

REQUEST FOR EXPRESSION OF INTEREST
(CONSULTING SERVICES- SELECTION OF CONSULTANT)

January 8, 2015

Republic of Liberia

Ministry of Transport

Broad Street

Monrovia, Liberia

Assignment Title: Feasibility Studies for the Automation of Motor Vehicle Registration and Driver's License Processes

The Ministry of Transport (MOT), Republic of Liberia, intends to apply part of its budgetary allocation to a consultant for feasibility studies for the automation of its current operational and administrative processes of Motor Vehicle Registration and Drivers Licensing. The automation process will involve the introduction of computerized information system in the entire motor vehicle and driver's license registration life cycle. This will ensure recording, processing, approvals, printing of motor vehicle certificates, and printing of driver's licenses to be automated at every stage in the administrative, transactional, and operational processes.

The vehicle registration and driver licensing processes will further strengthen our record keeping and avoid revenue losses due to illegal duplication of vehicle registration documents. The new computerized system will link the various ports of entries in Liberia through the Liberia Revenue Authority (LRA) to the central database and make the tracing of vehicles in Liberia easier to implement. This national database will also be available to law enforcement arm of Government (LNP) to effectively monitor vehicle activities in Liberia.

The present business operations of motor vehicle and drivers licensing are presently done manually. The manual processing of data poses room for error and untimely completion of tasks and reduces productivity. This causes lack of effective data and information management.

In a bid to improve organizational performance and effectiveness in the administrative and operational processes of motor vehicle and driver's license registration, the Ministry of Transport now intends to conduct a feasibility study on a computerized information system with the expected solution of automating manual processes.

SCOPE OF WORK

The scope of work covers:

1. Review and document existing processes of motor vehicle and driver's licensing registration.
2. Provide options on how the automation objective can be accomplished.
3. Provide procedures of scenarios that may require business process re-engineering/ re-alignment to accommodate a computerized information system workflow.
4. Provide information on applicable budgets/ estimates for the implementation of the automated system.
5. Determine strategy, challenges, costs benefits, and similar considerations, in the event the Ministry of Transport would opt to undertake the automation investment in a Public Private Partnership (PPP).
6. Determine implementation milestone and expected results against each input task in the automation process.
7. Provide information on hardware, software, services, and related costs associated, if the Ministry of Transport is to implement a turn-key solution.
8. Determine gains to be achieved in terms of benefits to the Ministry of Transport once the automation process is completed. A trend analysis of costs recovery shall be helpful.

9. Develop methodology/ guides on how the computerized information system can be acquired.
10. Develop sustainability strategy (personnel, costs, etc.) on how the automation process can be sustained pre and post implementation.
11. Provide any other relevant information on best practices, and information on how the automation can be a successful venture by the Ministry of Transport.

Note: In addition to our central office in Monrovia, the automation process will also include our regional offices located in Zwedru, Gbanga, Ganta, Greenville and Harper.

The Ministry of Transport now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants must also provide documentary evidence that they are duly registered under the laws of the Republic of Liberia and are current tax payers.

SELECTION OF CONSULTANTS

Consultants will be selected using procedures set out in the 2010 Public Procurement and Concessions Commission Act, of the Republic of Liberia.

Interested consultants may obtain further information at the address below during the office hours 09:00 to 16:00 hours GMT, Mondays through Fridays.

Expression of Interest must be delivered in a written form to the address below (in person) by 16:00 hours GMT on or before January 29, 2015.

Mr. Archibald S. Abban
Procurement Director
Ministry of Transport
Parker Building
Broad and Mechlin Streets
Monrovia, Liberia