**TERMS OF REFERENCE**

**Occupational, Health and Safety Specialist**

**Background**

The International Bank for Reconstruction and Development (IBRD) and Agence Française de Développement (AFD) are implementing US$ 300 million Serbia Local Infrastructure and Institutional Development Project (Project). Project implementation is part of wider urban development activities in Republic of Serbia that are based on Sustainable Urban Development Strategy (SUDS) and will apply a holistic approach, where current policies and practices important for overall local infrastructure service delivery will be strengthened through mixture of investments, technical assistance, and capacity building. In order to support and strengthen infrastructure service delivery at the local level, special focus would be on improving mobility in a sustainable manner to increase accessibility to economic and social opportunities.

**Objective**

The objective of the Project is to improve Local self-governments (LSGs) capacity to manage sustainable infrastructure and improve access to economic and social opportunities in climate aware manner.Project consists 3 components:

*Component 1. Climate Smart Mobility* would improve mobility within the LSGs through strengthening system for transport infrastructure service delivery and by supporting transport infrastructure renewal that will increase resilience to natural disaster while reducing emissions of Greenhouse gases (GHGs) and local pollutants. The component will be implemented through two subcomponents:

(i) *Infrastructure renewal* - The majority of investments will be in transport infrastructure reconstruction and rehabilitation, within the existing infrastructure perimeters. The promotion of resilient and inclusive approach and of active mobility and priority for public transport will be integral part of the project design. This sub-component will also finance technical assistance required for the execution of the works including services for design, supervision, technical audit, and road safety audit. All LSGs will get funding for activities eligible for financing under this subcomponent in accordance with predefined formula and in the form of grant transfers and subject of signing the Grant Agreement.

(ii) *Sustainable mobility enhancement*– Activity willstrengthen LSGs systems to plan, manage, implement, and operate resilient transport networks that promote patterns of climate smart mobility in sustainable manner.This subcomponent will finance technical assistance, capacity building and demonstration pilots in three main areas:

1. *Improve local road network management and resilience*; Creation of framework for local roads management including guidance on institutional arrangements, policy, standards, maintenance contracting, asset management, resilience and road safety.
2. *Mainstream sustainable and integrated mobility planning*; Creation of approximately 40 gender sensitiveSustainable Urban Mobility Plans(SUMPs) with transport management plans for medium and small size LSGs.
3. *Pilot smart mobility solutions through digital technologies*; Creation of proposals for smart mobility contractual modalities in areas such as optimizing public transport services, intelligent transportation systems, real-time information and infrastructure or service sharing schemes.

*Component 2. Strengthening Systems and Capacity for Infrastructure Service Delivery* would improve the effectiveness and sustainability of infrastructure service delivery at the local level through strengthening LSGs’ capacity to implement current planning and Project finance management (PFM) and Public Investment Management (PIM) policies. The component will finance a mixture of technical assistance and capacity building activities focused on:

(i) *Enhanced strategic participatory planning and identification of pipeline projects* that would include climate and resilience considerations into the planning approaches and better integrate them into the capital investment and budget planning process. The subcomponent will finance technical assistance and capacity building in three main areas:

1. *Improve Participatory Planning in Pilot LSGs -*development of critical planning and environmental and climate related strategic documents and corresponding multi-annual and annual budgets.
2. *Identification and Initial Preparation of Future Urban Investment Projects*-urban regeneration and municipal infrastructure projects would be identified, and technical assistance provided for early-stage preparation of future investments.
3. *Mainstream Participatory Approach* - development of Manual for Citizen Participation and E-Government portal extension for informing on the planned infrastructure investments and planned consultations.

(ii) *Strengthened institutions, PFM, access to financing, and capacities* that would ensure institutional improvements in the local PFM and PIM accompany the direct benefits through the provision of funding for the LSGs. The subcomponent will be implemented through set of analytical work, technical assistance, and development of tools, in particular:

1. *Improving access to financing -* Assessment the current local infrastructure financing framework and design of recommendations to improve the LSGs’ ability to raise private capital for infrastructure investments, potentials of green funds, and perspective of the municipal fund scheme;
2. *Strengthening institutions and human capacities* - Review of the currently fragmented institutions and human capital and design of recommendations for consolidated approaches and process simplification
3. *Enhancing the implementation of key country systems for climate aware infrastructure service delivery* - Capacity building and implementation support in areas including: procurement, PFM, PIM, transparency and inclusion, contract management, social and environmental management etc.

*Component 3: Project Implementation Support and Awareness Raising* would establish institutional set up that will enable successful implementation of the project and raise awareness about importance of green transition and sustainable mobility. Activity will support the establishment and maintenance of the strong Project Implementation Unit (PIU) and strengthening of Central Fiduciary Unit (CFU).

The Project will be managed by the Ministry of Construction, Transport and Infrastructure (MCTI) through a PIU, supported by the CFU in the Ministry of Finance (MoF), the employees in the LSGs officially assigned to the project, and the Project Steering Committee.The PIU will be responsible for the overall management of the Project, and it will provide full technical support and guidance to the LSGs in selecting, preparing, reviewing, supervising, and managing investments. The CFU will be responsible for fiduciary issues like the financial management of the Project, will support the PIU in approving procurement related documents, and will support the LSGs to implement procurement procedures, including procurement capacity development. LSGs will be responsible for full project life cycle – from prioritization, preparation, procurement to management and supervision. The Project Steering Committee will consist of the representatives of respective ministries and project partners and will overview the implementation of the Project, facilitate policy dialog and inter-ministerial cooperation, help resolving any bottlenecks that might be experienced, and adopt annual progress reports.

**Scope of Work – Occupational, Health and Safety Specialist**

The OHS Specialist will be responsible for ensuring the implementation of health and safety measures across all phases of the Serbia Local Infrastructure and Institutional Development Project (LIID). The specialist will review, evaluate, and analyze work environments, programs, and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and/or biological factors. The role will ensure compliance with both national regulations and the World Bank’s Environmental and Social Framework (ESF).

The OHS Specialist of the PIU will be responsible to perform the following duties:

* Ensure health and safety protocols are integrated into the climate-smart mobility infrastructure projects, including road reconstruction and rehabilitation, in line with LIID project objectives, and ensure compliance with the Environmental and Social Framework (ESF) of the World Bank and Serbian regulations.
* Evaluate climate resilience risks in work practices, recommend mitigation measures for workers in climate-prone areas, and perform OHS audits and inspections of workplace environments, equipment, and practices to ensure safety standards and compliance.
* Define criteria for serious incidents, investigate root causes, and ensure incidents are reported within 24 and 72 hours to the World Bank, including corrective actions taken.
* Develop and implement safety training programs for contractors, workers, and supervisors, ensuring continuous compliance with safety regulations throughout the project phases.
* Prepare monthly OHS progress reports for the PIU, detailing safety assessments, issues addressed, corrective actions taken, and compliance with the project timeline and budget.
* Recommend suspension of activities that pose health or safety threats, monitor the handling of hazardous materials, and ensure adherence to Serbian Occupational Health and Safety legislation and international standards.
* Support the implementation of E&S risk management practices in alignment with World Bank safeguards and the project’s sustainability objectives.
* Perform any other tasks as assigned by the Head of the PIU.

**Reporting requirements**

The Consultant will work under the supervision of the Client/Project Manager to whom he/she directly reports.

The Consultant should prepare monthly activity reports (timesheets) in which he/she will summarise key issues and emerging and day-to-day tasks undertaken. In addition, the Consultant will prepare progress and ad hoc reports and documents where so required by the Project. These reports will be provided on paper (when necessary) and online in the English/Serbian language.

The Consultant shall prepare ad-hoc reports on any major issues raised during Project implementation, at the Head of the PIU, Client or Bank's request

Each monthly timesheet must be firstly approved by the Client/PIU Project Manager

**Profile of the Occupational, Health and Safety Specialist**

The Occupational, Health and Safety Specialist should possess:

* Bachelor’s degree in Occupational Health and Safety or a related scientific or technical field. An advanced degree will be considered an advantage.
* Minimum of 10 years of professional experience in Occupational Health and Safety or a related field.
* Minimum5 years of experience in organizing and managing health and safety at construction sites.
* Experience in Project Management involving multiple stakeholders, ensuring coordination and effective implementation across diverse groups, will be considered an advantage
* Passed the professional exam for occupational health and safety (OHS) in accordance with the Regulation on the program and manner of taking the professional exam for performing occupational safety and health tasks and tasks of a responsible person ("Official Gazette of the Republic of Serbia", No. 76/2024)
* OHS coordinator on construction sites for the construction phase certificate according Regulation on Occupational Safety and Health at Temporary or Mobile Construction Sites ("Official Gazette of the Republic of Serbia", No. 14/2009 and 95/2010) shall be considered an advantage
* • Knowledge of international occupational health and safety standards or completion of recognized health and safety trainings will be considered an advantage (e.g. ISO 45001, ILO-OSH guidelines, OSHA safety courses etc...)
* Experience in Risk Management and Emergency Preparedness will be considered as an advantage.
* Experience with IFI or EU projects will be considered an advantage.
* Fluency in English and Serbian language(both written and spoken).
* Excellent computer skills: MS Office

**Length of assignment**

The Consultant shall provide part time services up to 12 working days per month ,until November 30, 2028.

**Contracting arrangements**

. All leave to be allowed to the Consultant is included in the staff months of service. The leave for national holidays is to be considered paid.

**Facilities to be provided to the Consultant**

MCTI will provide the Consultant with suitable office space and office equipment (PC, telephone, internet connection, etc.) and access to office services as required.

**Confidentiality**

The Consultant undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

**Selection of Consultant**

The Consultant will be selected applying open competition method

Women candidates are strongly encouraged to apply.

The evaluation criteria for this assignment are:

•             Specific Experience relevant to the Assignment                                  (50) Points

•             Qualifications and Competence relevant to the Assignment           (50) Points