve radius: Verification of curve compliance with authorized speeds, especially in mountainous areas.
 - Visibility: Assessment of sight distances for approach, overtaking, and braking.
 - Intersections and junctions: Analysis of design, readability, and safety of crossings, bifurcations, and connections.
 - Lateral access: Identification of uncontrolled or poorly positioned entries/exits that may generate traffic conflicts.
- Evaluation of road signage:
 - Vertical signage: Verification of the presence, legibility, relevance, and condition of speed limit signs, warning signs, direction signs, etc.
 - Horizontal signage: Inspection of road markings (edge lines, center lines, pedestrian crossings, overtaking zones) and their visibility, especially under rainy or nighttime conditions.
 - Temporary signage: Verification of the management of work zones or detours.
 - Consistency and standardization: Comparison with applicable national and international standards.
- Evaluation of pavement condition:
 - Surface deterioration: Identification of potholes, cracks, subsidence, ruts, slippery or deformed areas.
 - Adherence: Assessment of pavement roughness, particularly on slopes and curves.
 - Drainage: Verification of water evacuation capacity (gutters, ditches, cross slopes) to prevent aquaplaning or erosion.
 - Maintenance: Evaluation of the frequency and quality of maintenance interventions.
- Evaluation of safety devices:
 - Guardrails: Verification of their presence, positioning, condition, and continuity in high-risk areas (ravines, sharp curves, bridges).
 - Barriers, posts, and markers: Inspection of guiding and protective elements.
 - Public lighting: Assessment of lighting coverage in critical areas (intersections, bus stops, pedestrian crossings).
 - Refuge areas and emergency stopping zones: Identification of safe areas for vehicles that break down or encounter difficulties.

III.3 Identification of Risk Sources and Safety Diagnosis

This phase of the audit aims to identify sources of danger on the road, classify them according to their severity, and assess the compliance of the infrastructure with road safety standards. It provides a rigorous and contextualized basis for recommendations.

a) Identify sections presenting danger according to the following factors:

- Infrastructure-related factors
 - Geometric defects: excessively sharp curves, steep slopes, poorly designed intersections, lack of sidewalks, shoulders, etc.
 - Pavement deterioration: potholes, subsidence, slippery or deformed surfaces.
 - Insufficient or non-compliant signage: missing, poorly positioned, or illegible signs.
 - Absence or failure of safety devices: guardrails, markers, road markings.
- Environment-related factors
 - Climatic conditions: fog, heavy rains, landslides.
 - Topography: steep areas, ravines, unstable shoulders.
 - Roadside occupation: markets, schools, houses close to the roadway.
- User behavior-related factors
 - Excessive speed, especially on slopes or sharp curves.
 - Dangerous or unauthorized overtaking in areas with reduced visibility.
 - Non-compliance with signage or right-of-way rules.
 - Use of mobile phones while driving or driving under the influence.
 - Failure to wear seat belts or helmets for motorcyclists.
 - Reckless pedestrian crossings, particularly in towns or school zones.
 - Disorderly parking or unsafe stops by public transport vehicles.
 - Intensive use of bicycles without regulation.
- Road management-related factors
 - Irregular or insufficient maintenance: lack of ditch cleaning, unrepaired deterioration.
 - Weak road control: lack of patrols, absence of speed radars or sanctions.
 - Limited institutional coordination: overlapping or gaps in responsibilities among managers.

b) Classify critical zones according to their level of risk:

- Map black spots: areas where accidents are frequent or severe.
- Assign a level of danger to each segment or critical point:
 - High level: immediate risk of death or serious injury (unprotected curve in a ravine area, etc.).
 - Medium level: recurrent risk of property damage or minor injury (poorly signposted intersection, etc.).
 - Low level: discomfort or inconvenience without immediate danger (faded markings, etc.).
- Cross-reference field data with accident statistics to validate the classification.
- Prioritize interventions based on severity, frequency of incidents, and traffic volume.

c) Assess the compliance of the road with national and international road safety standards. To do so, the consultant shall:

- Compare the characteristics of RN1 (profile, width, signage, safety devices) with applicable standards:
 - National standards: highway code, technical directives of the Ministry of Infrastructure.
 - International standards: WHO recommendations or EAC standards.
- Identify regulatory gaps:
 - Absence of mandatory devices (guardrails, markings, signs).
 - Non-compliance with minimum dimensions (roadway width, shoulders).
 - Signage not conforming to standards of legibility or positioning.
- Assess legal and institutional risks linked to non-compliance: liability in case of accidents, difficulties in financing or insurance

III.4 Stakeholder Consultation

To complement the documentary analysis, the consultant shall:

- Conduct semi-structured interviews with key stakeholders: traffic police, local authorities, road managers, transport unions, and road users.
- Gather perceptions on the effectiveness of existing rules, difficulties in enforcement, and risky behaviors that go unsanctioned.
- Identify needs for regulatory strengthening, training, or awareness-raising.

III.5 Formulation of Recommendations

a) Propose concrete, realistic, and prioritized corrective measures (immediate, medium, and long term) This involves formulating solutions adapted to the problems identified during the audit, taking into account their technical, financial, and institutional feasibility. Specifically, this task consists of:

- Analyzing each critical point identified (infrastructure, signage, behavior, environment) and producing thematic maps (accidentology, visibility, slopes, curves, etc.).
- Proposing targeted measures for each type of risk.
- Prioritizing interventions according to:
 - Urgency (immediate: areas at high risk of serious accidents).
 - Impact (medium term: improvement of traffic flow and overall safety).
 - Durability (long term: structural transformation of the road or user behavior).
- Justifying each measure with accident data, field observations, or safety standards.

b) Formulate technical, regulatory, and behavioral recommendations

- Technical recommendations will focus on:
 - Physical improvements: widening of the roadway, creation of refuge areas, improvement of drainage, reinforcement of shoulders.
 - Signage: addition or replacement of signs, road markings, reflective markers, traffic lights.
 - Safety devices: guardrails, speed bumps, public lighting, protective barriers.

- Regulatory recommendations will include:
 - Revision of speed limits according to road configuration and traversed areas.
 - Strengthening of road controls: radars, patrols, sanctions for frequent violations.
 - Updating of design and maintenance standards for roads in mountainous areas.
- Behavioral recommendations will include:
 - Targeted awareness campaigns (heavy truck drivers, cyclists, pedestrians).
 - Training programs for professional drivers and road safety officers.
 - Community engagement: involvement of local authorities, schools, and associations in promoting safe behaviors.

c) Develop a prioritized action plan with cost estimates and implementation schedule, including:

- Interventions classified by priority (very urgent, important, complementary).
- Estimated costs for each measure (unit costs, total costs, potential funding sources).
- Implementation schedule:
 - Short term (0–6 months): urgent and low-cost interventions.
 - Short term (0–6 months): urgent and low-cost interventions.
 - Medium term (6–24 months): development works and institutional strengthening.
 - Long term (2–5 years): structural projects and sustainable transformation.
- Responsible actors for implementation (ministries, agencies, local authorities, donors).
 - Responsible actors for implementation (ministries, agencies, local authorities, donors).
 - Monitoring indicators to measure the effectiveness of actions and adjust priorities

IV. METHODOLOGY

1) Data Collection

- Team composition: Road safety experts, highway engineers, topographers, representatives of local authorities, traffic police, etc.
- Documentary collection: RN1 plans, accident statistics, previous reports, traffic studies, legal framework, etc.

2) Field Analysis

- Visual inspection: Complete survey of RN1 to observe:
 - Road geometry (curves, slopes, visibility)
 - Vertical and horizontal signage
 - Pavement and shoulder condition
 - Presence of pedestrian crossings, bus stops, schools, markets
- Photographic records and geolocation of critical points
- Interviews with users (drivers, pedestrians, residents) to gather their perceptions of hazards.

3) Risk Analysis

- Identification of black spots: Areas with a high frequency of accidents.
- Evaluation of risk factors: Speed, visibility, user conflicts, defective infrastructure.
- Use of analytical tools (to be specified in the audit).

4) Recommendations and Action Plan

- Corrective measures:
 - Improvement of signage
 - Redesign of dangerous intersections
 - Installation of speed bumps
 - User awareness campaigns
- Prioritization of actions according to urgency and budget.
- Cost estimation and implementation schedule.

5) Consultation and Validation

- Workshop with stakeholders: ACTTCN, local authorities, police, transport operators.
- Validation of findings and recommendations.
- Integration of feedback into the final report.

VI. ESTIMATED DURATION OF THE ROAD SAFETY AUDIT

The study will be carried out over a period of three (03) calendar months.

VI. KEY STAGES AND DELIVERABLE SUBMISSION DATES

N°	report	Description	Calendrier	Report Deliverable Format and No.
1	Initial report	<p>This report shall include the final and detailed approach and methodology, including any questionnaire, survey form, analytical tool, software, and strategy for conducting the audit. The start-up report shall also summarize preliminary observations on the key audit factors, indicate the status of personnel mobilization assigned to the audit, as well as a revised program for carrying out the audit.</p> <p>It shall also include the documentary review and a summary of the data collection.</p>	Three (03) weeks after the signing of the contract	Digital Copie
2	Draft Audit Report / Interim Report	<p>This document shall contain the results of:</p> <ul style="list-style-type: none">• Data collection• Visual inspection• Photographic records and geolocation of critical points or sections• Surveys and interviews with road users• Identification of high-risk sections• Processing of collected data (quantitative and qualitative)• Risk analysis• Technical and operational recommendations <p>It shall also take into account the contributions of the Client and stakeholders regarding the initial report.</p>	Two (02) months and one (01) week after the signing of the contract	One digital copy and two hard copies

3	Stakeholder Validation Workshop	The consultant shall present the report to the stakeholders	Within two (02) weeks after the submission of the report	
4	Final report	<p>This document shall contain the final results, conclusions, and recommendations covering all services, based on the final comments provided by the Client and all stakeholders.</p> <p>It shall be spiral-bound and include a consolidation of all studies carried out, including the following elements:</p> <ul style="list-style-type: none"> • Report on data collection • Visual inspection report • Photographic records and geolocation of critical points or sections • Report on surveys and interviews with users • Identification of high-risk sections • Results of the processing of collected data (quantitative and qualitative) • Risk analysis • Technical and operational recommendations 	The final report shall be submitted three (03) months after the signing of the contract.	Digital copies and four (04) printed copies to be submitted to the Member State of Burundi

The Consultant shall provide separate and standalone reports for each of the specific deliverables mentioned above, as well as a bound document consolidating all reports, constituting the Final Report.

All reports shall be submitted in four (04) printed copies and also transmitted in digital format.

VII TEAM COMPOSITION AND EXPERTISE

N°	Positions	Required Profiles
1	Team Leader / Audit Coordinator	<ul style="list-style-type: none"> • Education: Holder of at least a Master's degree (BAC +5) in Civil Engineering or Transport Engineering, awarded by a recognized institution, with a specialization or certification in road safety or project management. • Experience: Minimum of 15 years in the field of Civil Engineering infrastructure construction and 7 years in road project management or road safety audits, including at least 3 years as Team Leader on similar projects. • Key Skills: <ul style="list-style-type: none"> – Coordination of multidisciplinary teams – Mastery of audit procedures and international standards (PIARC, IRF, etc.) – Excellent communication skills with stakeholders (authorities, donors, local communities) – Drafting of technical and strategic reports – Proven experience in developing action plans and implementation schedules • Languages: Proficiency in French; English and Kirundi or Swahili are considered an asset. • Personal Qualities: Leadership, diplomacy, rigor, and strong organizational skills.
2	Road Infrastructure Engineer / Road Safety Expert	<ul style="list-style-type: none"> • Education: Holder of at least a Master's degree (BAC +5) in Civil Engineering, awarded by a recognized institution, with a specialization or certification in road safety. • Experience: At least 10 years in feasibility studies and detailed design, execution of construction works, rehabilitation and maintenance of national and provincial roads in Africa, and 3 years in the field of road safety audits, having participated in at least one road safety audit project in Sub-Saharan Africa. • Key Skills: <ul style="list-style-type: none"> – Evaluation of road geometry – Proven experience in the analysis of black spots and safety devices (guardrails, signage, road markings), visibility, drainage, pavement – Ability to propose realistic and context-appropriate corrective measures – Capacity to integrate contributions and guidance from multiple sources and synthesize them into concrete results – Use of diagnostic tools (checklists, onboard cameras, GIS)

		<ul style="list-style-type: none"> – Proven experience in analyzing legal and institutional frameworks • Languages: French required; technical English desirable. • Personal Qualities: Analytical mindset, pragmatism, attention to detail
3	Surveying Technician / Geomatician	<ul style="list-style-type: none"> • Education: Advanced technician in surveying, geomatics, or cartography. • Experience: Minimum of 5 years in topographic surveys and cartography for road projects. • Key Skills: <ul style="list-style-type: none"> – Proficiency in surveying instruments (differential GPS, total station, drone) – Processing of geospatial data (ArcGIS, QGIS, AutoCAD Civil 3D) – Production of thematic maps (accidentology, visibility, slopes, curves) – Support for visual and geometric diagnostics • Languages: Technical French required; Kirundi. • Personal Qualities: Precision, autonomy, strong field orientation

VIII. REPORTING AND SUPERVISION

The Consultants shall report to the Executive Secretary of the NCTTCA or to his designated representative for the purposes of this assignment, and will be placed under his supervision. They will also work in close collaboration with the National Focal Point in the Member State of Burundi, who will provide guidance and ensure essential linkages between the project and the actors, partners, stakeholders, and relevant documents.

The Consultant shall nevertheless include in his proposal all resources necessary for the execution of the assignment. All communications, including reports and workshops, shall be submitted to the office of the Executive Secretary, in both French and English.

IX. CLIENT RESPONSIBILITIES

The Client shall:

- Designate support staff to assist the Consultants in carrying out their assignments
- Ensure the safety of the Consultants during the execution of their mission
- Facilitate access to reports, available data, and all relevant documents necessary for the mission
- Review the study reports submitted and organize the validation workshop within one week after receiving the draft report
- Facilitate the interaction of the Consultants with Ministries, Departments, Agencies, and private sector stakeholders
- Cover the costs directly related to the organization of the stakeholder validation workshop.

X. CONSULTANT RESPONSIBILITIES

The Consultant, in accordance with international professional standards, is required to fulfill all of his responsibilities. He shall be liable for all errors, omissions, and negligence on his part or that of his employees. He is also responsible for carrying out the audit in compliance with the highest international standards and established rules regarding social safeguards.

XI. PAYMENT PLAN

Payment shall be made on the basis of a lump-sum amount and will be linked to the progress and satisfactory completion of tasks. The payment plan is envisaged according to a percentage of the total agreed contract amount. Payment shall be made in the contractual currency, as follows:

No.	Deliverable/Report	Payment	Percentage of the Total Contract Amount.
1	Initial report	After acceptance of the report	25% of the agreed amount
2	Interim report	After acceptance of the report	50% of the agreed amount
3	Rapport final	After acceptance of the report	25% of the agreed amount

Section V – Pro-forma Contract

CONTRACT FOR CONSULTING SERVICES – DEVELOPMENT OF THE NORTHERN CORRIDOR BUSINESS INFORMATION PORTAL

This Agreement, (hereinafter called "the Contract") is entered into this _____ by and between **the Northern Corridor Transit and Transport Coordination Authority (NCTTCA)**, whose registered office is situated at 1196 Links Road, Nyali, P.O. Box 34068 – 80118 Mombasa, Kenya (hereinafter called "the Client") of the one part AND

_____ whose registered office is situated at
_____ (hereinafter called "the Consultant") of the other part.

WHEREAS the Client wishes to have the Consultant perform the services [hereinafter referred to as "the Services"], and

WHEREAS the Consultant is willing to perform the said Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services** (i) The Consultant shall perform the Services specified in Appendix A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract;
- (ii) The Consultant shall provide the personnel listed in Appendix B, "Consultant's Personnel," to perform the Services;
- (iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Appendix C, "Consultant's Reporting Obligations."

2. Term

The Consultant shall perform the Services during the period commencing on _____ and continuing through to _____ or any other period(s) as may be subsequently agreed by the parties in writing.

3. Payment

A. Ceiling

For Services rendered pursuant to Appendix A, the Client shall pay the Consultant an amount not to exceed _____ (United States _____), exclusive of all local taxes.

This amount has been established based on the understanding that it includes all of the Consultant's costs and profits. The Client is exempted from tax in the host country.

B. Schedule of Payments

The schedule of payments is specified below:

_____ (being 10% of the Contract sum) upon the Client's receipt of the Inception Report, acceptable to the Client; and

_____ (being 40% of the Contract sum) upon the Client's receipt of the Interim Report, acceptable to the Client;

_____ (being 10% of the Contract sum) upon the Client's successful hosting of the first and second stakeholders' workshops and submission of reports for the same, acceptable to the Client.

_____ (being 30% of the Contract sum) upon the Client's submission of the Draft Final Report, acceptable to the Client.

_____ (being 10% of the Contract sum) upon the Client's submission of the Final Report, acceptable to the Client.

Total USD _____

Payment Conditions

Payment shall be made in US Dollars unless otherwise specified not later than thirty [30] days following submission by the Consultant of invoices in duplicate to the Coordinator designated in Clause 4 here below. If the Client has delayed payments beyond thirty (30) days after the due date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three percentage points above the prevailing Central Bank of Kenya's average rate for base lending.

A report shall be considered accepted/approved by the client if no comments are received from the client within two weeks of submission, and thus due for payment.

Coordinator

The Client designates _____ as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for payment.

Reports

4. Project Administration

The reports listed in Appendix C, "Consultant's Reporting Obligations," shall be submitted in the course of the assignment and will constitute the basis for the payments to be made under paragraph 3.

5. Performance Standards

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Confidentiality

The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Ownership of Material

Any studies, reports or other material, graphic, software or otherwise prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

8. Consultant not to be Engaged in certain Activities

The Consultant agrees that during the term of this Contract and after its termination the Consultant and any entity affiliated with the Consultant shall be disqualified from providing services (other than the Services and any continuation thereof) resulting from any recommendation arising from this consulting service.

9. Insurance

The Consultant will be responsible for taking out any appropriate insurance coverage.

10. Assignment

The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.

Law Governing Contract and Language

The Contract shall be governed by the laws of Kenya and the language of the Contract shall be English Language. The final User Manual, however must be presented in English and translated into French.

11. Dispute Resolution

Any dispute arising out of the Contract, which cannot be amicably settled, between the parties shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in

the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, on the request of the applying party.

FOR THE CLIENT

FOR THE CONSULTANT

Full Name: _____

Full Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____