**TERMS OF REFERENCE**

**TRAFFIC EXPERT**

**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 Traffic Expert of the Project Implementation Unit (PIU) 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 will be implemented in its first phase 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 (the 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 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.

The Ministry of Transport and Communications (the Client) intends to engage a highly qualified individual consultant to provide services as Traffic Expert of the PIU. The successful candidate will work closely with the Ministry of Transport and Communications, and all other relevant stakeholders to ensure that the transport and engineering related activities of the project are managed efficiently both technically and in compliance with the objectives of the Projects Appraisal Document (PADs), the Project's Legal Agreements and Financing Agreements, and the Project Operations Manual. The consultant, always aligned with the Head of the PIU and in collaboration with the other Project Officers, shall interact and liaise with a significant number of different Municipalities through their Focal Points, designers, contractors, consultants, a number of other external bodies, World Bank, partners, and other agencies in the Western Balkans. Creativity, initiative, analytical capacity and team work are therefore required to cope with such diverse demands and actors, which makes working experience in the Region desirable. 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 Project are achieved.

**2. GENERAL INFORMATION**

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

**3. POSITION IN ORGANISATION**

Immediate superior: Project Director.

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

**4. MAIN POSITION OBJECTIVE**

To plan, monitor, control and give technical advice on all the traffic engineering related activities, in close cooperation with the Project Director and the contractors and consultants, as well as the Ministry of Transport and Communications and other agencies (as described in the Project Operation Manuals to be developed). He/she will closely monitor the implementation of the activities in order to coordinate the inputs from the different actors, ensure excellent technical execution, quickly address design challenges and efficiently react to unexpected developments. Aware of the project cycle and Procurement Plans, the implementation of activities as per contract specifications and in compliance with the legal/regulatory framework of the World Bank, he/she will ensure that works, goods and services are satisfactorily completed on time, within budget, aligned with the contractual requirements and in a coherent way across components.

**5. PRINCIPLE RESPONSIBILITIES**

The Traffic Expert of the PIU will be responsible for the following duties:

* Ensure supervision, monitoring and management of all road engineering activities included in the Projects;
* Assist and work together with the other Project Officers;
* Liaise with the Procurement Expert, the Project Director and with all relevant Ministries / Municipalities and their focal points / designers / agencies / project beneficiaries regarding improving the quality and readiness of the design documents and providing inputs into the Procurement Plans for efficient procurement process;
* Provide technical input, administrative and managerial support to the municipalities in the process of preparation the design documents and improving the quality of the design documents;
* Provide technical input and assist the Procurement Experts in the preparation of Procurement Documents, Technical Specifications, Requests for Proposals, Terms of References, etc.;
* Assist the Procurement Experts in the evaluation of bids and preparation of contract documents for works/services/supply of goods;
* Review and evaluate contractors’/consultants’ technical documentation, drawings, designs;
* Ensure implementation of the traffic related activities against the contractual/design documents;
* Conduct regular on-site visits for design and construction verification and validation; this should lead to high quality execution, identification of areas for improvement and both conception and implementation of a corrective action plans;
* Ensure with PIU Officers the reporting mechanisms (as reflected in the Project Operations Manuals) and documentation systems are in place, including drafting reports to the World Bank and Project Director: Cost, Time, Resources, and Scope (along with Performance related measures, Quality, HSE & Environmental);
* Issue Monthly Progress Reports to the Project Director and brief him/her minimum of once a week on progress and challenges while providing sound solutions to overcome implementation difficulties; and
* Assisting the Project Director in preparing the relevant PIU Reports (quarterly, midterm and completion).

**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 project 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. 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. 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 Project Director on the progress in respect to the contract tasks performed. The Consultant will provide/submit Monthly Progress Reports to the Project Director, within 5 (five) 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; (ii) current timing and costs of the relevant project components and estimated delays and costs of completion; and iii) any further comments and interactions with the involved entities. The Consultant shall prepare ad-hoc reports on any major relevant project issues raised during Project implementation, at the Project Director, 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 Traffic/Transport Engineering (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: Road Traffic/Road Transport;

c) Years of experience: Minimum of 3 years in the field of Road Traffic design, supervision or management/Road Transport management;

d) Required skills and competencies:

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| Skills/Competencies | Required | Desirable |
| Technical | Computer skills: AutoCAD, Word, Excel, scheduling tools (eg: MS Project or similar) | Knowledge in relevant national legislation |
| Management | Self-Planning & Organizing  Problem Solving  Communication  Teamwork  Initiative |  |
| Business | Excellent Knowledge of English language (reading, speaking and writing)  Excellent Knowledge of Macedonian language (reading, speaking and writing) |  |