

Section 1. Letter of Invitation

[Section I. Invitation for Bids



Road Maintenance Fund Administration
Maritime House
Government Wharf
Freetown
Sierra Leone

INVITATION FOR BIDS (IFB)

NATIONAL COMPETITIVE BIDDING (NCB)

Procurement Number: RMFA/ADMIN/NCB/RFP/02/2023

Date of Issue: 8th December ,2023.

Expression of Interest from Consultancy/Consultant

TERMS OF REFERENCE FOR RMFA STRATEGIC PLAN 2024-2028.

Review of RMFA's Strategic Plan (2019-2023) and Identification
of funding sources.

1. The Road Maintenance Fund Administration (RMFA) located at 3rd & 4th floors Maritime House, Government Wharf, has allocated funds from its annual budget and intends to spend part of this fund towards eligible payment under the contract for the Review of RMFA Strategic Plan.
2. The Road Maintenance Fund Administration (RMFA) invites sealed Bids from eligible bidders who can demonstrate technical and financial capabilities for the Review of RMFA Strategic Plan as per the following:

3. Background.

The RMFA was established on April 9, 2010, with the expressed objective of ensuring proper, efficient, economic, and sustainable management and administration of the Road Fund. A well developed and properly funded roads infrastructure is one of the most important public assets in any country, including Sierra Leone. It is therefore essential to commit to

providing efficient, affordable, and reliable transportation services for sustainable economic growth and development.

This can be achieved through a robust policy framework for development, standardization, and maintenance of roads.

Efforts to achieve the above commenced in 1996 under the World Bank funded Transport Sector Project/Infrastructure Development Project and financing plan.

What obtained then was a situation where one Agency controlled the remittances from the fuel levy, awarded road maintenance contracts and monitored and evaluated them.

The above was viewed as untenable and called for an independent entity which would control the funds and remit to the Road Agencies for approved maintenance works. The entity would also monitor and evaluate such works.

This led to the setting up of the RMFA on April 9, 2010, with the following tasks.

- To manage and administer the funds.
- To approve the amount of funding to be made available to SLRA, and the local councils for the performance of their programme/projects.
- To effectively monitor the use of funds allocated by RMFA.
- To approve applications from local councils or other agencies for funds for road related activities and
- To carry out all other activities that will contribute to the attainment of the key objects for which RMFA was established.

To achieve the above however, it was necessary to develop a Strategic Plan which would clearly outline how to execute the aforesaid mandate as well as deliver on the national infrastructure agenda for the country.

This resulted in the formulation of the first Strategic Plan (2015-2018).

After the elections in 2018 and with the advent of a new Administration with a new development agender was obliged to review the 2015-2018 Strategic Plan to analyze lessons learnt and to come up with new and better ways to drive the RMFA forward.

This resulted in the 2019-2023 Strategic Plan which is also subject to review now to incorporate the new agenda for 2024-2028.

4. Assignment

Consultancy Services Technical Required to.

- Undertake a thorough diagnostic review of the 2019-2023 Strategic Plan.
- Incorporate the government's agenda for the roads sector, with a new 2024-2028 Strategic Plan.
- Identify major funding sources, both local and international.

- Determine their accessibility conditions and - Recommend any structural
- changes that may be necessary at RMFA to enhance efficiency.

5. Implementation Timeline

Duration of the Assignment Should be done within Twelve (12) Weeks maximum after the signing of the Contract.

6. Contractual and payment stipulations:

- Lumpsum payment i.e., full payment will be made to the consultant upon a satisfactory completion of the service.

7. Qualification Requirements and Terms and Conditions

Have a valid license (**Business registration and Tax Clearance**) and all other documentation to indicate full operations in Sierra Leone.

RMFA needs the following qualifications and Terms and conditions from the potential Consultant/Consultancy:

- a. Two (2) years relevant experience in provision of services in nature, scale and complexity commensurate with the present terms of reference, with already provided services possessing features required by these terms of reference; The Consultant/Consultancy must have at least Two similar contracts (similar by scope, nature and amount), preferably with MDAs, Private/Cooperate entity. Evidence of these contracts are required; references from other clients are highly welcome.
 - b. Proven evidence of the Consultant/Consultancy performance in similar assignment.
 - c. Qualified and experienced experts in developing Strategic Plans, working under the general supervision and guidance of the department or company manager and under the overall oversight of the focal person at RMFA. The proposed Person/Team should have solid experience in the provision of services in nature, scale, and complexity commensurate with this requirement.
5. Bidding is open to all Consultants/Consultancy who can demonstrate Technical and Financial capability to provide the required services
 6. Bidding will be conducted through National Competitive Bidding (NCB) procedure specified in the Public Procurement act 2016 and the Regulation 2020.
 7. **Bidders shall bid for all the requirement involved in the service.** Contracts would **only** be awarded to Consultant/Consultancy who meet the Combine Technical and Financial requirements. **No Bid Security is required**

8. Interested bidders may obtain further information and inspect bidding (Proposal) document at the address below between **10:00 am to 3:00 pm from Mondays to Fridays**.

Both Technical and financial Bids must be delivered to the address below on or before **10th January, 2024 at 3:00 pm.**

All bids must be accompanied by:

- A valid Business registration certificate
- A valid tax clearance certificate;
- A valid NASSIT clearance certificate;
- A signed Integrity Pact; *[see attached]*
- Experience in similar work from reputable institution**
- Business Profile**
- Evidence of similar consultancy work in the last Five (5) years

8. Technical Bids will be opened on the **10th January 3:05 pm,** and Financial Bids will be Open on the **17th January, 2024 at 11:05 a.m.** in the presence of bidders or their representatives and those who chose to attend, at the **Board Room of the Road Maintenance Fund Administration, 3rd Floor Maritime House, Government Wharf, Freetown.** Late bids will be rejected and returned unopened to bidders.

9. Bids must be delivered to the address below on or before **3:00 p.m. on the 10th January, 2024** to:

**The Administration and Corporate Services
Road Maintenance Fund Administration
3rd& 4th Floor
Maritime House
Government Wharf
Freetown**