**TERMS OF REFERENCE**

**Road 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 the Republic of Serbia that are based on the 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 a mixture of investments, technical assistance, and capacity building. 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 Project aims to improve Local self-governments (LSGs) capacity to manage sustainable infrastructure and improve access to economic and social opportunities in a climate-aware manner.The project consists of 3 components:

*Component 1. Climate Smart Mobility* would improve mobility within the LSGs through strengthening the system for transport infrastructure service delivery and by supporting transport infrastructure renewal that will increase resilience to natural disasters 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. Promoting a resilient and inclusive approach and a resilient and inclusive approach and of active mobility and priority for public transport will be an 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 a predefined formula and in the form of grant transfers, subject to 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 a 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 a 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 – Road safety specialist**

The Ministry of Construction, Transport and Infrastructure (MCTI) intends to engage a highly qualified individual consultant - Road safety specialists, to provide services as a full time member of the PIU. Road safety specialist will perform tasks of the LIID Project which are related to urban transport system development with the main focus of Component 1: Climate Smart Mobility. Activities in this component are directed towards improvement transport infrastructure resilient applying sustainable transport planning approach. The objective is to improve existing transport and associated infrastructure to support climate smart mobility and a move toward safe, green, and clean transportations system. The main activities of road safety specialists are related to road safety audit through checking the design, implementation and operation of road projects, data collection, analysis and monitoring with the aim to improve level of safety for all road users’ categories.

The road safety specialist will serve as the main PIU focal person responsible for roads safety improvement in LSGs and provide support to PIU planning and implementation activates in their field of expertise.

The road safety specialist works under the supervision of the Head of PIU and will be primarily and ultimately responsible for:

* Support the Head and Deputy Head of the PIU in organizing, coordinating, integrating, and monitoring operations of the PIU and the institutions involved in the Project, both at the PIU premises and in the field, during its preparation and implementation;
* Ensure management of all road safety activities (planning, implementation, supervision, monitoring) in conjunction with the communities;
* Providing 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;
* Providing technical input and assist in the preparation of Procurement Documents, Requests for Proposals, as well as preparing relevant technical documents as Terms of References, Technical Specifications, etc.;
* Review and evaluate contractors’/consultants’ technical documentation, drawings, designs, working schedule, health and safety;
* Coordination activities between Road Safety Agency and Local Road Safety Council according to the LSGs needs;
* Ensure road safety audit in all phases of projects and selected interventions;
* Support improvement of road safety in LSGs with the special focus of vulnerable groups such as the children, elderly people, disabled persons, etc.;
* Support development of Road Safety Management Plans with measures to ensure the safety and well-being of nearby communities and road users during construction;
* Ensure that best practices of road safety should be incorporated in projects;
* Road traffic safety and security related activities implemented in the traffic projects;
* Support to develop a reliable system for accident data reporting and analysis so that it can identify, categories and quantify accident problems – graphically or by conflict type, road users involved etc.;
* Providing support in training/capacity-building activities that will build local government capacity to improve road safety as well as internal training as needed on project-related matters to the PIU staff, the MCTI, LSGs, and other ministries, and other relevant stakeholders;
* Ensure team-work with the other PIU members;
* Liaise with all relevant Ministries /Municipalities and their focal points/ designers/ agencies/ project beneficiaries regarding mobility, public transport services, active mobility, resilience, security, and safety;
* Assist in the evaluation of proposals and preparation of contract documents related to mobility and traffic safety;
* Verify, validate and confirm the contractors’/consultants expenditures declared in the payment certificates/invoices;
* Ensure the reporting mechanisms and documentation systems are in place, including drafting reports to the World Bank and Project Director: Cost, Time, Resources, and Scope;
* Issue Monthly Progress Reports to the Head of PIU and brief her/him on progress and challenges while providing sound solutions to overcome implementation difficulties;
* Assisting the Head of PIU in preparing the PIU Reports (quarterly, midterm, and completion);
* Perform other duties in support of project preparation and implementation, as required;

**Profile of the Road Safety Specialist**

The Road safety specialist should possess:

* Advanced university degree (Master’s degree or equivalent) in Transport or Traffic engineering;
* Minimum of 10 years of demonstrated experience in traffic and road projects;
* At least 5 years of experience working in the areas of road safety;
* Relevant experience with projects of international financial institutions will be considered as an advantage;
* Experience with projects in delivering technical assistance to LSGs in road management will be considered as an advantage;
* Experience with projects of relevant national and EU legislation which are related to activities from this ToR will be considered as an advantage;
* Possession of certificates which are related to activities from this ToR will be considered as an advantage;
* Experience in office software and web-based applications (AutoCAD or similar) use;
* Working knowledge of written and spoken Serbian and English;

**Length of assignment**

The Consultant shall provide full-time services for the life of the project, i.e., until November 30, 2028, with a probationary period of six (6) months.

The Consultant shall not have other full time assignment during the engagement under this Contract.

**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.

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

**Contracting arrangements**

The Consultant is expected to provide services for at least 8 hours each day, Monday to Friday, to a minimum period of 40 hours per week. All leave to be allowed to the Consultant is included in the staff months of service. The Consultant will have 30 days of paid vacation leave per year. 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.

The Consultant is eligible and his selection does not create any conflict of interest as provided in the Bank`s Procurement Regulations.

**The evaluation criteria for this assignment are:**

* Specific Experience relevant to the Assignment (50) Points
* Qualifications and Competence relevant to the Assignment (50) Points