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## **Request for Expression of Interest for Consultancy Services for the Development of a Trade Facilitation and Logistics Services Providers Profiles in Kenya.**

### **Introduction and Background**

The Kenya Shippers Council (KSC) is a private membership-based organization that represents the interests of cargo owners in the East African region. KSC provides a platform for liaison between cargo owners (shippers), logistics service providers and government regulatory authorities on logistics and trade facilitation issues. Membership to KSC is drawn from companies and organizations trading nationally and internationally, manufacturers, importers and exporters, service providers including transporters shipping lines and agents and clearing and forwarding companies

KSC is currently in a funding partnership with USAID-COMPETE Program, based in Nairobi, Kenya. COMPETE is an international development project funded by the United States Agency for International Development (USAID), whose major aim is to partner with private sector-led Regional Trade Associations, COMESA and the EAC to enhance competitiveness and trade in targeted sectors and create tools that will allow small farmers to participate more effectively in regional trade. The goal is to reduce barriers to trade and help firms adopt international quality standards that make them more competitive in regional and global markets.

KSCs broad objective is to continuously contribute to the development of a highly efficient logistics and trade facilitation environment in the East African region. One of the initiatives through which KSC is to achieve this objective is by frequently collecting and disseminating to its members and other stakeholders timely and relevant trade related and logistics information. KSC is aware of the numerous challenges that traders face in their attempt to identify reliable service providers for the various trade related processes. In this regard, KSC is in the process of developing a directory of logistics and trade facilitation service providers in Kenya and the larger East African region.

### **Rationale**

While, there exist many service providers, regulators, transporters, financiers, insurers amongst others supporting international trade in Kenya, KSC observes that no attempt has been made to avail to the industry a directory of Trade Facilitation and logistics service providers supporting national, regional or international trade in one publication. KSC therefore intends to publish a directory on an annual basis to be used as an avenue through which providers of logistics and trade facilitation services will inform traders and cargo owners of their services and full contact details. Towards this, KSC is seeking for consultancy to profile all companies, agencies and authorities supporting logistics and international trade facilitation in Kenya.

## **Objective of the Directory**

Towards the publishing the Directory of Logistics Service Providers , there is need to collect and collate profiles of all the companies, agencies and authorities supporting logistics and trade facilitation for inclusion in the directory. Further it is important that contacts and profiles so provided are as accurate and current as possible.

## **Some Targeted Service Providers**

Government agencies facilitating international trade – KRA, KEPHIS, KEBS, Dept of Veterinary Services, Kenya Ports Authority, Banks: Financing Import Export Business; Cargo Handling facilities :Container Freight Stations; ICD, Dry bulk handlers, Liquid Bulk Handlers, Maritime Service providers: Shipping Lines and Agents; stevedoring services, Cargo consolidators, Ship chandlers Clearing and Forwarding Companies; Insurance Companies; Regulatory Authority: Kenya Maritime Authority, KRA, Kenya Civil Aviation Authority, National Highway Authority, Transport Modes: Road Transporters, Railway, Air, Storage facilities: warehousing, silos, refrigerated and cold room facilities amongst others.

## **Deliverables**

At the end of the consultancy period, the consultant is expected to deliver profiles and contact addresses, emails, telephones, location, nature of services provided, branches, contact persons etc of all Service providers (per sector, Industry) supporting logistics and trade facilitations for inclusion in our Directory of Service Providers. The consultant is expected to avail a listing of all service providers, both in softcopy and hardcopy.

## **Scope of Work**

The consultant is expected to collect information of all service providers supporting logistics and trade facilitations. This information should include Key persons, branches, contacts, service provided etc. The information should be presented in such a way that it is easy to track and make changes to the contacts and profiles.

## **Methodology**

The consultant is expected to achieve the objectives of the study primarily through:

- a) Desk review
- b) Literature review and collection of required documentation and information required.
- c) Site visits to key shipping lines, meetings and structured interviews with key personnel of industry stakeholders including but not limited to the Kenya Bankers Association, Kenya Ships Agents Association, KIFWA, CFSs, Kenya Revenue Authority, the Kenya Port Authority, KSC Stakeholders, Kenya Maritime Authority and freight transport operators, Kenya Maritime Authority and the Kenya Association of Manufacturers and the relevant Kenya Government Ministries.

## **Consultant's Skills and Qualifications**

- a) A bachelors Degree in Economics or a business related degree.
- b) Proven experience and evidence in conducting similar studies.
- c) Good knowledge of computers including, Database Development,
- d) Good knowledge and understanding of Trade Facilitations and Logistics operations
- e) Good report writing and communication skills.

## **Reporting**

The consultant shall provide an inception report within 5 working days of the first day of the contract outlining his understanding, plans for achieving the objectives of this consultancy including a project plan of specific activities to be undertaken with clearly stated milestones, timeframes and the deliverables expected.

For the duration of the consultancy, the consultant will report on a weekly basis to the Kenya Shippers Council. These progress reports will contain at least the following:

- a) Activities completed during the last five (5) days.
- b) Activities to be undertaken/completed in the following fortnight.
- c) Delays experienced and reasons for the delays.
- d) Challenges encountered and proposed mitigation measures.
- e) Specific action or involvement required from the Shippers Council.

## **Time Frames**

The total length of period for the consultancy is 15 (fifteen) working days.

## **Costing and Contracting**

The consultancy will be jointly funded by USAID COMPETE and the Kenya Shippers Council. Remuneration will be based on the consultants' financial proposal subject to the budgetary provisions. The consultant is expected to execute the project using their own computer equipment, office space and stationery and meet all their insurance, telephone, travel and related costs.

Interested consultants are required to send hard copies of their technical and financial proposals by post, courier or hand delivery (whichever is convenient) to the following address to reach us by 1<sup>st</sup> October 2010 at 3.00pm.

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The Crescent, Off Parklands Road  
Opp. MP Shah Hospital  
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