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TITLE: CONSULTANCY TO DEVELOP A DETAILED JOB ANALYSIS AND OCCUPATIONAL STANDARDS REPORT AND VALIDATE THE FREIGHT FORWARDERS AND WAREHOUSING CURRICULUM IN EAST AFRICA.

ISSUE DATE: MONDAY, 5TH OCTOBER 2020

DUE DATE: THURDAY, 15TH OCTOBER 2020

ADVERTISEMENT

REQUEST FOR PROPOSAL (RFP)

TENDER TITLE: CONSULTANCY TO DEVELOP A DETAILED JOB ANALYSIS AND OCCUPATIONAL STANDARDS REPORT AND VALIDATE THE FREIGHT FORWARDERS AND WAREHOUSING CURRICULUM IN EAST AFRICA

Federation of East African Freight Forwarders Associations (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.

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.

With support from TradeMark East Africa (TMEA), FEAFFA is seeking to engage services of a qualified firms/consortium to provide consultancy services to develop a detailed Job Analysis and Occupational Standards report and validate the freight forwarders and warehousing curriculum in East Africa.

Applications are open to individuals or firms that nominate an individual consultant or registered sole proprietorship.

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:

Part A – Preliminary requirement.

Part B - Executive Summary.

Part C - General and Technical; and,

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 and submitted using the financial proposal template (annex 1) of this document.

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 FOR DEVELOPMENT OF A DETAILED JOB ANALYSIS AND OCCUPATIONAL STANDARDS REPORT AND VALIDATE THE FREIGHT FORWARDERS AND WAREHOUSING CURRICULUM IN EAST AFRICA.

1.0 INTRODUCTION AND 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 has been finalized. This has enabled FEAFFA to identify the market needs and will 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 was been done by EACFFPC expert trainers. The expert trainers made important proposals which together with the market survey report were the basis of the updated curriculum currently underway by consultants. The ongoing curriculum update will 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.

In working to ensure the process delivers a curriculum that meets all requirements for accreditation, it has been established that there are additional processes and reports that are mandatory for a competency-based curriculum. They include a detailed job analysis and occupational standards.

Besides, the COVID-19 Pandemic has affected the modus operand for delivery of the curriculum update due to the introduction of various containment regulations instituted by regional governments. This has made it impossible for FEAFFA to organize regional subject matter experts retreats to review the draft curriculum developed by the consultants due to the ban on travel across borders. This has prompted a change in strategy to finalize the curriculum update.

FEAFFA therefore seeks services of a consultant to develop a detailed job analysis report, occupational standards report and assemble a team of subject matter experts to review and input the draft curriculum on behalf of the CIC subject matter experts.

2.0. OBJECTIVE

The purpose of the assignment is to develop a detailed job analysis report, occupational standards report and assemble a team of subject matter experts to review and input the draft curriculum on behalf of the CIC subject matter experts required 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 Specific tasks will include the following;

- i. Review all relevant documentation on the EACFFPC programme with a special focus on the market survey report, competence framework, draft curriculum and the progress report on finalizing update of the curriculum, national training and regional education standards and guidelines of EAC Partner States etc.
- ii. Conduct a Job Analysis:
 - Develop data collection tools, collect and analyze data for the job analysis
 - Draft and present the draft Job Analysis Report for review by the CIC
 - Finalize the job analysis report.
- iii. Develop Occupational Standards for the freight forwarding industry in East Africa
- iv. Development of Curriculum Policies:
 - Development of Draft Curriculum Implementation Guidelines
 - Review of EACFFPC Training and Certification Policies
 - Review feedback on Draft Curriculum Implementation Guidelines and Training and Certification Policies
 - Present Policies to CIC for Validation
 - Finalize on Curriculum Policies
- v. Identify an expanded team of Industry Technical Experts including experts in Customs Laws, Customs Procedures, Rules of Origin, Valuation and Tariff Classification, Freight Forwarding, Port Operations, Warehousing Operations, Warehousing design and functionality, Transportation, Financial Management, Human Resources Management, Marketing and Customer Care, Ethics and Integrity, Information Technology and Environmental, Health, Safety and Security.
- vi. Coordinate and facilitate the expanded team of Industry Technical Experts to review and validate the Draft Curriculum

5.0 DELIVERABLES

The Consultant will be required to deliver the following;

- a) Inception report
- b) Detailed Job Analysis Report
- c) Detailed Occupational standards
- d) Development of Curriculum Policies

- e) Detailed list of expanded Industry Technical Experts
- f) Revised draft updated curriculum with input of the expanded technical experts' inputs.

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 the draft documents towards finalizing the updated curriculum including the inception report, and the progress report that recommended the addition of subject matter experts and the two additional reports. The draft reports and other deliverables will be virtually presented to CIC for review and adoption. The consultant will work closely with the NCICs in identifying and coordinating the input of the technical experts.

7.0 WORKPLAN

The assignment is expected to take not more than one hundred twenty-eight (128) man days within two 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.

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 Nye baza.

8.1 REPORTING

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

9.0 QUALIFICATIONS

The assignment will be output based. The consultants' team will comprise of a curriculum expert who will also be the team leader. The team leader will work closely with 26 subject matter experts in customs, freight forwarding, warehousing and management as enumerated below. The curriculum expert will demonstrate hands on experience in carrying out similar

assignments. The subject matter experts should be identified at project inception in close collaboration with the CIC.

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.
- 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 and facilitating curriculum development processes. Must also have strong knowledge and understanding of the competence-based curriculum development approach.
- c. **Industry Subject Matter Experts;** to be identified in close collaboration with the CIC.
- 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.
- e. **Functional Competencies** required for the delivery of this assignment include:
 - 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 including online.
 - 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. TITLE: TERMS OF REFERENCE FOR DEVELOPMENT OF A DETAILED JOB ANALYSIS AND OCCUPATIONAL STANDARDS REPORT AND VALIDATE THE FREIGHT FORWARDERS AND WAREHOUSING CURRICULUM IN EAST AFRICA.

No.	Description	Maximum Scores
A	Firm's Experience and Qualifications (15 marks)	
1.	<i>Minimum of 7 years' experience in curriculum development process</i>	10
a.	7 years since the firm was registered - (2 mks)	
b.	Developed at least two Curricula - (4 mks)	
c.	Conducted at least one job analysis (2 mks)	
d.	Developed at one Occupational Standards report (2 mks)	
2.	Developed at one Competence based curriculum (5 mks)	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)	
	<p>Curriculum expert</p> <ul style="list-style-type: none"> • Post graduate degree (5mks) • Over 7 years' with demonstrated experience in leading and facilitating curriculum development processes (minimum three curricula 12mks). • Knowledge and understanding of the competence-based curriculum (At least one Competence Based Curriculum developed - 6mks) • Any relevant training in curriculum development (3Mks) • Experience in curriculum design for adult learners (5Mks) • Experience in facilitating virtual working groups (4mks) • Knowledge of the latest curriculum development standards in the EAC (5mks) 	40

No.	Description	Maximum Scores
	SUB – TOTALS	70

How to apply

Submit a detailed technical and financial proposal to these terms of reference through email only, to procurement@feaffa.com not later than Thursday 15th October 2020 1600 hours Kenyan time.