



Terms of Reference / Scope of Work

Assignment: Administration of TTLC Survey in Nigeria
Contract duration: 18.06.2018 – 30.09.2018
Alliance lead: Attilio Di Battista

1. The Project background

The Global Alliance for Trade Facilitation (the “Alliance”) is an initiative jointly hosted by the World Economic Forum, International Chamber of Commerce and Center for International Private Enterprise. It is a public-private platform to leverage business expertise and leadership to support effective trade facilitation reforms in developing and least developed countries. The Alliance (launched in 2015 at the 10th WTO Ministerial Conference in Nairobi) benefits from the financial support of 5 donor governments: the United States, Canada, the United Kingdom, Australia and Germany.

The Alliance has launched a number of projects in developing countries to engage both the public and private sector in effective reform processes in order to implement the provisions of the Trade Facilitation Agreement (TFA). Conceived as a “data-driven” initiative, the Alliance highly values the collection of sound and reliable data and the piloting of innovative methodologies in order to orient and design its projects and assess their impact.

In Nigeria, the Alliance is currently considering the possibility of launching a project. Official scoping of the project is planned to start as from July.

2. Background info on the assignment

Together with the A.P. Møller – Mærsk Group, the Alliance has designed a new methodology aiming to capture the total transport and logistics costs (TTLC) along the supply chain of specific sectors and trade corridors, focusing on the estimation of both the direct and the indirect costs due to delays and lead times at the border. The collection of data for the TTLC study happens both from transaction-level databases held by the public and private sector (when possible) and through structured interviews conducted with local companies.

3. Required profile

The Alliance is seeking to retain an Individual Consultant or Consultancy Firm to conduct face-to-face interviews based on the questionnaire elaborated to complete the TTLC study. Bidders will have to prove:

- Extensive experience in conducting face-to-face interviews with private businesses
- Good understanding of supply chain and logistic challenges in Nigeria, particularly in the Apapa Port and Lagos area
- Good understanding of import and export processes at ports and knowledge of the key public and private actors involved
- Strong interpersonal and communication skills
- Ability to move within the Lagos area

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- Good digital skills and ability to administer the survey through a tablet

4. Tasks of the consultant

The consultant will work with the TTLC team, the Alliance country manager and local partner stakeholders to conduct structured interviews on the basis of the questionnaire and the sample frame provided. Her/his tasks will include:

- Assist the TTLC team during the preparatory mission on June 18-22**, this includes joining a maximum of ten joint interviews with selected companies and a half-day training session on the online survey platform to be used for data collection (Qualtrics) as well as on the details of the questionnaire.
- Schedule and conduct structured face-to-face interviews** with clearing and forwarding agents, shipping lines, truck companies and importers on the basis of the company lists and sample frame provided by the Alliance. For every interview, it is estimated that the following time allocation will be necessary:
 - 60 minutes for coordination with TTLC team and local stakeholders and scheduling of the interview with businesses
 - 240 minutes for roundtrip transport within the Lagos area
 - 60-90 minutes for conducting each face-to-face interview

Throughout the data collection period, the consultant is also expected to join biweekly conference calls with the rest of the TTLC team to exchange information on the progress of the data collection.

The final survey will be provided to the consultant in a digitized form on an online survey platform (Qualtrics) and the consultant is expected to use a tablet or laptop to administer it during face-to-face interviews. It is highly recommended that the consultant administers the survey directly through the online platform and not on paper. Alternatively, she/he can enter the information on the online platform at a later stage.

The number of face-to-face interviews shall be consistent with the following structure:

- 40-60 importers and exporters across multiple sectors (automotive components, electronics, cocoa beans, oil seeds)
- 10-15 clearing and forwarding agents
- 5-10 shipping lines
- 5-10 trucking companies

5. Deliverables

The consultant will:

- Participate in test interviews and training session with Alliance team on June 18-22, 2018
- Finalize face-to-face interviews by August 31st, 2018
- Participate in by-weekly progress 30' calls between June 22nd and September 30th

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6. Confidentiality clause

Dataset and methodology shall remain confidential and shall exclusively be used in the context of this project.

7. Contract and selection process

The Consultant will be chosen on the basis of her/his technical qualifications and competitiveness of the financial proposal to ensure high quality outputs and deliver value for money. In terms of the financial proposal, in order to participate in the bidding process, bidders will have to propose:

- a **per day** cost (for deliverable (a))
- a **per survey** cost (for deliverable (b))
- a **per hour** cost (for deliverable (c))

The table below highlights the scoring criteria.

Candidates will be asked to provide their up-to-date Curriculum Vitae (CV) or company profile, and completed Financial Proposal (in USD) **by June 10, 2018**. These should be sent by email to the Alliance project lead, Mr Attilio Di Battista (attilio.dibattista@weforum.org).

The bid for this contract shall not pass the maximum budget of 7'500 USD.

Technical score (max 55)	
Extensive experience in conducting face-to-face interviews with private businesses	15
Good understanding of supply chain and logistic challenges in Nigeria, particularly in the Apapa Port and Lagos area	10
Good understanding of import and export processes at ports and knowledge of the key public and private actors involved	10
Strong interpersonal and communication skills	10
Ability to move within the Lagos area	5
Good digital skills and ability to administer the survey through a tablet	5
Financial score (max 45)	
Per survey proposal	20
Per hour proposal	10
Per day proposal	15

8. Time Schedule

The contracting time shall be from 18.06.2018 to 30.09.2018