

NORTHERN CORRIDOR TRANSIT AND TRANSPORT COORDINATION AUTHORITY



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

Email: procurement@ttcanc.org

Website: www.ttcanc.org

REQUEST FOR PROPOSALS

CONSULTANCY SERVICES

Redesign and Upgrade of the NCTTCA Website

TENDER CLOSING DATE: 10 APRIL 2026

March 2026

REQUEST FOR PROPOSALS (RFP)

RFP No.: NCTTCA/ICT/01/2026

REQUEST FOR PROPOSALS

NORTHERN CORRIDOR TRANSIT AND TRANSPORT COORDINATION AUTHORITY (NCTTCA) intends to procure Consultancy Services for *Redesign and Upgrade of the NCTTCA Website*, for which this Request for Proposals (RFP) is issued.

NCTTCA now invites qualified Individual Consultants, to submit a combined Technical and Financial Proposal for the following Services: *Redesign and Upgrade of the NCTTCA Website*. More details on the services are provided in the attached Terms of Reference (TOR) Section IV.

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

The RFP includes the following documents:

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

The combined Proposal must be delivered by hand or through mail to NCTTCA on **1196 Links Road, Nyalj, P.O. Box 34068 – 80118 Mombasa, Kenya. Email procurement@ttcanc.org**. by **10 April 2026 by 1700Hours**, Kenya Time.

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


18/03/2026

Lodi Joseph Sartison
For: **EXECUTIVE SECRETARY**



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THE SECRETARY

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Section I: Instructions to Individual Consultants

1. Summary Instructions

Qualified Individual Consultants are now invited to download the RFP bid documents from our website.

TECHNICAL AND FINANCIAL EVALUATIONS:

INSTRUCTIONS TO BIDDERS
Name of the Client: NORTHERN CORRIDOR TRANSIT AND TRANSPORT COORDINATION AUTHORITY
Financial Bid to be submitted together with Technical Proposal: YES, BUT IN SEPARATE FILES. THE FINANCIAL BID IN PDF SHOULD BE PASSWORD PROTECTED. ONCE THE FIRM HAS QUALIFIED IN TECHNICAL EVALUATIONS, NCTTCA WILL NOTIFY AND REQUEST FOR THE PASSWORD.
Name of the assignment is: <i>RFP/ICT/01/2026 - Redesign and Upgrade of the NCTTCA Website.</i>
The Client's representative is: Executive Secretary, Address: <i>1196 Links Road, Nyalı,</i> <i>P.O. Box 34068 – 80118 Mombasa, Kenya.</i> <i>Email: procurement@ttcanc.org</i>
Eligibility: Open to Kenyan Nationals Only
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
Bidders must submit prices exclusive of taxes as the institution is tax exempt
Prices quoted shall be in US Dollars
The BID will be sent by email to procurement@ttcanc.org as 2 separate files. The Financial bid shall be in PDF and with a password.
The Proposal submission will be by Email to: procurement@ttcanc.org

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

10 April 2026 at 1700 Hours Kenya Time (Late Proposals shall not be accepted)

Attendance for Bid Opening

The bidders will not attend the opening of the bids.

2. Introduction

- 2.1. Qualified Individual Consultants are invited to submit Technical and Financial Proposals for the services required under the subject matter indicated above.
- 2.2. The Individual Consultants should familiarize themselves with local conditions and take them into account in preparing and submitting their Bids.
- 2.3. The Individual Consultant's costs of preparing the proposal and of negotiating the Contract, are not reimbursable as a direct cost of the assignment.
- 2.4. The Individual Consultants 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.
- 2.5. 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 Individual Consultants.
- 2.6. NCTTCA shall provide at no cost to the Individual Consultants the necessary inputs and facilities, and assist the Consultant in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports (see Section IV. Terms of Reference).

3. Corrupt, Fraudulent, and Coercive Practices

- 3.1. 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.

4. Clarifications and Amendments to the RFP Documents

- 4.1. 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 RFP. Any amendment made will be made available to all the Bidders who shall have acknowledged the Letter of Invitation for RFPs.
- 4.2. Bidders may request clarification(s) on any part of the RFP. The request must be sent electronically to NCTTCA at the email 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.

5. Preparation of the Bids

- 5.1. The Individual Consultant's Bid 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 Individual Consultants and NCTTCA, shall be in English. All reports prepared by the contracted Service Provider/Individual Consultants shall, be in English.
- 5.3. The interested Bidders are expected to examine in detail the documents constituting this Request for Proposals. Material deficiencies in providing the information requested may result in rejection of a Bid.

6. Technical Proposal

- 6.1. When preparing the Technical Proposal, the Bidders must give particular attention to the following:
 - a) Bidders will be expected to express their interest in undertaking this assignment and in so doing, they will have to demonstrate their capacity and experience in undertaking similar assignments.
 - b) If the Consultant feels that they do not have all the expertise for the assignment, they may obtain a full range of expertise by associating with other individual

consultant(s), as appropriate. In this case, they shall sign an agreement, and the lead consultant shall be solely liable and lead the delivery of the assignment.

6.2. The Technical Proposal shall provide the following information using the attached Technical Proposal Standard Forms TECH 1 to TECH 5 (Section III).

- a) A description of the approach, methodology and work plan for performing the assignment (TECH-2). This should normally consist of maximum of two pages including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities. The work plan should be consistent with the work schedule (TECH-5)
- b) Latest signed CV (TECH-3). Key information should include the past experience and related project portfolio with supporting documents (testimonials).
- c) A time schedule estimate of the total consultant input (time needed to carry out the assignment, supported by a bar chart diagram (TECH-4).
- d) A time schedule (bar chart) showing the time proposed to undertake the activities indicated in the work plan (TECH-4).

7. Financial Proposal

7.1. In preparing the Financial Proposal, the Individual Consultants are expected to take into account the requirements and conditions outlined in the ToR. The Financial Proposal shall follow the Financial Proposal Standard Forms FPF 1 to FPF 5 (Section IV).

7.2. 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.

7.3. The Individual Consultants 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.

7.4. The Individual Consultants shall express the price of their services in *USD*.

7.5. The Financial Proposal shall be valid for *90 calendar days*. 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/Individual Consultants has the right not to extend the validity of the proposals.

8. Submission, Receipt, and Opening of Proposals

8.1. Individual Consultants may only submit one proposal.

8.2. 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 Individual Consultants itself. Any such corrections or overwriting must be initialized by the Consultant.

8.3. The Individual Consultants shall submit an original soft version of the combined proposal for both Technical and Financial Proposals, which shall be marked "Original".

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

8.5. 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.

9. Evaluation of the Proposal

9.1. 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.

10. Technical and Financial Evaluations

Technical and Financial Weights

Technical proposal weight: 60%

Financial proposal weight: 40%

Technical Evaluation Criteria	Max Score	Pass Score (80%)
1. Specific Experience and Qualifications of the Consultant Relevant to the Assignment	40	32
a) Proven minimum 5 years' experience in website design and development for government institutions, international organisations, or large programmes	12	
b) Demonstrated experience in Content Management Systems (CMS), databases, and scalable web infrastructure	8	
c) Expertise in responsive web design, user experience (UX), accessibility standards, and modern web technologies (HTML5, CSS, JavaScript, PHP, MySQL)	8	
d) Experience integrating SEO tools, social media platforms, newsletters, and digital communication systems	6	
e) Portfolio of at least three similar website development assignments successfully implemented with references	6	
2. Adequacy of Proposed Methodology and Technical Approach	40	32
a) Understanding of the assignment and responsiveness to the Terms of Reference	10	
b) Proposed technical approach for website redesign and architecture, including CMS structure, database design, system integration, and scalability	10	
c) Proposed User Interface and User Experience (UI/UX) design strategy, including responsiveness, multilingual capability, accessibility, and navigation	6	
d) Content management and document management strategy, including workflows, version control, and administrative control	5	
e) Security, performance, and reliability measures, including HTTPS implementation, backups, system testing, and hosting considerations	5	

f) SEO optimization and digital engagement strategy, including search functionality, social media integration, and newsletter automation	4	
3. Work Plan and Implementation Strategy	20	16
a) Detailed work plan aligned with the 3-month implementation timeline	6	
b) Clear project phases (assessment, design, development, testing, deployment)	4	
c) Gantt chart with milestones and deliverables	4	
d) Testing, quality assurance, and deployment approach	3	
e) Training and knowledge transfer plan for NCTTCA staff	3	
Total	100	
Technical Evaluation Summary		
Technical Component	Max Score	
1. Consultant Experience and Qualifications	40	
2. Methodology and Technical Approach	40	
3. Work Plan and Implementation Strategy	20	
Total Technical Score	100	

Minimum Technical Pass Score = 80 Points (80%)

Only consultants scoring 80 points and above will proceed to financial evaluation.

Financial Proposal Evaluation

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 40.

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

$Sf = 40 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

Proposals are ranked according to their combined technical (Ts) and financial (Sf) scores as follows: **Final Score = (Ts*0.60) + (Sf)**

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

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

Section II: Technical Proposal Standard Forms

TECH-1: Technical Proposal Submission Form

[Location, Date]

To: *[Executive Secretary, NCTTCA]*

Dear Sir

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

My Proposal is binding upon us subject to the modifications resulting from Contract negotiations.

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

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

I remain,

Yours sincerely,

Consultant Signature:

Date:

Consultant Name:

Address

TECH – 2: Description of the Approach, Methodology and Work Plan for Performing the Assignment

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

TECH – 3: Format of Curriculum Vitae (CV)

Consultant Name: _____

Profession: _____

Date of Birth: _____

Nationality: _____

Membership in Professional Societies: _____

Key Qualifications:

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

Education:

[Summarize college/university and other specialized education of consultant, 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 consultant 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.

Consultant Signature:

Date:

Consultant Name:

Address:

TECH-4: Time Schedule

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

Consultant Signature:

Date:

Consultant Name:

Address:

Section III. Financial Proposal - Standard Forms

FPF-1: Financial Proposal Submission Form

[Location, Date]

To: *[Executive Secretary, NCTTCA]*

Ladies/Gentlemen:

I, the undersigned, offer to provide the consulting services for *[insert Title of consulting services]* in accordance with your Request for Proposal (RFP) dated *[insert date]* and my Proposal (Technical and Financial Proposals). The 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]*.

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

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

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

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

I remain

Yours sincerely,

Consultant Signature:

Date:

Consultant Name:

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.

Consultant Signature:

Date:

Consultant Name:

Address:

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 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/ Individual Consultants 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-5.

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.

Consultant Signature:

Date:

Consultant Name:

Address:

FPF-4: Breakdown of Remuneration per Activity

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

Activity	Staff-month Rate
1.	
2.	
3.	
4.	

¹ Names of activities (phase) should be same as, or corresponds to the ones indicated in Form TECH-5.

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

Consultant Signature:

Date:

Consultant Name:

Address:

FPF-5: Breakdown of Reimbursable Expenses

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

Description¹	Unit	Unit Cost²
1. Subsistence Allowance		
2. Transportation Cost		
3. Communication Costs		
4. Printing of Documents, Reports, etc.		
5. Equipment, instruments, materials, supplies, etc.		
6. Office rent, clerical assistance		

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

² Indicate unit cost and currency.

Consultant Signature:

Date:

Consultant Name:

Address:

Section IV: Terms of Reference (ToR)

Terms of Reference for Individual consultant to Redesign & Upgrade the NCTTCA Website

A. Introduction

The Northern Corridor Transit and Transport Coordination Authority (NCTTCA) is an Intergovernmental Organization established under the legal framework of the Northern Corridor Transit and Transport Agreement (NCTTA) to coordinate the implementation of the treaty and decisions/ resolutions reached by policy organs of the Authority. The Agreement mandates NCTTCA to promote seamless movement of trade and traffic and foster an efficient and cost-effective transit transport system across the corridor.

NCTTCA's mission is to contribute to the sustainable social and economic development of its Member States through an integrated transport system that promotes national, regional and international trade.

B. Current Website Limitations and Need for Revamp

The current website faces significant constraints in its content management capabilities and does not offer the flexibility required to keep pace with rapidly changing web technologies. Recognizing these limitations, the NCTTCA Secretariat has identified the essential need to overhaul the existing portal. The goal is to transform it into a modern digital web portal, featuring a fully functional Content Management System (CMS). This upgrade will streamline management processes, enhance the overall user experience, and ensure the platform can scale technologically. Ultimately, these improvements will allow for more effective consolidation and management of information dissemination, supporting the Secretariat's mission and objectives.

C. Objective:

The objective of this assignment is to redesign and upgrade the current NCTTCA main website, transforming it into a dynamic, responsive, and secure platform. The redesign will focus on enhancing the site layout to deliver a superior user experience and improved navigation. The aim is to maintain a modern and accessible digital presence that facilitates efficient content management and integrates seamlessly with social media. Additionally, the upgraded website will automate newsletter distribution to strengthen stakeholder engagement, increase search engine traffic for improved visibility.

D. Scope of Work:

The consultant will:

- Conduct a review of the existing website structure and functionality
- Design a new website architecture and user interface

- Develop a responsive and secure website platform
- Implement a modern CMS
- Integrate social media and newsletter features
- Implement SEO optimization
- Integrate interactive features such as maps, galleries, and site search
- Ensure multilingual capability (English and French)
- Train NCTTCA staff on website management

E. Site Description

The selected consultant will redesign the website site/portal with importance placed on the notions of, responsiveness, fast loading, simplicity, accessibility and discoverability, centralized management impact and dynamic with the following minimum characteristics;

D1 Public-Facing Website

- Build a dynamic design of the site that will help contribute to the wide recognition of the Secretariat.
- The page design offering a balance between the text and surrounding space; ensure a consistent visual language on the new site by introducing fixed styles in templates ensuring consistency in fonts, formatting, icons, images, layout techniques.
- The site should have a comprehensive public access with well constructed menus, navigation, search box, and other effective features of a modern website.
- The images used in the navigation sections will be as simple as possible, with the skillful integration of the style sheet, the design will allow optimal download speeds.
- Allow stakeholder subscription and newsletter distribution with ability to build and maintain engaged subscriber community with preference management for the newsletter system

D2. Comprehensive CMS and Admin Dashboard

- The backend should allow for EASY, frequent and dynamic update with a Comprehensive content management interface that Enable administrators to create, read, update, and delete (CRUD)
- Support content workflow (Draft → Published → Archived). Only published contents are pushed to the public.
- Ability to Maintain content version history and audit trails

D3. Translation Services:

- Automated content translation using a good translation application (LibreTranslate, or any reliable tool)

The initial concept designs based on review and analysis of current sites, content and needs and later development of the site must cover the following areas of website development;

- Information Content Architecture (IA)
- Content Management System (CMS)
- Site layout
- Navigation
- Powerful graphics
- Use of meta tags, keyword phrases
- Search engine optimisation &
- Site searchability

F. Expected Deliverables:

The following are key deliverables for the assignment;

E1 Design Concept and Site Assessment

- Review of current websites and coming up with an initial concept design of website architecture in consultation with relevant stakeholders to identify system gaps, content management needs, and desired functionalities.
- Develop a detailed implementation plan and system architecture.

E2 Website Design, Development, Testing and Deployment

- Design an intuitive, dynamic responsive, and multi-lingual web interface (English to French), Improving the current look, feel and user experience of the website
- Develop a scalable and modular CMS using open-source technologies (preferred).
- Ensure compatibility with various devices (mobile, tablet, desktop).
- Development of a flexible CMS structure to allow easy access and publishing of content. This should be scalable to allow for future integration of additional features
- A database and a document management system to store, manage and track documents uploaded to the website for downloads and easy access through remote sharing.
- Integrate support for interactive ads, newsletters, social media components to push online PR and drive traffic
- Implement SEO capabilities to allow for better search results on Google and other search engines
- Implementation of secure site certificate (HTTPS)
- Site testing with real current historical data from stakeholders

- Website backup, migration or Deployment

G. Functionalities

F1 The redesigned & dynamic website should have the following feature;

- responsive design with add feed links, social media sharing features to allow Twitter/FB share by text selection and Twitter feed by handle & Hashtag
- search function by news, type of publication/reports, events, newsletter issue
- support interactive map, image & video galleries
- signup feature for latest news and publications
- link the site with portals like the eCharter (Dashboard), NCTTCA Observatory and other stakeholder websites

1. Documentation and Training:

- Develop a user manual and deliver a webinar for the Staff and system administrators to perform content upload, system maintenance and administration
- Training: The Consultant will ensure that NCTTCA Staff comfortably are trained on the use of the website, post relevant information, access information, search for information and administer the website

H. Duration of the Assignment

The assignment is expected to be completed within three (3) months, including development, testing, deployment, training.

I. Methodology:

- a) This assignment will entail conducting a thorough analysis/review of the current website's functionality, design and content. Issues to be considered include:
 - General layout of the website
 - Graphical design - consistent, relevant, provide corporate identity.
 - Content - what percentage of the content is relevant
 - Technical assessment - software, navigation structure, e.g., from static to dynamic and database-driven website, changing visuals necessitating redesign, current hosting.
 - Identify unique methods of linking the main website with the Transport Observatory Portal since each has a different database into one functional system.
- b) Conduct background research on websites for organisations of similar and present salient features and innovations

- c) Review best practices and success stories in the development of such systems and make recommendations from the same.
- d) Closely liaise with NCTTCA staff to obtain guidance on the best layout, colour brands, and technologies to be used
- e) Hold meetings (technical or otherwise) with NCTTCA's experts and other stakeholders' experts working on this assignment.

J. Required Experience, Skills and Qualifications

The Individual that will be selected for the assignment must have the following qualities:

- a) Proven 5 years' Experience and evidence in developing similar Extensive web development, hosting and maintenance expertise.
- b) Relevant Experience in content management and ability to provide the required software and technological solutions.
- c) Expertise in data visualisation using modern data presentation techniques, Business Intelligence Web-based Systems, and Document Management systems.
- d) Expert knowledge in Web Technologies with particular focus on PHP, XHTML5, CSS, JavaScript, jQuery, MySQL and Microsoft SQL Server.
- e) Proven Experience in online video publishing and social media networking
- f) Knowledge of industry-standard graphics design tools such as Adobe Photoshop, Illustrator and Macromedia Flash.

K. Application Requirements

The consultant must have:

- At least 5 years' experience in web development (Share CV and
- Proven experience in CMS development and website redesign
- Experience in PHP, JavaScript, CSS, MySQL and modern web frameworks
- Experience in SEO, content management systems, and digital platforms
- Portfolio of at least 3 similar projects

L. Evaluation Criteria

1. The following criterion and related weight will apply in the evaluation process:

Criterion	Weight
-----------	--------

1. Technical proposal	60%
<ul style="list-style-type: none"> • Relevant experience and qualifications 	20%
<ul style="list-style-type: none"> • Methodology and understanding of the assignment 	20%
<ul style="list-style-type: none"> • Technical approach and proposed technologies 	20%
2. Cost-effectiveness of the financial proposal	40%

M. Submission Details

Proposals must be submitted electronically by deadline 10 April 2026 to:

The Executive Secretary
Northern Corridor Transit and Transport Coordination Authority (NCTTCA)
1196 Links Road, Nyali, Mombasa
procurement@ttcanc.org
Subject: Consultancy to Re-design the Northern Corridor Website

The financial proposal file must be protected with a password. The Secretariat will request the password to open only from the proposals that will have passed the technical evaluation.