

TERMS OF REFERENCE
TRANSPORT - ROAD INFRASTRUCTURE 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 Transport - Road Infrastructure Expert of the Project Implementation Unit (the PIU) set up in the Ministry of Transport and Communications 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. The Project Implementation Unit (the PIU) is staffed with different expert profiles in order to carry out complete project management for the two projects, the Trade and Transport Facilitation Project and the Local Roads Connectivity Project.

The Trade and Transport Facilitation Project Phase 1 in North Macedonia includes 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 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 - Transport - Road Infrastructure Expert, to provide services as a full time member 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 Projects are managed efficiently both technically and in compliance with the objectives of the Project Appraisal Documents (PADs), the Project's Legal Agreements and Financing Agreements, and the Project Operations Manuals. The Expert, always aligned with the Project Director and in collaboration with the other Project Officers, shall interact and liaise with a significant number of different authorities, municipalities through their focal points, designers, contractors, consultants, number of other external bodies, the 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: Transport - Road Infrastructure 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: The Project Director.

4. MAIN POSITION OBJECTIVE

The main objective is to prepare, lead, and supervise delivery of designs and implementation of the civil work contracts, their timeliness and quality. To this end, the Expert will plan, monitor, control and give technical advice on all the transport and engineering related activities, in close cooperation with the Project Director and the contractors, supervisors, other consultants, as well as the Ministry of Transport and Communications and other agencies (as described in the Project Operation Manuals). 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. He/she will be responsible for final advice on designs and works acceptance. He/she will enforce, with the help from safeguard experts that all construction works are done in compliance with Bank's environmental and social policies and as per health and safety on work policies. 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 Transport - Road Infrastructure Expert of the PIU will be responsible for the following duties:

- Ensure supervision, monitoring and management of all transport and engineering activities included in the Projects;
- Assist and work together with the other Project Officers on the Projects;
- Liaise with the Procurement Expert, the Project Director and with all the 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;
- Accountable for the design process and final design acceptance - 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 Expert in the preparation of Procurement Documents, Requests for Proposals, etc;
- Prepare relevant technical documents as Terms of References, Technical Specifications, etc.;
- Assist the Procurement Expert 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, working schedule, health and safety;
- Work Supervision - Ensure implementation of the construction / reconstruction / rehabilitation /upgrading activities against the timeline/critical paths, quality, quantities, safety, project monitoring indicators;
- 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 plan;

- Verify, validate and confirm the contractors/consultants expenditures declared in the payment certificates/invoices;
- Ensure with Procurement and Financial 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
- Assist the Project Director in preparing the 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 57 months, in all cases not less than up to the end of the project life. The Consultant should be available to commence in 30 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.

7. 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) timing, costs, delays, costs of completion; and (iii) any further comments and interactions with the Projects. The Consultant shall prepare ad-hoc reports on any major project issues raised during Projects implementation, at the Project Director, Client or Bank's request.

8. 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 (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: Civil Engineering;

c) Years of experience: Minimum 5 years of experience in Construction/Supervision/Monitoring of road Infrastructure Projects;

d) Additional qualifications or training: Project Monitoring /Contract Monitoring;

e) Required skills and competencies:

Skills/Competencies	Required	Desirable
Technical	<p>Experience with at least 5 projects completed on road/street construction or reconstruction or rehabilitation or supervision</p> <p>Knowledge of relevant national legislation</p> <p>Knowledge of contract management</p> <p>Computer skills: AutoCAD, Word, Excel, scheduling tools (eg: MS Project or similar)</p>	Knowledge of FIDIC
Management	<p>Self-Planning & Organizing</p> <p>Problem Solving</p> <p>Work under pressure</p> <p>Communication</p> <p>Teamwork</p> <p>Initiative</p>	
Business	<p>Excellent Knowledge of English language (reading, speaking and writing)</p> <p>Excellent Knowledge of Macedonian language</p>	