



**REQUEST FOR PROPOSALS (RFP)
FOR**

**TITLE: CONSULTANCY TO FINALIZE UPDATING OF THE CURRICULUM FOR
THE TRAINING OF FREIGHT FORWARDERS AND WAREHOUSE
OPERATORS IN EAST AFRICA.**

ISSUE DATE: THURSDAY, 12TH MARCH 2020

DUE DATE: FRIDAY, 3rd APRIL 2020

ADVERTISEMENT

REQUEST FOR PROPOSAL (RFP)

TENDER TITLE: TENDER TITLE: CONSULTANCY TO FINALIZE UPDATING OF THE CURRICULUM FOR TRAINING OF FREIGHT FORWARDERS AND WAREHOUSE OPERATORS IN EAST AFRICA.

Federation of East African Freight Forwarders Association (FEAFFA) is a regional private sector apex body of the Customs agents and Freight Forwarding (CFA) industry in East Africa representing over 2500 CFA firms. The Federation aims at promoting a professional freight logistics industry for trade facilitation and regional economic growth.

FEAFFA is seeking proposals from qualified Individuals/firms/consortiums to provide consultancy services to finalize updating of the curriculum for training of freight forwarders and warehouse operators in East Africa.

With support from TradeMark East Africa (TMEA), FEAFFA is seeking to engage services of a consultant to facilitate finalization of the updating of the curriculum for the training of freight forwarders and warehouse operators in East Africa.

Applications are open to individuals, firms and consortiums. For firms and consortium, must nominate the curriculum expert.

FEAFFA cannot answer any query relating to this tender three (3) days or less prior to the submission deadline.

INVITATION TO TENDER INSTRUCTIONS

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Introduction

1. General

This Request for Proposals (RFP) and in particular the instructions for compiling and submitting your Tender are designed to help you produce a tender that is acceptable to FEAFFA as well as ensuring that tenders are given equal consideration. FEAFFA will select the most economically advantageous tender. It is essential, therefore, that you provide the information requested in the specific format and no other.

2. Acceptance of tenders

FEAFFA is not bound to accept the lowest, or any, tender. We also reserve the right to request any, or all, to clarify the bids submitted.

Instructions for Compiling and Submitting your Tender

3. Format of Your Tender

Your tender should be submitted in English and be set out in four (4) main parts:

- a. Part A – Preliminary requirement;
- b. Part B - Executive Summary;
- c. Part C - General and Technical; and,
- d. Part D – Financial.

4. Part A Preliminary requirements

Bidders are required to submit scanned copies of statutory requirements

5. Part B – Executive Summary

This should be a brief overview of your tender covering how you intend to achieve the outputs and your assessment of the resources required.

6. Part C – General and Technical Tender

Your technical submission should contain the following;

- a) Any Qualification to the Terms of Reference including scanned copies of relevant reference letters.
- b) Technical Response (including method of implementation and your proposed quality assurance mechanisms).
- c) CVs of all the experts with information relevant to this project.
- d) Personnel Inputs – include person days without any reference to fees.
- e) Previous relevant Experience.

7. Part D – Financial Tender

All prices must be for the duration of the contract including all fees to the technical experts and submitted using the financial proposal template (annex 1) of this document. Travel expenses should not be included.

NOTE: FEAFFA shall determine, on a case by case basis, whether the contract will be based on fees/ reimbursable or on milestones.

8. Confirmation of availability

You must confirm that you will be available to provide the required services for the duration of the contract.

9. Government Tax

Bidders are responsible for establishing the status of the Services for the purpose of any government tax in any East African country. All fee rates proposed by the tenderer shall be deemed to be inclusive of all taxes applicable. The contract shall be domiciled in Kenya and Government of Kenya tax laws shall apply.

10. TERMS OF REFERENCE TO FINALIZE UPDATING OF THE CURRICULUM FOR THE TRAINING OF FREIGHT FORWARDERS AND WAREHOUSE OPERATORS IN EAST AFRICA

1. INTRODUCTION/ORGANISATION BACKGROUND

FEAFFA strives to address the challenges experienced by its members at Association and firm levels through provision of training and other aspects of capacity building. To this effect, FEAFFA developed and is implementing a premier regional professional training course for customs agents and freight forwarders; the East Africa Customs and Freight Forwarding Practicing Certificate (EACFFPC).

TradeMark East Africa (TMEA) is an aid-for-trade organisation that was established with the aim of growing prosperity in East Africa through increased trade. TMEA operates on a not-for-profit basis and works closely with East African Community (EAC) institutions, national governments, the private sector and civil society organisations. TMEA is focused on ensuring gains from trade result in tangible gains for East Africans, in line with the EAC's Development Strategy. Increased trade contributes to stronger economic growth, a reduction in poverty and subsequently greater prosperity. Since it was established in 2010, TMEA has been supporting various initiatives to grow prosperity in the EAC region through trade by unlocking economic potential through three complementary and interlinked strategic pillars namely, increase physical access to markets, enhanced trade environment and improved business competitiveness. However, despite these reforms, there are some obstacles along the corridor that raise transport costs and hinder economic development of the region.

In partnership with Trademark East Africa (TMEA), FEAFFA is rolling out the second phase of the EACFFPC training intervention for customs agents and freight forwarders in East Africa under the EAC Logistics Sector Skills Enhancement Programme of TMEA. The East African Customs and Freight Forwarding Practicing Certificate (EACFFPC) is a six months joint regional training program of the East African Revenue Authorities, National associations of the Freight Forwarding industry, the EAC Directorate of Customs and FEAFFA. It aims at equipping practicing or prospective custom agents and freight forwarders with requisite skills and

competencies in customs and freight forwarding. Its implementation started in 2006 and over 6000 have graduated since. TMEA supported implementation of the programme between 2011 and 2014 to accelerate attainment of a critical mass of approximately 4500 trained clearing and forwarding agents or at least two trained persons per licenced customs agent and freight forwarding firm in East Africa. The support included updating the curriculum, development of revised training materials and a trainers' guide, establishment of additional training centres, technical and administrative support to FEAFFA among others.

An evaluation of the EACFFPC Programme highlighted a number of issues that needed improvement including among them the heavy focus on customs aspects and too little to other parts of freight forwarding; reliability of trainers, outdated course materials and inability to update the course regularly based on industry needs and emerging trends.

The new phase of the project has been designed to address the challenges highlighted in the independent summative evaluation of the programme. The objective of the project is to enhance the ability of freight forwarders to provide competitive and high-quality end to end services; and reduce inventory costs and increase safety levels in warehousing operations in the East African region. Among the main areas of focus for the new project is updating the curriculum and training materials with wider coverage on freight forwarding including warehousing, training of trainers and other emerging needs as the industry evolves.

In order to identify the training needs of the industry, a market survey is being finalized. This has enabled FEAFFA to identify the market needs and come up with an updated curriculum that is aligned to real labour market needs and opportunities in the freight forwarding operating environment as well as responding to needs of freight forwarding businesses and those of other stakeholders.

Preliminary work has been done by EACFFPC expert trainers. The expert trainers made important proposals which together with the market survey report are expected to be the basis of the updated curriculum. Through these assignments, FEAFFA seeks to establish a higher- level qualification to provide further training opportunities to graduates of the existing certificate program, broaden the depth and coverage on warehousing and also to make all the training programs compliant with existing training regulations and standards to facilitate their eventual accreditation by relevant authorities in each of the EAC Partners States.

2.0. OBJECTIVE

The purpose of the assignment is to finalize updating of the curriculum for the training of freight forwarders and warehouse operators in East Africa.

3.0 RECIPIENT

The direct recipients of this consultancy deliverables will be the EACFFPC Curriculum Implementation Committee (CIC) coordinated by the Federation of East African Freight Forwarders Associations (FEAFFA).

4.0 SCOPE OF WORK

The consultant will be tasked with finalizing the updating of the curriculum for the training of freight forwarders and warehouse operators in East Africa.

The Specific tasks will include the following;

- i. Review all relevant documentation on the EACFFPC programme with a special focus on the draft EACFFPC market survey report, report of the CIC technical committee on curriculum restructuring, summative evaluation of the EACFFPC programme and other documents which include the CIC documentation, national training and education standards and guidelines of EAC Partner States, FIATA and WCO training standards and guidelines etc.
- ii. Develop a scope and sequence chart for the programme
- iii. Propose modules and detailed course units from the draft EACFFPC market survey findings.
- iv. Establish appropriate entry requirements for the revised curriculum and the corresponding exemptions if any.
- v. Develop appropriate learning objectives for all modules proposed, topics and statements of competencies for the proposed modules and course units.
- vi. Rationalize the proposed modules and course units to ensure they are relatively of similar depth (weighting).
- vii. Propose and draft suitable training delivery modes/methods to be used in the delivery of the training of freight forwarders and warehouse operators.
- viii. Ensure conformity of the updated curriculum with the relevant regional and national laws, regulations, guidelines and standards on training, ensuring the course content matches with the recommended contact hours in line with the relevant regional and national laws, regulations, guidelines and standards on training.
- ix. Ensure alignment of the updated curriculum to relevant FIATA and WCO standards on training
- x. Draft regulations to guide the execution of the curriculum.
- xi. Facilitate regional curriculum expert meetings to review the draft curriculum developed by the consultants' technical experts.
- xii. Facilitate national and regional stakeholder consultations on the updated curriculum within East Africa.
- xiii. Harmonize the relevant EACFFPC training and certification policies with the updated Curriculum.
- xiv. Facilitate a CIC meeting to review and validate the revised curriculum
- xv. Present the curriculum to the High-Level Policy Meeting
- xvi. Provide proposals for development of appropriate training materials for the curriculum

5.0 DELIVERABLES

The Consultant will be required to deliver the following;

- a) Inception report highlighting the consultant's understanding of the assignment, curriculum structure (scope and sequence chart), methodology and an initial work plan
- b) Draft updated curriculum
- c) Revised draft updated curriculum with CIC technical experts' inputs.
- d) Revised final draft updated curriculum with stakeholders' inputs.
- e) Final updated curriculum validated by the CIC and the High-Level Policy Meeting
- f) Close out project report

6.0 METHODOLOGY

The consultants will be required to outline the proposed approach and methodology that will be followed. The consultants are expected to review all the documentation in the build up to the exercise and start finalizing the updated curriculum. The draft will then be presented to CIC technical experts in a series of meetings to ensure they meet the expectations and aspirations of the curriculum implementation committee. Upon satisfaction of the CIC technical experts, the draft will be subjected to stakeholders for review before it is presented to the CIC and HLP for meeting for adoption. The consultant will review training regulations and standards to ensure the updated curriculum conforms to them.

Specific tasks may include (but are certainly) not limited to the ones listed below:

- a. To undertake in-depth review of existing literature on EACFFPC training and other industry training literature from within and outside the region. The focus will be on the draft EACFFPC market survey report and other documents which include the EACFFPC summative evaluation report, report of the CIC technical committee on curriculum restructuring, CIC documentation, national training and education standards and guidelines of EAC Partner States, FIATA and WCO training standards and guidelines.
- b. To prepare a draft curriculum based on the market survey. The curriculum will have at least more than one level of training but not more than three levels
- c. Develop regulations to the updated curriculum
- d. To facilitate CIC expert's retreats to review and finalize the draft curriculum
- e. To facilitate consultations with key stakeholders at national and regional level on the curriculum
- f. Facilitate regional CIC and HLP meetings to validate the draft curriculum report

7.0 WORKPLAN

The assignment is expected to be concluded in 100 person days within **three calendar months** from contract date. A work plan for this assignment should therefore be developed in relation to the methodology suggested by the bidding firms, and the number of days set for this assignment. This will include presentation to the national and regional stakeholders and the Curriculum Implementation Committee (CIC) for validation and adoption of the recommendations.

8.0 COORDINATION

The work of the Consultant will be coordinated through a select team of the EACFFPC curriculum implementation committee and the FEAFFA secretariat. The team will review progress and approve deliverables, coordinate the work of the consultant arrange for meetings with relevant stakeholders (both public and private sector) as well as provide any other necessary assistance as may be required.

For the delivery of this assignment, the consultant will specifically work closely with the FEAFFA Programme Officer (training and professionalism) Josephine Nyebaza.

8.1 REPORTING

The consultant will be reporting to the FEAFFA Executive Director on behalf of the curriculum implementation committee.

Report Title	Date of Submission
Inception Report	Two weeks after contract award
Draft updated curriculum	One month after contract award
Technical experts' retreat reports	TBA
National and regional stakeholder validation meetings' reports	TBA
Regional CIC meeting validation report	TBA
Final updated curriculum	TBA
Final report	At the end date of the contract

9.0 QUALIFICATIONS

The assignment will be output based. The consultants' team will comprise of a training and curriculum expert who will also be the team leader. The team leader will work closely with other subject matter experts in customs, freight forwarding, warehousing and management. The proposed team will have to demonstrate hands on experience in carrying out similar assignments. A bias in the transport and logistics will be an added advantage.

The skills and experience required for the delivery of this assignment are as follows:

- a. **Company Profile:** This should provide details confirming the firm has over 7 years of experience in curriculum development process and development of training programmes. Specific work for the private sector and a bias in the transport and logistics sector in East Africa will be desirable.

- b. **Curriculum expert** will be the project leader and must be a holder of a post graduate degree with expertise in curriculum development with over 7 years' experience with demonstrated experience in leading curriculum development processes at a national level. Must also have a strong experience in developing institutional capacities and providing technical assistance in the field of curriculum design, development, preparation and implementation. The curriculum expert will be expected to have some experience in curriculum work for adult learners. Specialized training in curriculum development. Knowledge of the transport and logistics sector in East Africa will be an added advantage.
- c. **Subject Matter Experts** at least one per subject area (customs, freight forwarding, warehousing and management) with at least a bachelor's degree, or its equivalent. They must have a minimum of five (5) years relevant experience with hands on experience in each of the key subject areas. Involvement in previous curriculum development projects will be an added advantage. Experts should have provided their subject expert services in East Africa for at least three years.
- d. **Language** used in the delivery of this assignment will be English. The winning bidder is expected to have excellent knowledge of the language and demonstrate capacity to communicate fluently with different. Knowledge of French in the team will be added advantage.
- e. **Functional Competencies** required for the delivery of this assignment include:
- Good knowledge and substantial field experience with transport and trade regulatory authorities in the EAC partner states.
 - Proven experience in the competency-based approach is a strong asset.
 - Profound knowledge of theories, techniques, and methodologies of curriculum and instructional design and proven experience in the above fields mentioned above
 - Good understanding of the global trends in curriculum design and development.
 - Experience in facilitating adult working meetings to ensure productivity.
 - Ability to plan own work, report on work progress and deliver outputs in a timely manner against tight delivery scheduled without compromising quality standards.

11. EVALUATION CRITERIA

TITLE: TORS TO FINALIZE UPDATING OF THE CURRICULUM FOR THE TRAINING OF FREIGHT FORWARDERS AND WAREHOUSE OPERATORS IN EAST AFRICA No.	Description	Maximum Scores
A	Firm's Experience and Qualifications (15 marks)	
1.	Minimum of 7 years' experience in curriculum development process and development of training programmes	10
2.	Specific work for the private sector and a bias in the transport and logistics sector in East Africa	5
B	Approach and Methodology (15 marks)	
1.	<p>Adequacy of proposed approach and methodology to address the objectives of the assignment</p> <ul style="list-style-type: none"> • Unpacking objectives of the assignment • Mapping scope to meet objectives • Assigning scope to results – logical arguments • Role of the curriculum expert (lead consultant) • Management and monitoring 	10
2.	Adequacy of the proposed work plan on the assignment	5
C	Proposed Team Experience and Qualifications (40 marks)	
1.	<p>Curriculum expert Hold a post graduate degree with over 7 years' expertise in</p>	20

TITLE: TORS TO FINALIZE UPDATING OF THE CURRICULUM FOR THE TRAINING OF FREIGHT FORWARDERS AND WAREHOUSE OPERATORS IN EAST AFRICA No.	Description	Maximum Scores
	curriculum development, demonstrated experience in leading curriculum development processes at a national level, strong experience in developing institutional capacity and providing technical support in curriculum design, development, preparation and implementation, any relevant training in curriculum development, experience in curriculum design for adult learners with knowledge of the transport and logistics sector in East Africa	
2.	<p>Subject matter experts (customs, freight forwarding, warehousing and management) maximum 5 for each expert.</p> <p>Hold at least a bachelor's degree, or its equivalent with a minimum of five (5) years relevant experience with hands on experience in each of the key subject areas. Previous involvement in curriculum development projects within East Africa for at least three years.</p>	20
	SUB – TOTALS	70
	FINANCIAL PROPOSAL	30

	TOTAL	100
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10.0 PROPOSAL SUBMISSION

The proposal documents should include:

- a) Profile of the organization with a key focus of previous related assignments accomplished.
- b) Technical proposal outlining:
 - An explanation of the approach/methodology to be used.
 - Time schedule to conduct the assignment.
- c) Detailed budget with breakdown on number of man days required to conduct the assignment.
- d) CVs of all consultants involved, detailing their relevant experience

10.1 How to apply

Submit a detailed technical and financial proposal to these terms of reference through email only, to curriculum@feaffa.com not later than 16 00hrs, 3rd April 2020.

Annex 1: Financial Proposal Template

A summary of Costs.

No.	Experts	Unit Cost	No. of days	Amount
1	Project Leader (Curriculum expert)			
Lead Subject Matter experts				
1	Customs			
2	Freight forwarding			
3	Warehousing			
4	Management			
Subject matter experts				
	Total			