

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) 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 of the two projects, the Trade and Transport Facilitation Project and the Local Roads Connectivity Project.

The Trade and Transport Facilitation Project Phase 1 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 (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 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 - Traffic 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 Projects Appraisal Document (PADs), the Project's Legal Agreements and Financing Agreements, and the Project Operations Manual. The consultant, always aligned with the Project Director 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 for 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

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). 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 management of all traffic related activities (planning, implementation, supervision, monitoring) in conjunction with the communities, in order to optimize community's broader mobility needs in relation to public transport services, active mobility, resilience, security, and safety;
- Accountable for strengthening municipalities' planning and implementation capacity related to the RAMS, mobility and safety;
- Provide support to the municipalities in RAMS introduction for maintenance and rehabilitation planning and support some of its data collection needs;
- Ensure quality of the municipal RAMS system and quality of road maintenance contracts;
- Ensure development of mobility plans for prioritizing interventions and improved public transportation (school bus services);
- Ensure team-work 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 mobility, public transport services, active mobility, resilience, security, and safety;
- Provide technical input and assist the Procurement Experts in the preparation of Procurement Documents, Requests for Proposals, as well as preparing relevant documents as Technical Specifications, Terms of References etc.;
- Accountable for traffic safety and security related activities implemented in the traffic designs;
- Provide technical input and assist the Procurement Expert in the preparation of traffic safety and security related Procurement Documents, Requests for Proposals, etc;
- Prepare relevant technical documents as Terms of References, Technical Specifications, etc.;
- Assist the Procurement Experts in the evaluation of bids and preparation of contract documents related to traffic safety, security and mobility ;
- Provide training/capacity-building activities that will build local and central government capacity to manage local roads

- 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;
- Verify, validate and confirm the contractors/consultants expenditures declared in the payment certificates/invoices;
- 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 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 36 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. 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.

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) 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.

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 Traffic Engineering/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 safety and security/Road Traffic Management;

c) Years of experience: Minimum of 5 years in the field of Road Traffic Design/Road Traffic Supervision/Road Traffic Management/Road safety;

d) Required skills and competencies:

Skills/Competencies	Required	Desirable
Technical	<p>Experience with at least 1 assignment/project similar to the scope of the project (traffic management/traffic safety and security/mobility)</p> <p>Knowledge of relevant national legislation</p> <p>Computer skills: AutoCAD, Word, Excel, scheduling tools (eg: MS Project or</p>	Road resilient
Management	<p>Self-Planning & Organizing</p> <p>Problem Solving</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 (reading, speaking and writing)</p>	