

Republic of North Macedonia

Ministry of Transport and Communications

**VACANCY ANNOUNCEMENT**

**Recruitment of Individual Consultant**

**Job Position: URBAN PLANNING AND DESIGN SUPPORT EXPERT**

**WBTTFP-8929-MKD-411R-1**

**General Information:** The Ministry of Transport and Communications (the CLIENT) intends to engage highly qualified Consultant to provide services as an Urban planning and design support Expert of the Project Implementation Unit (the PIU) in the Ministry of Transport and Communications 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 Trade and Transport Facilitation Project, financed by the World Bank. The assignment is full time for a period of 30 months, in all cases not less than up to the end of the projects life.

**Project Background:** The Western Balkans 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.

**Position Objective:** The main objective of the position is to provide urban planning and design support to the Project Director. This will be done in close cooperation with the Project Director, PIU Team, Ministry of Transport and Communications and the World Bank Team, contractors, consultants, project stakeholders, with a special focus on the Customs Administration, and other agencies. He/she will plan, monitor, coordinate, control and give technical and managerial advice on all project related activities, provide quality assurance support to the project outputs, lead and supervise the process of preparation technical designs, control the contract management activities and implementation of the civil works at the BCPs. He/she will need to anticipate and manage project risks and quickly deal with unexpected developments.

Aware of the project cycle and Procurement Plan he/she shall assure the implementation of project activities are in compliance with the legal/regulatory framework of the World Bank, and with the relevant national legislation, 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.

**Tasks and Responsibilities:** The Urban planning and design support Expert of the PIU will be responsible for the following duties: ensure planning, preparation, supervision, monitoring and management of projects related activities, primarily on the BCPs, according to the procurement plan to meet the predefined deadlines (urban planning, design, architectural, engineering, consultancy, etc.); liaise with the Project Director, the Procurement experts, the Customs Administration, and with all relevant departments / beneficiaries, agencies, ministries, municipalities and their focal points in the process of preparation of the Bidding Documents, technical Specifications, requests for proposals, terms of references; analyse the relevant functional and technical requirements and provide feedback for improvement to the Project Director and assist in their inclusion and implementation; review, evaluate and provide feedback to the Project Director on the urban planning and designs documentation and schedules; ensure coordination within the PIU, the Ministry of Transport and Communications, the Customs Administration and all relevant stakeholders, of the contract management activities in relation with the, contracted time-lines/critical paths and budget; Provide supervision and monitoring of the performance of the contractors /consultants engaged in the relevant activities; provide managerial and technical support to the involved parties in the Project, e.g. the Customs Administration; review and evaluate contractors/consultant’s technical documentation, designs and schedules; conduct on-site visits, coordinate, control, monitor and report on the contractors and supervisor’s performance; Identify project related areas for improvement, propose corrective measures and ensure their implementation; provide support to the Project Director in coordination of complex project activities with large number of various stakeholders, beneficiaries, contractors, consultants etc.; facilitate project related discussions with relevant stakeholders; ensure the reporting mechanisms (as reflected in the Project Operations Manual) and documentation systems are in place, including drafting relevant reports to the World Bank and to the Project Director: cost, time, resources, and scope; issue relevant 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; assist the Project Director in preparation of relevant PIU Reports (Quarterly, midterm and completion).

**Knowledge, experience, skills and competences:**

Educational qualifications of at least a University Degree in Urban Planning / Architecture / 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);

Years of experience: Minimum of 7 years in urban planning on a governmental or local level and/or technical designs (preparation/audit/review/approval/permissions/licensing etc.)

Required: Specific experience in coordination of complex project activities with large number of stakeholders and/or beneficiaries and/or contractors/consultants;

Required: Excellent knowledge of English language and Macedonian language (reading, speaking and writing); and Knowledge of relevant national legislation in the field of construction and urban planning;

Desirable: Experience with implementation of projects financed by IFIs (IBRD, EBRD, EIB etc.); and knowledge of FIDIC;

Computer skills: AutoCAD, Word, Excel;

Managerial skills: Self-planning & organizing, problem solving, communication, teamwork, initiative.

**Applications:** The candidates should submit their Letters of Application, CVs, and Letters of Motivation (all documents in English language) **only electronically** to the following e-mail: [konkursi@mtc.gov.mk](mailto:konkursi@mtc.gov.mk) . The deadline for submitting the applications is **31 May 2023, the latest.** The candidates can find the ToR for the announced job position in the following link <http://mtc.gov.mk>.