

NORTHERN CORRIDOR TRANSIT AND TRANSPORT COORDINATION AUTHORITY



REQUEST FOR PROPOSALS (RFP)

CONSULTANCY SERVICES

***Development and Integration of Emission Tracker into the
existing Northern Corridor Transport Observatory Online Portal***

10th September, 2024

INVITATION TO TENDER

THE NORTHERN CORRIDOR TRANSIT AND TRANSPORT COORDINATION AUTHORITY (NCTTCA) is procuring Consultancy Services to *Design, Develop and Integrate a Corridor Emission Tracker as a module into the Northern Corridor Transport Observatory Online System* to help monitor Greenhouse Gas emission Key Performance Indicators (KPIs), for which this Request for Proposals (RFP) is issued.

NCTTCA now invites Consulting Firms or Individual Consultant to provide Technical and Financial Proposals for the following Services: *Design, Develop and Integrate an emission tracker as a module into the Northern Corridor Transport Observatory Online System*. More details on the services are provided in the attached Terms of Reference (TOR).

The Consulting Firm/Individual Consultant will be selected under a Quality – Cost Based Selection procedures described in this RFP.

The RFP includes the following documents:

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


The Proposals must be submitted electronically through mail: procurement@ttcanc.org, addressed to;

**The Executive Secretary,
The Permanent Secretariat of the Northern Corridor Transit and Transport Co-ordination Authority (NCTTCA)
House 1196, Links Road, Nyali.
Postal Address: P O Box 34068, Post - Code 80118 Mombasa, Kenya**

The proposals **MUST** be received by 4th October 2024 at 17:00hrs. Late Proposals shall not be accepted.

The **NCTTCA** reserves the right to accept or reject any proposal and to annul the selection process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to affected Consulting Firms.

**Dr Eng. John Deng Diar Diing
Executive Secretary**


10/09/2024

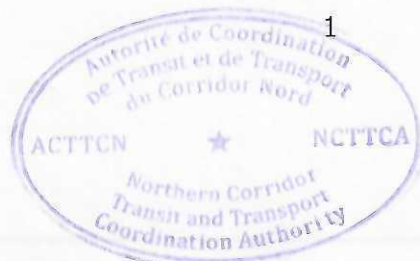


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Section I - Instructions to Consulting Firms

1. Introduction

- 1.1. Only eligible Consulting Firms or individual consultants may submit a Technical Proposal and Financial Proposal for the services required. The proposal shall be the basis for contract negotiations and ultimately for a signed contract with the selected Consultant Firm/ individual consultant.
- 1.2. Consulting Firms or individual consultants should familiarize themselves with local conditions (Kenya) and take them into account in preparing the proposal.
- 1.3. The Consulting Firm or individual consultant costs of preparing the proposal and of negotiating the contract, are not reimbursable as a direct cost of the assignment.
- 1.4. Consulting Firms or individual consultants shall not be hired for any assignment that would conflict with their prior or current obligations to other procuring entities, or that may place them in a position of not being able to carry out the assignment in the best interest of NCTTCA.
- 1.5. NCTTCA is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Service Providers/Consulting Firms.
- 1.6. NCTTCA shall provide at no cost to the Service Provider/Consulting Firm the necessary inputs and facilities necessary to carry out the services and make available relevant project data and reports (see Section V. Terms of Reference).
- 1.7. Consulting Firms/Individual Consultants interested in bidding for this assignment should register with us on procurement@ttcanc.org to facilitate easier communication of the addendum if any.
- 1.8. Consulting Firm or individual consultant interested in bidding for this assignment should submit the proposal to the address provided above.

2. Corrupt, fraudulent, and coercive practices

- 2.1. NCTTCA Policy requires that all Staff, bidders, manufacturers, suppliers, or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. NCTTCA shall reject any proposal put forward by bidders, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive, or coercive practices. In pursuance of this policy, NCTTCA defines for purposes of this paragraph the terms set forth below as follows:
 - Corrupt practice means the offering, giving, receiving, or soliciting, directly or indirectly, of any thing of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution.

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

3. Conflict of interest

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

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

4. Clarifications and Amendments to RFP Documents

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

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

those who acknowledged the Letter of Invitation without identifying the source of the inquiry.

5. Preparation of the Proposal

- 5.1. A Consulting Firm's or Individual Consultant's Proposal shall have two (2) components:
 - a) the Technical Proposal, and
 - b) the Financial Proposal.
- 5.2. The Proposal, and all related correspondence exchanged by the Bidders and NCTTCA, shall be in English. All reports prepared by the contracted Service Provider/Consulting Firm shall be in English.
- 5.3. The Consulting Firms are expected to examine in detail the documents constituting this Request for Proposal (RFP). Material deficiencies in providing the information requested may result in rejection of a proposal.

6. Technical Proposal

- 6.1. When preparing the Technical Proposal, Consulting Firms or individual Consultants must give particular attention to the following:
 - a) If a service provider deems that they do not have all the expertise for the assignment, they may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Consulting Firms/ Individual Consultants may associate with the other consultants invited for this assignment or enter into a joint venture with consultants not invited, only with the approval of NCTTCA. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture. The consortium must submit together with their proposal a letter of agreement signed by authorized representatives of both parties indicating (i) who will sign the contract with NCTTCA (ii) who is responsible for the receipt of the payments; and (iii) statement that none of the consortium members will hold NCTTCA liable for any dispute among the members
 - b) For assignment of the staff in case of Consulting firm, the proposal shall be based on the number of professional staff-months estimated by the firm, no alternative professional staff shall be proposed.
 - c) In case of a Consulting firm, It is desirable that most of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- 6.2. The Technical Proposal shall provide the following information using the attached Technical Proposal Standard Forms TECH 1 to TECH 6 (Section III).
 - a) A brief description of the Consulting Firms organization or individual profile and an outline of recent experience on assignments of a similar nature (TECH-2). For each

assignment, the outline should indicate the profiles of the staff proposed, duration of the assignment, contract amount, and firm's involvement.

- b) A description of the approach, methodology and work plan for performing the assignment (TECH-3). This should normally consist of maximum of ten (10) pages including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities. The work plan should be consistent with the work schedule (TECH-7)
- c) The list of proposed Professional Staff team by area of expertise, the position and tasks that would be assigned to each staff team member (TECH-4). **The evaluation will be based on the technical expertise of the proposed staff.**
- d) Latest CVs signed by the proposed professional staff and the authorized representative submitting the proposal (TECH-5) Key information should include number of years working for the firm and degree of responsibility held in various assignments during the last *five years*.
- e) A time schedule estimate of the total staff input (Professional and Support Staff, staff time needed to carry out the assignment, supported by a bar chart diagram showing the time proposed for each Professional and Staff team members (TECH-6).
- f) A time schedule (bar chart) showing the time proposed to undertake the activities indicated in the work plan (TECH-7).
- g) A detailed description of the proposed methodology and staffing for training of the NCTTCA staff as specified in this RFP.

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

7. Financial Proposal

- 7.1. The Financial Proposal shall be password protected and passwords will be requested for bidders that qualify the technical evaluation.
- 7.2. In preparing the Financial Proposal, Consulting firms or Individual Consultants are expected to consider the requirements and conditions outlined in the RFP. The Financial Proposal shall follow the Financial Proposal Standard Forms FPF-1 to FPF-4 (Section IV).
- 7.3. The Financial proposal shall include all costs associated with the assignment. If appropriate, these costs should be broken down by activity.
- 7.4. The Consulting Firm or Individual Consultant Shall be be subject to local taxes on amounts payable under the Contract.
- 7.5. Consulting Firms or Individual Consultants shall express the price of their services in **United States Dollars (USD)**.

7.6. The Financial Proposal shall be valid for **90 calendar days**. During this period, Consulting Firm or Individual Consultant is expected to keep available the professional staff for the assignment. NCTTCA will make its best effort to complete negotiations and determine the award within the validity period. If NCTTCA wishes to extend the validity period of the proposals, the Service Provider/Consulting Firm has the right not to extend the validity of the proposals.

8. Evaluation of Proposals

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

9. Technical Evaluation & Financial Evaluation

INSTRUCTIONS TO TENDERERS
Name of the Client: NCTTCA
Financial Bid to be submitted together with Technical Proposal: Yes
Name of the assignment is: Design, Development, and Integration of Emission Tracker into the existing NCTO Online Portal
The Client's representative is: The Executive Secretary
Address: The Permanent Secretariat of the Northern Corridor Transit and Transport Co-ordination Authority (NCTTCA) House 1196, Links Road, Nyali. Postal Address: P O Box 34068, Post - Code 80118 Mombasa, Kenya Email: procurement@ttcanc.org
The Proposal Validity Period shall be 90 days
Clarifications may be requested not later than 7 (seven days before the submission date). The address for clarification on bid document. procurement@ttcanc.org
Prices quoted shall be in US Dollars

Bidder must submit the Technical Proposal and Financial Proposal as 2 separate attachments. The financial proposal **MUST be password protected**.

The Proposal submission address is:

The Executive Secretary

The Permanent Secretariat of the Northern Corridor Transit and Transport Co-ordination Authority (NCTTCA)

House 1196, Links Road, Nyali.

Postal Address: P O Box 34068, Post - Code 80118 Mombasa, Kenya

Email: procurement@ttcanc.org

Proposals must be submitted no later than the following date and time: **4th October 2024, 17:00 hours**

Attendance at Opening: Bidders will not attend the opening of the bids.

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 as follows:

- 1) Step 1: Preliminary Evaluation:** Responsiveness to all mandatory requirements
- 2) Step 2: Technical Proposal Evaluation:** 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.
- 3) Step 3: Financial Proposal Evaluation:** Financial Proposals will be evaluated according to the criteria set out below.

Step 1: Preliminary Evaluation

The bid;

Shall contain the following components:

- a. Particulars of the Consulting firm or Individual Consultant including:
 - The Consulting firm or Individual Consultant background/profile (**Mandatory**).
 - Postal and physical address Bidder (**Mandatory**).
- b. Certificate of Registration/Incorporation (For Consulting firm) (**Mandatory**).
- c. Valid and Current Tax Compliance or Tax-Exempt Certificate from 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 Proposal Evaluation.

Notes:

1. The technical evaluation will be based on a compliance and scoring system.
2. The bidder (individual Consultant or firm) is required to submit assignments that have been completed and attach as a mandatory requirement, a certificate of completion/testimonials or equivalent.
3. The bidder may submit one assignment that is closely like the deliverable of this task.
4. Marks will be awarded according to the following matrix:

Technical Evaluation Criteria	Allotted Maximum Score
<p>1. Provided reference to relevant and comparable assignment accomplished within the last 5 years (15 points)</p> <p>The assignment was implemented the last 3 years (<i>Proof provided</i>) (10 Points)</p> <p>Comparable assignment demonstrates functionalities relevant to emission tracking. (3 Points)</p> <p>The solution provides visualization features to show performance of various KPIs. (2 Points)</p>	15
<p>2. Specific Qualification Experience of the Consultant relevant to the assignment (25 points) including</p> <p>Experience carrying out similar assignments in regional organizations or related sectors (5 points)</p> <p>At least 7 years of general experience in ICT projects (3 Points)</p> <p>In possession of relevant Undergraduate Degree at minimum (Provision of proof) (2 Points)</p> <p>Specific Experience in Implementation of Data analytics solutions and Visualization dashboards (10 points)</p> <p>Experience integrating different solutions and using open-source technologies (5 Points)</p>	25
<p>3. Provided assignment plan that is realistic, in line with the timelines in the ToR</p>	15

and logically sequenced. (10 points)	
4. Provided methodology that is appropriate on how to execute the assignment. (10 points)	15
5. Demonstrated Knowledge of Emission Tracking and Green House Gas emission models (15 Points)	10
TOTAL	80

The minimum technical score, T_s , required to pass and proceed to Financial Proposal opening is: **80%**

Technical and Financial Weights

Technical proposal weight: **80%**

Financial proposal weight: **20 %**

Step 3: Financial Proposal Evaluation

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

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

$S_f = 100 \times F_m/F$, in which " S_f " is the financial score, " F_m " 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 (T_s) and financial (S_f) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) as following: $S = T_s \times T\% + S_f \times P\%$.

10. Negotiations

10.1. The aim of the negotiation is to reach agreement on all points and sign a contract.

10.2. Negotiation will include:

- a) Discussion and clarification of the Terms of Reference (TOR) and Scope of Services.
- b) Discussion and finalization of the methodology and work program proposed by the identified service provider.
- c) Discussion on the services, facilities, and data, if any, to be provided by NCTTCA.
- d) Discussion on the financial proposal submitted by the Service Provider/Consulting Firm; and
- e) Provisions of the contract.

10.3. Having selected the Service Provider/Consulting Firm based on, among other things, an evaluation of proposed key professional staff, NCTTCA expects to negotiate a contract based on the experts named in the proposal. NCTTCA will not consider substitutions during contract negotiation.

10.4. All agreement in the negotiation will then be incorporated in the description of services and form part of the Contract.

10.5. The negotiations shall conclude with a review of the draft form of the Contract which forms part of this RFP (Section VI). To complete negotiations, NCTTCA and the Consulting Firm or individual consultant shall initialize the agreed Contract. If negotiations fail, NCTTCA shall invite the second ranked Service Provider/Consulting Firm to negotiate a contract.

11. Award of contract

11.1. The contract shall be awarded, through a notice of award, following negotiations and subsequent post-qualification to the Service Provider/Consulting Firm with the Highest Rated Responsive Proposal. Thereafter, NCTTCA shall promptly notify other Consulting Firms on the shortlist that they were unsuccessful.

11.2. Consulting Firm is expected to commence the assignment on the date that will be agreed upon in the contract.

12. Confidentiality

12.1. Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Service Provider/Consulting Firm who submitted Proposals or to other persons not officially concerned with the process. The undue use by any Service Provider/Consulting Firm of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of NCTTCA anti-fraud and corruption policy.

Section II – Technical Proposal Standard Forms

TECH-1: Technical Proposal Submission Form

[Location, Date]

To: *[Executive Secretary, NCTTCA]*

Ladies/Gentlemen:

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

If negotiations are held after the period of validity of the Proposal, 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/I acknowledge and accept NCTTCA's right to inspect and audit all records relating to our/my Proposal irrespective of whether we/I enter into a contract with NCTTCA as a result of this proposal or not.

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

We/I remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

TECH – 2: Consulting Firms Organization

[Provide here brief (two pages) description of the background and organization of your firm/profile 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	Task

2. Support Staff		
Name	Position	Task

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.

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

Full name of staff member: _____

Full name of authorized representative: _____

TECH-6: Time Schedule for Professional Personnel

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

Full-time: _____
 Reports Due: _____
 Activities Duration: _____
 Location _____

Part-time: _____

Signature of Authorized Representative: _____

Full Name: _____

Title: _____

TECH-7: Activity (Work) Schedule

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

B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

Section III. Financial Proposal - Standard Forms

FPF-1: Financial Proposal Submission Form

[Location, Date]

To: *[The Executive Secretary, NCTTCA]*

Ladies/Gentlemen:

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

Our/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.

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

We/I confirm that we/I 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 RFP sent to us/me.

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

We/I 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 US Dollars. Such total costs must coincide with the sum of the relevant subtotal indicated in all Forms FPF-3 provided with the Proposal.

Authorized Signature:

Name and Title of Signatory:

FPF-3: Breakdown of Costs by Activity

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

¹ Form FPF3 shall be filed 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 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 NCTTCA

Name of Staff	Position	Staff-month Rate
Professional Staff		
1.		
2.		
3.		
4.		
5.		
Support Staff		
1.		
2.		
3.		
4.		
5.		

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 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 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

TERMS OF REFERENCE FOR THE DESIGN, DEVELOPMENT, AND INTEGRATION OF EMISSION TRACKER INTO THE EXISTING NCTO ONLINE PORTAL

A. CONTEXT

The Northern Corridor is a vital trade route in East Africa, connecting land-linked countries to the port of Mombasa, in Kenya. The corridor carries significant amount of cargo and is a crucial artery for the economic wellbeing of the region. Recognizing the environmental impact of freight movement along the corridor, the Northern Corridor Transit and Transport Coordination Authority (NCTTCA) in collaboration with UNEP has developed the Northern Corridor Green Freight Strategy 2030 which aims at reducing corridor emissions and fuel consumption with specific targets to be achieved set for 2030. The strategy, building on previous successes, envisions to transform the Northern Corridor into a sustainable and climate-resilient trade and transport route by 2050. This is in line with NCTTCA's vision of becoming a safe, competitive, and environmentally friendly Corridor.

The objectives and targets to be achieved under the Northern Corridor Green Freight Strategy 2030 include:

- **Reduce Carbon Footprint:** The strategy prioritizes enhancing fuel efficiency by 10% and lowering CO₂ emissions intensity by 10% by 2030 (baseline year 2024).
- **Improve Air Quality:** It aims for a 12% reduction in harmful pollutants like particulate matter, black carbon, and nitrogen oxides by 2030.
- **Build Climate Resilience:** The strategy emphasizes strengthening 2,000 km of roads to withstand the effects of climate change.
- **Promote Sustainable Practices:** Eco-driving training for 1,000 drivers is planned alongside initiatives like green freight awards and exploring cleaner transport options.

To support the objectives outlined in the Northern Corridor Green Freight Strategy 2030, NCTTCA has developed the "Northern Corridor Emissions Model" to evaluate and monitor key performance indicators related to emissions. Currently, the model is excel based taking inputs such as tons transported, average distance and CO₂ emissions factors to estimate emissions along the Corridor. A separate model also tracks emissions at the Port of Mombasa taking into consideration emissions from the ships while maneuvering and upon anchoring at the berth, port equipment usage and train shunting at the port.

To enable ongoing monitoring and reporting using this model, NCTTCA plans to integrate the existing model into the Northern Corridor Transport Observatory online system as a dedicated module. This tracking component will enable data processing, analysis, and performance trend generation, providing visualization of emission-related key performance indicators based on input from various data sources. Additionally, it will allow the generation

of reports on emissions and their contribution to achieving the goals of the Green Freight Strategy 2030.

This request for proposal invites prospective bidders, including firms and individual consultants, to submit their proposals expressing interest in undertaking the assignment to design, develop, and integrate an emission tracker as a component within the existing Transport Observatory portal.

B. PURPOSE/OBJECTIVE OF THE PROJECT.

The overall objective of the assignment is to design and implement the Corridor Emission Tracker as a key component of the online Transport Observatory portal. This includes seamlessly integrating the Emission Tracker into the existing Transport Observatory portal, ensuring it functions smoothly alongside current systems and allow generation of reports and analytics on the defined KPIs. Additionally, comprehensive technical documentation will be provided, detailing system requirements, technical design, and architecture. The implementation will follow a planned roadmap, ensuring that all elements are executed effectively. To guarantee the system's long-term success, a sustainability plan will be established, covering ongoing maintenance, user training, and a Service Level Agreement (SLA).

C. SCOPE AND TASK DETAILS

The scope of work to be carried out by the Consultant includes the end-to-end process of data processing, system design, integration, and sustainability planning to ensure the successful implementation and long-term functionality of the emission tracking component. The specific activities to be undertaken includes the following.

1. Review of User Needs (Requirements) and Existing Emission Model:

Review the existing emission model and related documentation to fully understand the data structure, sources, and calculations. Also, it involves reviewing all the requirements towards establishing the corridor emission tracker. This step will also include identifying gaps and documenting specific requirements of the emission tracker.

2. Assess the Existing Online System:

Review the current analytics portal to understand its architecture, technology stack, and integration points. Identify potential challenges and limitations (If any) on integrating the tracker in the online analytical tool. Identify the opportunities and recommendations towards integrating the emission tracker into the transport observatory system.

3. Technical Design and Architecture:

Design the system architecture, outlining how the emission tracker will be integrated into the existing portal. Provide a technical blueprint, including database schema, data flow design, user interface design, and security considerations.

4. Implementation:

Develop and implement the emission tracker based on the technical design. This involves creating a fully functional emission tracker and integrating it into the online toolkit. Perform testing to verify that the system meets the specified requirements and operates seamlessly within the existing portal.

5. System Testing

This is the activity of subjecting developed emission tracker to various kinds of system tests by to ensure it functions as expected. These tests check for validity and integrity of processes and data. Beyond the functionality the tests also look at system security and overall conformity to set standards and best practice.

6. Change Management (Stakeholder engagement and Training)

The next step after testing the developed corridor emission tracker is to engage all critical stakeholders by conducting various types of trainings (ordinary users, advanced users, training of trainers etc.). This will ensure that there is knowledge transfer to all types of users to the level that advanced (highly technical) and ordinary users would be able to effectively and optimally use the solution to deliver the required services with very minimal or no technical supervision. This is an important foundation of sustainability of the solution. Deliberate stakeholder engagement is designed to ensure that all critical parties of interest are involved at all steps.

7. System piloting, data migration and deployment

This is critical activity of launching the emission tracker developed to production environment with the required data to effectively and optimally operate.

8. Sustainability Plan:

Develop a sustainability plan that includes system maintenance, updates, and scalability considerations. Propose a Service Level Agreement (SLA) outlining support levels, response times, and system uptime requirements.

9. Training:

Conduct training sessions for relevant stakeholders and users to ensure they are proficient in using and maintaining the emission tracker. Provide training materials and documentation for ongoing reference.

D. DURATION

The assignment will be executed within a period of **three (3) months** from the date of commencement. The timeline includes:

Month 1:

- Review of the emission model, data, and existing documentation.
- Assessment of the existing online system and development of requirements specifications.
- Technical design and architecture.

Month 2: Implementation and testing of the emission tracker.

Month 3: Training, final review, and submission of deliverables.

E. DELIVERABLES

The main deliverables under the assignment are the following:

- **Inception Report:** to be submitted at the end of the second week after signing the contract. This report should present a listing of literature and data collected, initial findings, and a detailed approach and work plan (including the stakeholder engagement plan for the consultancy).
- **Emission Model and Requirements:** Documented requirements for the emission tracker, data requirements, highlighting identified gaps and specific needs.
- **System Assessment and Integration:** Evaluation report of the integration points of the emission tracker on the existing toolkit. Identification of potential challenges and limitations for integration. Recommendations and opportunities report for integrating the emission tracker into the existing system.
- **Technical Design:**
 - System architecture design document outlining how the emission tracker will be integrated.
 - Technical blueprint, including:
 - Database schema
 - Data flow design
 - User interface design
 - Security considerations
- **Development and Implementation:**
 - Developed and fully functional emission tracker integrated into the online toolkit.
 - Test results verifying system functionality and integration with the existing portal.
- **Testing and Quality Assurance:**
 - Test execution reports assessing functionality, data integrity, and security.
 - Final testing report confirming compliance with standards and best practices.
- **Change Management and Training:**
 - Training materials and schedules for different user levels (ordinary users, advanced users, trainers).
 - Training completion report documenting the delivery and effectiveness of training sessions.

- **Deployment and Maintenance:**

- Deployment report confirming successful launch and operational status.
- Detailed sustainability plan covering system maintenance, updates, and scalability.
- Proposed Service Level Agreement (SLA) outlining support levels, response times, and system uptime requirements.

- **Training Documentation:**

- Comprehensive training materials and documentation for ongoing reference and support.
- User manuals providing detailed instructions and guidance on using the emission tracker.
- Use cases document outlining various scenarios for how the emission tracker will be utilized by different users.

F. QUALIFICATIONS

1. The firm/Individual is required to have previously undertaken at least three (3) comparable assignments (with data analytics component, working with models and visualization) in terms of nature (design and functions assignment), magnitude, complexity.
2. The following are the minimum qualifications expected of the individual consultant or the team Members of the firm submitting the bid.
 - Bachelor's Degree in Computer Science or Related field with relevant experience.
 - Track record (5+ years) in development of ICT projects, with preference to regional projects.
 - Relevant professional certifications, such as in data analytics, Software development or emissions tracking using models.
 - Demonstrated proficiency in data analytics platforms and data visualization.
 - Fluency in English and/or French.
3. Technical Skills:

Programming Languages:

- Proficiency in web scripting technologies; JavaScripts frameworks, Python, PHP, and their related frameworks

Data Handling and Analysis:

- Proficiency in data scripting languages; Python, R, SQL, and their related libraries.

Web Development and Integration:

- **APIs:** Experience with APIs for data integration

- **Frontend Frameworks:** Knowledge of frontend frameworks (e.g., React, Angular, Bootstrap etc).
- **Backend Frameworks:** Experience with backend frameworks (e.g., Django, Apostrophe CMS, Node.js).

Database Management:

- **Relational Databases:** Experience with databases such as PostgreSQL, MySQL, or related.
- Experience with machine learning techniques and use of models in analytics and integrations will be an added advantage.

G. SUPERVISION

4. The consultant will work under the guidance and supervision of the Director Transport Policy and Planning of NCTTCA and will be expected to work in close coordination with the team working under Northern Corridor Transport Observatory.

H. CONFIDENTIALITY STATEMENT

5. All data and information received from various government institutions in South Sudan for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference (TOR). The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the MoT.

I. OWNERSHIP OF DATA AND MATERIALS

6. Any deliverables under this assignment in any form, including data collection and any communications material developed under this assignment, will be the property of the Ministry of Transport.

Section V – Pro-forma Contract

**DESIGN, DEVELOPMENT AND INTEGRATION OF EMISSION TRACKER INTO THE
EXISTING NCTO ONLINE PORTAL**

Lump-sum payments

Date...../...../ 2024

**CONTRACT FOR CONSULTING SERVICES - DESIGN, DEVELOPMENT AND
INTEGRATION OF EMISSION TRACKER INTO THE EXISTING NCTO ONLINE
PORTAL**

This Agreement, (hereinafter called "the Contract") is entered into this _____ by and between **NCTTCA** whose registered office is situated; **P O Box 34068, Post - Code 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 **Section IV, "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 form **TECH – 4: "Team Composition and Task Assignments"** to perform the Services;
 - (iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in form **TECH – 7B: "Completion and Submission of Reports"**
- 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 **Section IV**, 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 20% of the Contract sum) upon the Client's receipt of the Inception Report from the Consultant, acceptable to the Client and

_____ (being 60% of the Contract sum) upon the Client's receipt of the draft report, acceptable to the Client; and

_____ (being 20% of the Contract sum) upon the Client's receipt of the final report, acceptable to the Client.

Total USD _____

C. 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 of 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.

4. Project Administration

A. 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.

B. Reports

The reports listed in form **TECH – 7B: “Completion and Submission of Reports”** 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.

11. 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 report however must be presented in English and translated into French.

12. 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: _____