



RWANDA TRANSPORT DEVELOPMENT AGENCY

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KIGALI

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES - FIRMS SELECTION)**

Country: RWANDA

Project: Kigali Logistics Platform Connectivity Development Project (P180228)

Credit No. IDA-75310

Reference No.: Refer to Umucyo E-procurement system

Assignment Title: Data collection and Survey for Monitoring and Evaluation of the Kigali Logistics Platform Connectivity Project (KLP Connect)

1. BACKGROUND

The Government of Rwanda (GoR) through Ministry of Trade and Industry (MINICOM) and Rwanda Transport Development Agency (RTDA) in collaboration with World Bank (WB), are implementing the Kigali Logistic Platform Connectivity Development Project (KLP Connect). The Project Development Objective (PDO) is to improve resilient and safe connectivity from the KLP (Masaka) to the regional logistics corridors and support local and regional economic activities around the corridors. The project will provide key physical links in the national transport system and support a new KLP-Bugesera regional logistics corridor to enable increased trade by all levels of market participants. Specifically, the project proposes to expand the region's logistics lines by linking the KLP located at Masaka/Kigali, with the Ngoma-Nyanza Road (itself connected at Ngoma to the regional Central Corridor) using high standard paved roads.

In line with subcomponent 3.2: Monitoring and Evaluation the project will finance the monitoring and evaluation cost of the project implementation. In this regard, Rwanda Transport Development Agency/RTDA, would like to hire a consultant to conduct KLP Connect baseline survey, mid-term evaluation and final evaluation. The study will involve also the endline evaluation of Lake Victoria Transport Project (LVTP SOP-1) (Ngoma-Nyanza) road, spanning approximately 121.68 km, consists of two lots. Lot 1 (Ngoma-Ramiro) of 54.34km km is financed by JICA, while Lot 2, covering Bugesera-Nyanza (Kibugabuga-Shinga-Gasoro) and extending to 67.34km which was recently completed and

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financed by the World Bank, completes the total corridor length to roughly 121.68km. this stretch runs through both the Eastern and Southern Provinces.

The detailed scope of the services can be found in the Terms of Reference (ToR), here attached.

The Rwanda Transport Development Agency (RTDA), now invites eligible consulting firms ("Consultants") to express their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

To be eligible for this assignment, the firm must demonstrate capacity and capabilities in the following:

- Profile of the firm and general experience demonstrated by the trade license/certificate of incorporation.
- Demonstrated experience in undertaking large scale socio-economic surveys in the transport sector in the past 5 years.
- Capacity and experience in planning and organizing survey logistics, including the design and implementation of protocols to ensure high quality data.
- Demonstrated experience in interviewing businesses of all sizes including micro-enterprises.
- Demonstrate skills in project management
- Previous experience in impact evaluation as well as strong background in micro-economics, statistics and econometrics.
- Demonstrated capacity for implementing manual and electronic data collection using a SurveyCTO template. This includes capacity to adapt an already developed SurveyCTO template from English to the local language, capacity to troubleshoot problems as necessary, and capacity to manage data collected from the field using server subscribed from the SurveyCTO Company.

The consultancy firm will be selected under Quality Cost Based Selection method and procedures described in the Request for Expressions of Interest in accordance with the World Bank procurement regulations for IPF Borrowers, February 2025.


Bidding will be conducted through Open International Competitive Bidding.

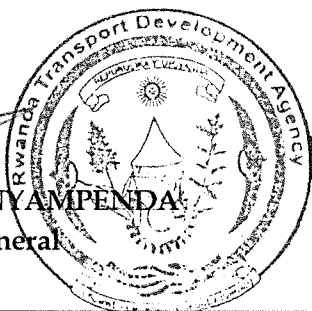
The Terms of Reference containing detailed requirements and conditions for participation are here-attached.

Note:

- The consultancy firm must attach the certificates of completion for each reference of experience required.
- Submission of expression of interest via other channels than Umucyo E-Procurement System shall not be considered.
- RTDA is under no obligation to shortlist any consultants who expresses interest.

Sincerely;


Imena MUNYAMPENDA
Director General



TERMS OF REFERENCE

DATA COLLECTION AND SURVEY FOR MONITORING AND EVALUATION OF THE KIGALI LOGISTICS PLATFORM CONNECTIVITY PROJECT (KLP Connect)

1. BACKGROUND

The Government of Rwanda (GoR) through Ministry of Trade and Industry (MINICOM) and Rwanda Transport Development Agency (RTDA) in collaboration with World Bank (WB), are implementing the Kigali Logistic Platform Connectivity Development Project (KLP Connect). The Project Development Objective (PDO) is to improve resilient and safe connectivity from the KLP (Masaka) to the regional logistics corridors and support local and regional economic activities around the corridors. The project will provide key physical links in the national transport system and support a new KLP-Bugesera regional logistics corridor to enable increased trade by all levels of market participants. Specifically, the project proposes to expand the region's logistics lines by linking the KLP located at Masaka/Kigali, with the Ngoma-Nyanza Road (itself connected at Ngoma to the regional Central Corridor) using high standard paved roads.

The main KLP Connect project has the following four components namely:

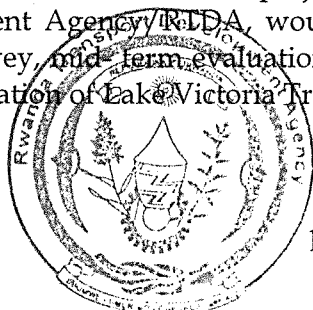
Component 1: Improving physical infrastructure to connect KLP to the Central Corridor, resiliently and safely. This component has two subcomponents include: Subcomponent 1.1: Upgrading of the Kigali Logistics Platform (KLP)/Bugesera connector roads (US\$77.49 million): The works will comprise four road sections: Masaka-Kabukuba (16.88 km), Kabukuba-Nyamata (13.72 km), Kabukuba-Riziyeri (19.64 km) and Gahembe-Kindama (19.21 km), Subcomponent 1.2: Environmental and social risk management.

Component 2: Trade facilitation and logistics improvement-This component has three sub components and it is entirely implemented by MINICOM , consists of three sets of distinct activities: (i) upgrade of testing and certification capacity of the RSB, (ii) feasibility studies for selling points, local markets and an Small Medium Enterprise (SME) park, and (iii) a new Logistics and Distribution strategy for the country with a particular focus on the Phase II expansion plans for the Kigali Logistics Platform. Subcomponent 2.1: Basic infrastructure for women, youth, and SMEs along the corridor; Subcomponent 2.2: Improved quality and standards of goods and services; and Subcomponent 2.3: Institutional support and strengthening MINICOM, RSB, and the Rwanda Development Board (RDB) capacity building.

Component 3: Institutional support and capacity building for Road Transport Development Agency (RTDA), MININFRA, and Ministry of Finance and Economic Planning (MINECOFIN).

Component 4: Contingent Emergency Response

In line with subcomponent 3.2: **Monitoring and Evaluation** the project will finance the monitoring and evaluation cost of the project implementation. In this regard, Rwanda Transport Development Agency (RTDA), would like to hire a consultant to conduct KLP Connect baseline survey, mid-term evaluation and final evaluation. The study will involve also the endline evaluation of Lake Victoria Transport Project (LVTP SOP-1)



(Ngoma–Nyanza) road, spanning approximately 121.68 km, consists of two lots. Lot 1 (Ngoma–Ramiro) of 54.34km km is financed by JICA, while Lot 2, covering Bugesera–Nyanza (Kibugabuga–Shinga–Gasoro) and extending 67.34km which recently completed, which financed by the World Bank, completes the total corridor length to roughly 121.68 km. This stretch runs through both the Eastern and Southern Provinces.

Upgrading the Ngoma–Nyanza road sections will significantly strengthen the regional EAC transport network, reducing by about 70 km the distance currently traveled by transit traffic from Tanzania (via the Rusumo border) heading toward Burundi and Eastern DRC. The improved corridor will enhance connectivity between Southern Rwanda

The project will stimulate socio-economic development by improving road infrastructure, facilitating public transport, expanding tourism opportunities, and supporting an important import–export route that promotes large-scale agricultural growth. The strategic importance of this corridor is further demonstrated by its designation as a priority regional project.

The data collection is a prerequisite for pre-project implementation, midterm as well as post project implementation stage to facilitate the assessment of socio-economic indicators determined at baseline to establish the impacts associated with the KLP-Bugesera connector roads and their effects on the production and service sector, social services, and household sectors. It is also anticipated that the KLP connector roads will impact on the economic and social development not only at the macro level but also among the population living along the alignment.

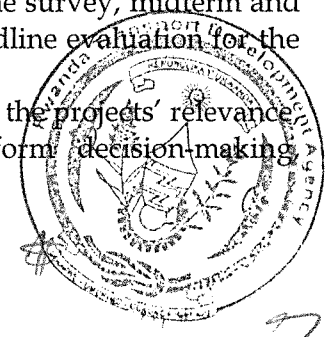
The project objectives and corresponding indicators are designed to measure the results of the entire interventions. The technical assistance will collect data to assess project results against the targets set as part of the Results Framework. The current baseline information is withdrawn from the feasibility study undertaken during project preparation and will be reviewed, updated and followed up with identified beneficiary surveys and other assessments at the midterm and at project closing to evaluate qualitative and quantitative aspects of project results.

This assignment will also involve collecting endline data for the Lake Victoria Transport Project (LVTP SOPI-1)-Kibugabuga-Shinga-Gasoro road (66.55km) funded also by the World Bank. The technical assistance will leverage on the existing tools and methodologies, jointly elaborated by the DIME, the research team of the World Bank and RTDA as well as the midline surveys completed through a separate consultancy to undertake these surveys; a) Travel Time survey, b) Traffic count and Transport Cost surveys, c) Social M&E survey, d) Firm survey, e) Road user (owner, passenger & driver) surveys, f) Integrated Border Management (IBM) survey.

2. OBJECTIVE OF THE ASSIGNMENT

Overall objective of this consultancy is to design and conduct baseline survey, midterm and final evaluations for KLP Connect project, as well as to carry out endline evaluation for the Lake Victoria Transport Project (LVTP SOP1).

The consultancy aims to generate reliable data and evidence to assess the projects' relevance effectiveness, efficiency, impact, and sustainability, and to inform decision-making performance improvement, and accountability to stakeholders.



3. SCOPE OF THE CONSULTANCY

The key tasks include:

3.1. Inception and Planning Phase

3.1.1 Review all relevant project documents, including the project appraisal reports, Project implementation manual, results frameworks, M&E plans, and progress reports.

3.1.2. Conduct consultations with the Rwanda Transport Development Agency (RTDA), implementing partners, and key stakeholders to understand project objectives and expectations.

3.1.3. Develop a detailed inception report outlining the methodology, sampling design, data collection tools, indicators, evaluation criteria, and detailed work plan and implementation schedule for baseline, midterm, and final evaluations.

3.1.4. Design data collection instruments (questionnaires, interview guides, checklists, etc.)

4. BASELINE SURVEY FOR KLP CONNECT PROJECT

4.1. Pilot the baseline data collection instruments

4.2. Collect baseline data on the pre-project situation, including:

- Technical and infrastructure namely; road, Market and Selling Point, Transport and Logistics Facilities, Institutional and Maintenance Capacity, Gender and Social Considerations (Technical Component) Environmental and Site Technical Data
- Socio-economic baseline data namely Demographic Data, Education and Skills, Employment and Livelihoods, Market Participation and Trade, Access to Services and Infrastructure, Social Inclusion and Gender, Transport and Logistics Practices
- Economic and trade baseline data: Business and Market Activity Data, Trade Flows and Logistics, Pricing and Cost Data, Access to Finance and Investment focusing to SME, Employment and Income in Trade Sector, Supply Chain and Market Linkages, Economic Challenges and Opportunities.
- Biophysical baseline data namely Physical Environment, Biological Environment, Land Use and Natural Resources,

4.3. Establish baseline values for key performance indicators aligned with the project results framework.

4.4. Analyze baseline findings to identify priority areas and provide input for monitoring and implementation.

4.5. Prepare and present a Baseline Survey Report for validation.

5. MIDTERM EVALUATION (FOR KLP CONNECT PROJECT)

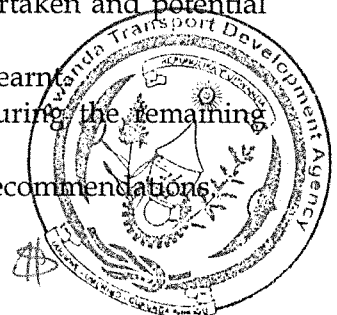
5.1. Assess project implementation progress against the planned outputs and outcomes.

5.2. Evaluate efficiency, effectiveness, and relevance of activities undertaken and potential impacts on KLP.

5.3. Identify risks, and challenges affecting implementation and lesson learnt

5.4. Provide actionable recommendations to improve performance during the remaining period.

5.5. Produce a Midterm Evaluation Report summarizing findings and recommendations



6. FINAL EVALUATION (FOR KLP CONNECT PROJECT)

- 6.1. Conduct an endline survey to collect post-implementation data comparable to the baseline.
- 6.2. Measure project results against the baseline and assess impact, sustainability, and value for money.
- 6.3. Analyze qualitative and quantitative data to document lessons learned and best practices.
- 6.4. Prepare a comprehensive Final Evaluation Report and facilitate a stakeholder validation workshop.

7. ENDLINE EVALUATION (FOR LVTP SOP1 PROJECT)

- 7.1. Review the Lake Victoria Transport Project (SOP1) design, objectives, and implementation records.
- 7.2. To collect, analyze and prepare corresponding field reports for the different surveys
- 7.3. Assess the final project results and impacts.
- 7.4. Evaluate achievement of objectives and sustainability of outcomes.
- 7.5. Prepare an Endline Evaluation Report with key findings and lessons learned for future transport sector programs.

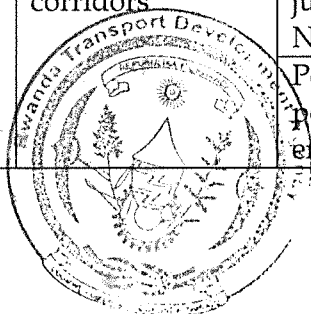
8. CROSS-CUTTING AND SUPPORTING TASKS

- 8.1. Ensure all studies integrate gender equality, environmental sustainability, and social inclusion considerations.
- 8.2. Maintain data quality assurance throughout data collection and analysis.
- 8.3. Organize and participate in stakeholder consultations and validation workshops.
- 8.4. Submit clean datasets, data collection tools, and analytical summaries with final deliverables.
- 8.5. Provide clear presentations of key findings to RTDA and stakeholders.
- 8.6. Ability to report to RTDA and MINICOM effectively on progress of the work, including the submission of interim entered data and the identification of noticeable difficulties.

The assignment will be performed by collecting data through surveys listed here below to periodically monitor the KLP-Bugesera connector roads project indicators as well as the endline for LVTP project indicators. All data will be disaggregated by sex where applicable.

Table 1: Proposed surveys for the PDO's indicators

Component	Indicator	Expected Surveys	Responsibilities	
KLP-Bugesera Connector Roads (69.45 km)				
1	Improving physical infrastructure to connect KLP to regional logistics corridors	Reduced travel time between KLP and the Nyanza-Ngoma Highway junction at Ngoma.	Travel Time Survey	Baseline and M&E Consultant (RTDA)
	Percentage of people with enhanced access	Transport access and services perceptual surveys		Monitoring Supervision and Consultant (RTDA)



		to reliable transport infrastructure and services all year round in the project area (disaggregated by gender)		
		Survey reports on citizen engagement available (Yes/No)	Social Monitoring and Evaluation Surveys	Baseline and M&E Consultant (RTDA)
3	Implementation support, project monitoring, and capacity building	Community satisfaction on socio-economic infrastructure and roads works (Percentage)	Community/Household satisfaction survey	
2	Trade facilitation and logistics improvement	Number of registered businesses established in the project area.	Business survey on number of registered businesses	Baseline and M&E Consultant (MINICOM)
		Number of permanent jobs created in the e-commerce hub and the SMEs parks that are equipped of basic infrastructures construction and markets and selling points.	Beneficiary survey on permanent job created	
3	Private capital enabled (industrial parks, roadside markets, selling points and e-commerce)	Private capital enabling to be provided along with infrastructure to be built (Industrial parks, roadside markets, selling points and e-commerce)	Beneficiary survey on private capital	Baseline and M&E Consultant (MINICOM)
4	Number of health centers, schools, and markets with	Data will be collected about social	Beneficiary survey on connected social infrastructures within the	Monitoring Supervision and Consultant (RTDA)

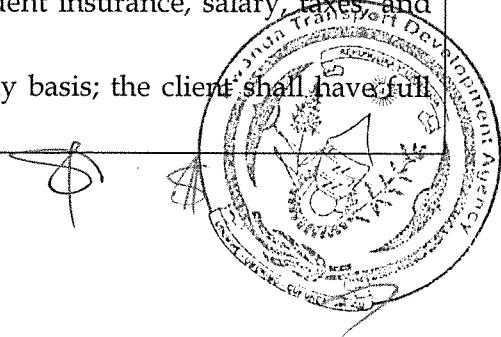


	improved access in the project area. (Number)	infrastructures such as health centers schools, etc... with improved access in the project area.	project area	
LVTP				
No	Outcome	Indicator	Surveys expected	Baseline and M&E Consultant (RTDA)
1	Change in Travel Time	Reduction in travel time from Kibugabuga to Gasoro (hours)	Travel Time survey	
2	Usage	Reduction in transport cost for users (percentage)	Traffic count & Transport cost surveys	
3	Feedback from project beneficiaries	Availability of Survey reports on citizen engagement	Firm survey,	
			Road user survey (Driver, Passenger)	
4	Strengthened regional trade facilitation initiatives	Number of Border agencies participating in implementing IBM at Rusizi I	IBM survey	

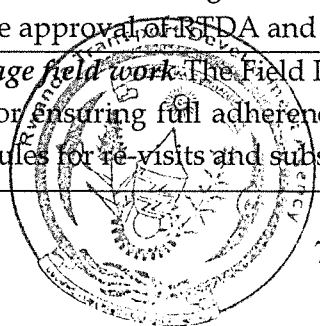
The consultant (firm) will collect the required data within the established projects zone of influence, analyze the current situation and later measure the differential changes when the road is open to traffic. The main activities to be undertaken by the consultant are not exclusive to those outlined in Table 2 below.

Table 2: Survey firm’s general and specific activities and deliverables.

Sn.	General Activities for surveys
1	Review all relevant projects documentation (i.e., appraisal reports, baseline and aide memoirs) and update the projects result monitoring frameworks presented in the Projects Appraisal Documents.
2	<p>Obtaining permission, or clearance to undertake the surveys etc. (for example, use of proprietary materials where applicable)</p> <p>Adhere to local formalities and obtain any required permits necessary for conducting each survey, including relevant permissions from provincial and/or local authorities as needed, as well as survey team health and accident insurance, salary, taxes, and others as necessary.</p> <p>Open a survey CTO account to save data on a daily basis; the client shall have full access for proper monitoring.</p>



3	<p>Recruit, train and contract experienced field staff to conduct the data collection exercises (the recruitment shall be gender-balanced; on a 50:50 ratio)</p> <ol style="list-style-type: none"> 1. Recruit a roster of enumerators with experience conducting similar surveys (Table 1). 2. Training must include both classroom and field practice on tools and data collection protocol. 3. Develop an enumerator manual, training agenda and assessment tests. Share all training materials with RTDA and MINICOM prior to the training. 4. Train more enumerators, supervisors and managers than required for the actual data collection exercise. A minimum of 20% more enumerators should always be trained (e.g., for a survey that requires 25 enumerators, 5 extra enumerators would be trained). Selection of the final team will be done in a competitive and transparent manner. 5. Develop and or adapt training materials in English and Kinyarwanda where not available; the following components must be included in the training: <ol style="list-style-type: none"> a) <i>Theoretical</i>: Training should include a review the theory of the questionnaire and each question in order for trainees to fully understand the objective of each question. Standard quantitative interviewing techniques and field protocols should also be covered. b) <i>Classroom practice</i>: Training should include individual and group exercises for trainees to become familiar with the practice of asking questions and filling questionnaires. This part of the training may include in-class demonstrations, where the questionnaire is projected, and one interviewer completes the questionnaire in front of the classroom. c) <i>Field practice</i>: After the theoretical and classroom practice, the interviewers should go to the field to administer the full questionnaire to a small number of markets (outside the study sample). The pre-test should not focus on major adjustments to the questionnaire, but rather simulate the administration of the questionnaire under normal circumstances. All field team members must demonstrate that they clearly understand their roles and are correctly following the survey protocols. d) <i>Evaluation</i>: Following the training, all field staff should be evaluated based on their understanding of the questionnaire and their ability to correctly record data using the same test scenarios as used in the classroom practice. The training period should conclude only when the field teams have demonstrated mastery of the designated tasks. Decisions as to which field staff will take part in the data collection must be made on the basis of this evaluation. 6. Implementation of designed sampling methodology and substitution protocol with the approval of RTDA and MINICOM.
4	<p>Plan and manage field work The Field Procedure Plans will detail the following:</p> <ol style="list-style-type: none"> a. Protocols for ensuring full adherence to the sample frame and high-quality data, including rules for re-visits and substitutions.



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- b. To review and adopt a programmed electronic data collection questionnaire.
- c. Ensuring the data are maintained and stored well in a manner that is fully confidential so that no external individual or institution can identify any specific individual in the data. Names and address information should only be made available to RTDA and MINICOM data management team.
- d. Travel and lodging logistics;
- e. Management information/reporting tools to track interviews;
- f. Procedures for field data backup and weekly submission to RTDA and MINICOM.
- g. Supervision and spot check plans to ensure adherence to data collection protocols and confirm quality of data collection including a 10% of re-visits to a random sample of the evaluation sample to confirm the validity of the data.
- h. The Field Procedure Plans must be submitted for comment and review to RTDA and MINICOM before the start of field work and revised if necessary, according to any comments provided. The Survey Company's must adhere as closely to the plan as conditions allow during survey implementation. If field conditions dictate significant changes to these plans, the Survey Company's Field Supervisors are obliged to inform RTDA and MINICOM via the Survey Company's management, in the form of a written report or progress report.
- i. Prepare all necessary logistics (transportation, communications, internet, field offices, etc.) to support the data collection activities
- j. Hold all necessary equipment's in electronic data collection. Tablets (with their chargers), Power banks, GPS, Power extinction, raincoats, pens, notebooks, umbrellas, etc.
- k. Field Testing, and formatting of data collection tools

Any deviations from the field plan must be reported to RTDA and MINICOM in writing at the time that they occur

For all data collection rounds:

- a. Collect data in accordance with the approved field procedures and quality control mechanisms. The firm must adhere to the sampling strategy and all other guidelines provided by the client and propose adjustments where necessary.
- b. Daily upload of survey data to the server. Back-up of survey data whenever possible.
- c. Provide clear and concise bi-weekly progress reports including, at a minimum, interviews completed, challenges faced, solutions implemented in the field, and any other notable occurrences.
- d. Correct all inconsistencies and problems identified by the World Bank, RTDA and MINICOM through data quality checks or other forms of supervision. This may require re-visiting survey respondents.



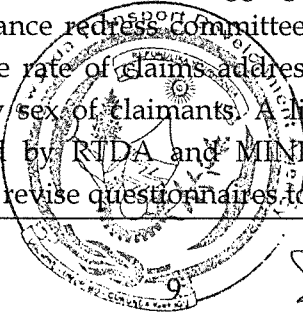
- e. Maintain fluid communications with RTDA and MINICOM. Respond quickly (within 24 hours) to requests for information from the client.
- f. At the end of all field activities, provide a final field report summarizing the bi-weekly progress reports and including lessons learned.

Survey supervision

The survey firm will undertake internal quality control procedures and engage in regular supervision activities to ensure all questionnaires are comprehensive, consistent and accurate. This will include:

- a. Developing a monitoring / information system to track questionnaires completed and replacements.
- b. A manual check of all questionnaires by supervisors when they are delivered by the enumerators. Questionnaires with missing or inconsistent responses will need to be completed in the presence of the respondent.
- c. Random quality control by supervisors during the interviews to ensure the interviews are implemented according to established procedures.
- d. Random quality control by quality controllers by re-visiting respondents and verifying accuracy of a random sub-sample of questions determined by RTDA and MINICOM (e.g., for 10% of questionnaires).
- e. Correct all inconsistencies and problems identified by RTDA and MINICOM in data quality checks, which may require re-visiting respondents (the list of data quality checks will be shared in advance of the start of data collection).

Sn.	Specific activities for surveys
	<p>1. Travel Time Survey The travel time survey will be carried out using moving observer methods with handheld Global Positioning System (GPS) within the established projects zone of influence. The consultant will make proposals for the methodology to use to undertake the travel time survey which will be presented to RTDA for review and approval.</p> <p>2. Social Monitoring and Evaluation Surveys To understand feedback from project beneficiaries on their expectations, experience and lessons learnt should be captured to enable a more results-focused preparation of new projects. The information shall be disaggregated by sex. The firm will assess the effectiveness of the grievance redress Committees created in cells and sectors along the road by analyzing the rate of claims addressed by the GRCs. This information shall be disaggregated by sex of claimants. A list of all the people affected by the project shall be provided by RTDA and MINICOM social safeguards team. The consultant shall develop/ revise questionnaires to be used and this shall be presented</p>



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to RTDA and MINICOM for review and approval.

3. Beneficiary Transport Access and Services Survey

Under the KLP-Bugesera connector roads project, the consultant will collect data on modes of transport used, frequency and purpose of travel, accessibility and convenience of transport services, user satisfaction in regard to costs, safety etc. as well as barriers to access with respect to affordability, lack of service etc. The data collection tool and methodology will be subject to review and approval by the client.

4. Community/Household Satisfaction Survey

The consultant will assess within the KLP- Bugesera connector project zone of influence the community or households' satisfaction with the availability, quality and accessibility of local socio-economic infrastructure. The findings will be used to gather feedback on the number of existing social- economic infrastructure and how such amenities meet their community needs.

5. Business survey

The consultant will collect data on the number of registered businesses established in the project area in consultation with MINICOM before and after construction of the basic economic infrastructure.

6. Beneficiary survey

The consultant will collect data on permanent jobs created in the e-commerce hub and the SMEs parks that are equipped of basic infrastructures, construction, markets and selling points before and after completion of the project. The consultant will work closely with MINICOM undertaking this survey.

7. Travel Time Survey

The travel time survey will be carried out using moving observer methods with handheld Global Positioning System (GPS) within the established projects zone of influence. The consultant will make proposals for the methodology in reference to the one used at baseline, midline where applicable. A comparison will be made at the midline and end lines to the initial findings at baseline.

8. Traffic count survey

The consultant will provide the GPS coordinates of all the traffic count posts and will represent them on Rwanda road network map. Each road will have at least 1 to 3 posts depending on its length. Traffic counting duration is one week (7 days) for each counting post. Night counting will be carried out 24 hours over 24 hours the 7th day (to be a market day) and 12 hours (from 6 a.m. to 6 p.m.) per day the first six days for each post. The consultant will make proposals for the methodology and appropriate organization to allow an implementation in the best conditions. The consultant will ensure that the report presents the detailed and accurate key findings. A comparison



will be made at the midline and endline to the initial findings at baselines.

9. Transport cost survey

The consultant should propose a methodology to capture passenger cars and articulated heavy trucks transport costs using HDM based economic analysis data to calculate ex-post user costs. The consultant will make proposals for the methodology referring to the one used at baseline/midline where available. A list of all surveys to be undertaken and respective questionnaire/s to be proposed and approved by RTDA. A comparison will be made at the endline to the initial findings at baseline.

10. Social Monitoring and Evaluation Surveys

To understand feedback from project beneficiaries on their expectations, experience and lessons learnt should be captured to enable a more results-focused preparation of new projects. The information shall be disaggregated by sex. The firm will assess the effectiveness of the grievance redress committees created in cells and sectors along the road by analyzing the rate of claims addressed by the GRCs. This information shall be disaggregated by sex of claimants. A list of all the people affected by the project shall be provided by RTDA social safeguards team.

Data collection will be done on a yearly basis at Midterm review and at the end of project implementation where applicable. The consultant shall develop/ revise questionnaires to be used and this shall be presented to the research team and RTDA for review and approval. A comparison will be made at the midline and end lines to the initial findings at baseline.

11. Border Agencies survey on the use of IBM

The consultant shall develop a questionnaire to be used and this shall be presented to the research team and RTDA for review and approval. The consultant reports will be approved by RTDA/RRA. A comparison will be made at the midline and end lines to the initial findings at baseline.

In short, under LVTP the consultant will undertake the following surveys: Travel Time survey, Traffic count and Transport cost surveys, Firm survey, Road user survey (Driver, Passenger), Social Monitoring and Evaluation Surveys, IBM survey.

On the other hand, the KLP Connect Surveys will include (Travel Time Survey, transport access and services perceptual surveys, Social Monitoring and Evaluation Surveys, Community/Household satisfaction survey, Business surveys, beneficiary surveys covering; registered businesses, permanent job created, private capital enabled, survey on connected social infrastructures within the project area.



9. STAFFING PROFILE

The selected firm should have at least 10–15 years of relevant experience, of which 5 years of proven work in East Africa. The team structure will include a Data Manager based in Kigali, and a Field Manager/Supervisor responsible for overseeing and coordinating field staff activities.

The enumerator teams responsible for data collection should comprise at least 50% female staff to ensure gender balance and inclusivity. In addition, the team will include independent back checkers dedicated to maintaining a high standard of data quality. The number of back checkers may vary depending on the specific requirements of each survey.

1) Team Leader (Social-Economist/Economist/Development Economist)

- He/she must possess a relevant advanced degree in Social Sciences with a bias in transport economics, with at least ten (10) years of professional experience.
- Demonstrable experience and or expertise in use of the Highway Development and Management (HDM-4) software for road economic analysis.
- Fluency in both written and spoken English is mandatory.
- Familiarity with the region and at least two assignments within the region.
- The team leader shall be responsible for the overall leadership and management of the assignment including, data analysis and report writing.

2. Sociologist

- He/she should be a have an advanced degree in Social Sciences (i.e., Development Studies, Social Works and Social Administration, Sociology etc.) or related fields with experience of 5 years.
- Experience in having led sociological surveys, prepared the survey protocols, data synthesis (qualitative and quantitative), ethical oversight, sampling and trainings.
- Fluency in both written and spoken English is mandatory
- Familiarity with local languages will be an added advantage

3. Statistician (Data Manager)

- Must hold a university degree in Statistical field and computer literate, with 5 years of professional expertise in socio-economic surveys, skilled in programming electronic data collection software, knowledge of appropriate data analysis software.
- Minimum of five (5) years of proven professional experience in designing and managing socio-economic surveys and large-scale data collection exercises;
- Served as a Data Manager in similar or related large-scale surveys or research projects.
- Experience in processing, analysis and reporting.
- Fluency in both written and spoken English is mandatory
- Familiarity with local languages will be an added advantage



In addition to the above, the firm will also recruit;

i. **Field Manager:**

- Must hold at least a university degree in a relevant social science discipline; with 2-years of experience with any of the above mentioned surveys at a field supervisor level or above,
- Should have experience in coordinating field work in general including reporting and quality assuring all data collected on a daily basis to the data manager.
- Fluency in written and spoken English.
- Familiarity with local languages will be an added advantage

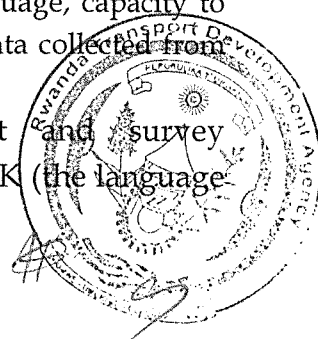
ii. **Supervisor:**

- Must hold a relevant university degree with 2-3 years of experience in conducting any of the survey mentioned above.
- Should have supervised similar surveys on site working closely with the field manager and heads of counting posts.
- Must have experience in preparing daily field reports to the field manager, including challenges that may arise during data collection and propose appropriate solutions.
- Fluency in both written and spoken English.
- Familiarity with local languages will be an added advantage

10. REQUIRED QUALIFICATION

To be eligible for this assignment, the firm must demonstrate capacity and capabilities in the following:

- Demonstrated experience in undertaking large scale socio-economic surveys in the transport sector with experience of 5 years.
- Capacity and experience in planning and organizing survey logistics, including the design and implementation of protocols to ensure high quality data.
- Demonstrated experience in interviewing businesses of all sizes including micro-enterprises.
- Demonstrate skills in project management
- References/recommendations from 2-3 recently completed surveys.
- Previous experience in impact evaluation as well as strong background in micro-economics, statistics and econometrics.
- Demonstrated capacity for implementing manual and electronic data collection using a SurveyCTO template. This includes capacity to adapt an already developed SurveyCTO template from English to the local language, capacity to troubleshoot problems as necessary, and capacity to manage data collected from the field using server subscribed from the SurveyCTO Company.
- Experience in using cloud-based data management and survey administration tools such as SurveyCTO application, ODK (the language behind Survey CTO) and SurveyMonkey.



- Capacity to store and maintain data in a manner that protects respondents' identities.
- Demonstrated capacity to provide tablets that can effectively support the SurveyCTO application and any other application related along with any required accessories such as back up batteries and chargers.

11. KEY EXPECTED OUTPUTS

No	Output
1.	Evidence of permits and clearance for implementing survey and other data collection activities and purchase of the Survey CTO subscription
2.	Inception report covering the draft field procedure plans for all the surveys to be undertaken, consultant's technical approach and methodology to be used and respective timelines.
3.	Final Baseline KLP-Bugesera connector dataset and M&E reports on all surveys conducted
4.	Final Midterm KLP-Bugesera connector dataset and M&E reports on all surveys conducted
5.	Final Endline KLP-Bugesera connector dataset and M&E reports on all surveys conducted
6.	Final Endline LVTP-dataset and M&E reports on all surveys conducted

12. CLIENT SUPPORT TO THE FIRM

The project will support the assignment to the extent possible, including facilitation to obtain required permits from the National Institute of Statistics Rwanda, authorizing the firm to undertake a survey and background information on the project area.

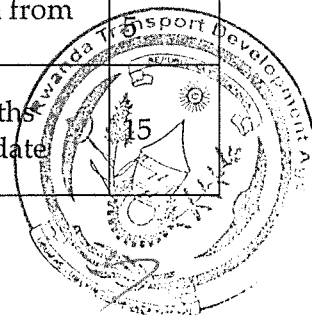
13. DURATION

The assignment shall be completed by January 2030 for KLP and LVTP by September 2026. The completion date may change due to the progress of civil works and it shall be agreed upon.

14. PAYMENT MODALITIES

The consultancy is expected to deliver **five main reports** (Inception, Baseline, Midterm, Final for KLP Connect, and Endline for LVTP SOP1), supported by **datasets, survey tools, and stakeholder presentations**. The schedule of payment will be as follows.

Phase	Deliverables	Timeline	Payment (%)
Inception	Inception report (KLP-MINICOM-LVTP)	One month from start date	
Baseline	Travel Time Survey Report & Dataset (KLP-RTDA)	Three months from start date	
	Social M&E Survey Report & Dataset (KLP-RTDA)		
	Community/Household Satisfaction Survey Report &		



	Dataset (KLP-RTDA)	Three months from start date	15
	Beneficiary Transport Access & Service Survey Report & Dataset (KLP-RTDA)		
	Business Survey Report & Dataset (MINICOM)		
	Beneficiary Survey Report & Dataset (MINICOM)		
Midterm	Travel Time Survey Report & Dataset (KLP-RTDA)	June - July 2027	15
	Social M&E Survey Report & Dataset (KLP-RTDA)		
	Community/Household Satisfaction Survey Report & Dataset (KLP-RTDA)		
	Beneficiary Transport Access & Service Survey Report & Dataset (KLP-RTDA)	June - July 2027	15
	Business Survey Report & Dataset (MINICOM)		
	Beneficiary Survey Report & Dataset (MINICOM)		
End line-LVTP	Final approved LVTP-RTDA end line dataset and M&E reports on all surveys conducted	September 2026	15
End line-KLP	Travel Time Survey Report & Dataset (KLP-RTDA)	January 2030	20
	Social M&E Survey Report & Dataset (KLP-RTDA)		
	Community/Household Satisfaction Survey Report & Dataset (KLP-RTDA)		
	Beneficiary Transport Access & Service Survey Report & Dataset (KLP-RTDA)		
	Beneficiary Survey Report & Dataset (MINICOM)		
	Business Survey Report & Dataset (MINICOM)		

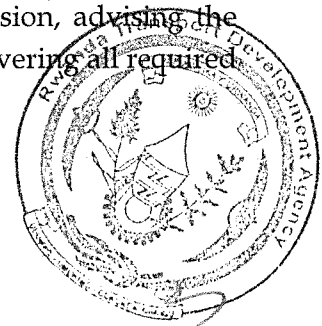
If the Survey Firm does not comply with the guidelines set forth in this ToR and/or the survey data do not meet the client and the World Bank's requirements in terms of data integrity, the client/World Bank will reserve the right to request a repeat of the work or the option of not paying for the work done (being reimbursed for any initial payment). The Survey Firm will be considered to have failed to comply with this contract if, based on a random and representative sample, it is determined that: i) it is shown that 1% or more of the questionnaires that are presented were filled without the Firm having visited the household, or ii) it is shown that 1% or more of the questionnaire is consistently completed

15. RESPONSIBILITIES OF THE CONSULTANT

The consultancy firm, in accordance with professional standards, is required to fulfill all its responsibilities. It is accountable for any errors, omissions, or negligence on its part or on behalf of its employees. Additionally, the firm must execute the updated strategy in compliance with applicable laws, demonstrating a strong sense of responsibility. It is also responsible for providing all necessary tools and equipment for its mission, advising the client on any issues that arise during the execution of the project, and delivering all required reports as outlined in the Terms of Reference.

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16. RESPONSIBILITIES OF THE PROCURING ENTITY

The procuring entity shall make its best efforts to ensure that the government and relevant national authorities provide the consultancy firm and its personnel with the necessary permits to access available information, documents, and introductions to stakeholders essential for the consultant to perform the services.

- The procuring entity warrants that the consultancy firm will have unimpeded access to all land required for the performance of the services.
- In consideration of the services to be performed by the consultancy firm, the procuring entity shall process the consultant's invoices for payment according to the agreed schedule and timeline.
- The procuring entity shall provide relevant personnel (focal persons/team) to work closely with the consultancy firm and manage the contract on its behalf. These personnel will assist in accessing relevant information and documents and coordinating with the necessary stakeholders.

17. INTELLECTUAL PROPERTY RIGHTS

All intellectual property created as part of this consultancy including data, reports, designs, and other deliverables will be retained by the procuring entity.

The sharing of intellectual property generated during this consultancy with third parties or its use for purposes outside the original project scope is strictly prohibited. Any sensitive information shared during the project will remain confidential and will not be disclosed to unauthorized parties, except to relevant stakeholders.

The procuring entity may grant the firm specific licensing rights to use the intellectual property for defined purposes, such as marketing or promoting their services. Any such licensing agreements must be clearly outlined in the contract.

18. COMMUNICATION LANGUAGE

These terms of reference have been prepared in English, and all official communications between the procuring entity and the bidder shall therefore be conducted in English. All procurement correspondence and communications issued by the procuring entity must be conducted by individuals authorized in accordance with their duties and responsibilities.

