**TERMS OF REFERENCE**

**PROJECT DIRECTOR**

**Trade and Transport Facilitation Project**

**and**

**LOCAL ROADS CONNECTIVITY PROJECT IN nORTH Macedonia**

1. **BACKGROUND**

The purpose of these Terms of Reference is to define the scope of work and tasks of the Project Director of the Project Implementation Unit in North Macedonia integrated for implementation of the two projects, the Trade and Transport Facilitation Project and the Local Roads Connectivity Project. The Trade and Transport Facilitation Project Phase 1 will be implemented in Serbia, North Macedonia and Albania although the Local Roads Connectivity Project will be implemented only in North Macedonia. For the purposes of the Trade and Transport Facilitation Project each of the three countries will set up a Project Implementation Unit (PIU) to help the execution, implementation and monitoring of the project. The PIU in North Macedonia will be staffed with different expert profiles in order to start working immediately on both projects, the Trade and Transport Facilitation Project and the Local Roads Connectivity Project.

The Trade and Transport Facilitation Project Phase 1 in Macedonia will include a combination of investments, technical assistance and regulatory and institutional reforms. It will primarily focus on adoption and implementation of a National Single Window (NSW) solution, improvements in border crossings in selected trade corridors, BCP at Deve Bair and BCP at Kjafasan, deployment of an Intelligent Transport System (ITS) on the A1 motorway, which is part of Corridor X, and technical assistance.

The Local Roads Connectivity Project (the LRCP) is envisaged to support the selected municipalities by investments in reconstruction, rehabilitation and upgrading of local roads/streets that will enhance their mobility, connectivity and road safety. Moreover, the investments may include: sidewalks, bike paths, street lighting, slope and lands lading stabilization, junction improvement, pedestrian crossings, water drainage and capacity building of the municipal staff.

These present Terms of Reference relate to the Project Director of the PIU in North Macedonia. The Ministry of Transport and Communications (the Client) intends to engage a highly qualified individual consultant to provide services as a Project Director of PIU. The successful candidate will work closely with the Client and other relevant stakeholders to ensure that the project is managed efficiently and in compliance with the objectives of the Projects Appraisal Documents (PADs), the Project's Legal Agreements and Financing Agreements, and the Project Operating Manuals. The Consultant shall interact, liaise and cooperate with a significant number of different Project Officers, shall interact and liaise with a significant number of different Ministries and Municipalities through their focal points, a number of other external bodies, the World Bank, partners, and other agencies in the Western Balkans. Creativity and initiative are therefore required to cope with such diverse demands. The Head of PIU will have numerous tasks and activities and will also have to interact with the contractors / consultants / partners / other agencies at the same time. The main challenge is to ensure that the contractors / consultants produce an acceptable quality of work within budget allowances and time, so that the objectives of the Projects are achieved.

**2. GENERAL INFORMATION**

Individual Consultant Title: Project Director of the Project Implementation Unit, the Trade and Transport Facilitation Project and the Local Roads Connectivity Project. The Consultant shall report to the Minister of Transport and Communications.

**3. POSITION IN ORGANISATION**

Immediate superior: Minister of Transport and Communications

Titles of immediate subordinates: Project Officers, between 11 and 17 staff

**4. MAIN POSITION OBJECTIVE**

To plan, monitor and control all project management activities by components, in close cooperation with the Ministry of Transport and Communications and other stakeholder agencies (as described in the Projects Operation Manuals to be developed). In addition, he/she will develop, according to the project cycle and Procurement Plans, the implementation of activities as per contract specifications and in compliance with legal/regulatory framework of the World Bank. Thus, he/she will ensure that the works, goods and services are satisfactorily completed on time and within budget aligned with the contractual requirements.

**5. PRINCIPLE RESPONSIBILITIES**

The Project Director of the PIU will be responsible for the following duties:

* Ensure administration, supervision, monitoring and management of all activities included in the Western Balkans Trade and Transport Facilitation Project and Local Roads Connectivity Project;
* Lead and manage the Project Officers, including the monitoring of their performance;
* Ensure full implementation of the projects in relation with the timeline/critical paths;
* Liaise with the relevant departments/beneficiaries/agencies/Ministries regarding technical inputs to the Procurement Documents, Terms of Reference (TOR), Technical Specifications etc.;
* Lead and cooperate with the Procurement Officers in preparation of Procurement Documents (technical specifications), Requests for Proposals (terms of references), revision of technical documents and drawings;
* Ensure assessment of technical documentation, drawings, and technical specifications before publishing the tenders;
* Ensure the procurement, evaluation and selection process is carried out according to the World Bank rules for procurement;
* Ensure the process of contracts implementation is carried out in accordance with the national legislation (Law on Construction, Law on Environment, Law on Employment, etc.) and in compliance with legal/regulatory framework of the World Bank
* Ensure the Reporting mechanisms and documentation Systems are in place, including drafting reports to the World Bank: Cost, Time, Resources, and Scope (along with Performance related measures, Quality, HSE & Environmental).
* Lead and validate the requests for Authorization for Payments and submissions to the Bank.
* Check the content and issuing copies of progress reports to the relevant Beneficiary Institutions and to the Bank.
* Prepare the POMs
* Prepare relevant PIU Reports (quarterly, midterm and completion)
* Ensure the PIU Officers Reporting mechanisms (as reflected in the POMs to be developed) are in accordance with Loan Agreement between World Bank and Government.

**6. Duration and Location**

It is expected that the period over which the consultant shall provide the Services will be 66 months, in all cases not less than up to the end of the two projects life. The Consultant should be available to commence in 45 days the latest after the present notice will be published. The assignment is full time and the Consultant should be available to provide services for at least 8 hours each day, Monday to Friday, for a minimum period of 40 hours per week. The remuneration will be paid on a monthly basis. Subject to notice being provided, the Consultant may take up to 25 working days leave each year, but remuneration will not be paid during any period of leave. The Consultant will be stationed in the PIU premises in Skopje, but should be ready to travel throughout the country for attending meetings. The Consultant will be offered opportunities to develop professionally by attending relevant World Bank training events and courses during the term of the contract. A downstream work might be needed, in case of extension of the relevant Projects’ duration, and subject to Client’s business needs under the Projects and subject to consultant’s satisfactory performance.

1. **REPORTING REQUIREMENTS**

The Consultant will brief regularly the Minister of Transport and Communications on the progress in respect to the Projects tasks performed. The Consultant will provide Monthly Progress Reports, within 10 (ten) days after the end of month for which the report is due. The report should contain at least: (i) the status of progress, problems encountered, corrective actions needed, rationale for actions; and (ii) current costs of each Program’s components and estimated costs of completion. The Consultant shall prepare ad-hoc reports on any major project management issues raised during Projects implementation, at the Client or Bank's request.

1. **SERVICES TO BE PROVIDED BY THE CLIENT**

The Client will be responsible for provision of the following:

* Fully equipped office space, with access to Internet, local telephone line, printing, photocopying and document binding;
* Access to necessary documents ; and
* Where the Consultant is required to travel, to site or elsewhere in accordance with the Client’s instruction, transportation costs will be borne by the Client.

**9. KNOWLEDGE, EXPERIENCE, SKILLS AND COMPETENCIES**

a) Educational qualifications: At least a University Degree in Civil Engineering/Architectural Engineering/Economics (where a university degree has been awarded on completion of a minimum of three years of study in a university or equivalent institution);

b) Area of professional expertise: Transport Infrastructure;

c) Years of experience: Minimum of 10 years in the field of Transport Infrastructure Projects Monitoring;

d) Additional qualifications or training: Project Cycle Management/FIDIC;

e) Required skills and competencies:

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| Skills/Competencies | Required | Desirable |
| Technical | Contract implementation and monitoring  Procurement and evaluation  Computer skills: Word, Excel, scheduling tools (eg: MS Project or similar) | Project planning  Risk management |
| Management | Self-Planning & Organizing  Problem Solving  Work under pressure  Communication  Teamwork  Initiative |  |
| Business | Excellent Knowledge of English language (speaking and writing)  Fluency in Macedonian language |  |