**Terms of reference**

**for**

**Urban planning and design support Expert**

**WBTTFP-8929-MK-411R-1**

1. **BACKGROUND**

The purpose of these Terms of Reference is to define the scope of work and tasks of the **Urban planning and design support Expert** of the Project Implementation Unit (the PIU). The PIU has been set up in the Ministry of Transport and Communications in North Macedonia, integrated for implementation of the two projects, the Western Balkan Trade and Transport Facilitation Project (WBTTFP) and the Local Roads Connectivity Project (LRCP). The PIU Team is staffed with different expert profiles in order to carry out complete project management for the two projects. The particular job position is related to the Western Balkan Trade and Transport Facilitation Project (WBTTFP).

The WBTTFP is a Regional Project under ongoing implementation as Phase 1 in North Macedonia, Serbia, and Albania. It includes a combination of investments, technical assistance, and regulatory and institutional reforms. It primarily focuses on adoption and implementation of a National Single Window (NSW) solution, improvements in border crossing points (BCPs) in selected trade corridors, BCP at Deve Bair and BCP at Kjafasan, deployment of an Intelligent Transportation System (ITS) on the A1 motorway, which is part of Corridor X, as well as technical assistance.

**2. GENERAL INFORMATION FOR THE JOB POSITION**

The Ministry of Transport and Communications (the Client) intends to engage a highly qualified individual consultant as **Urban planning and design support Expert.** He/she hasto provide services as full-time member of the PIU. The successful candidate will work closely with the Ministry of Transport and Communications, the Customs Administration, and all other relevant stakeholders to ensure that the civil works for reconstruction/rehabilitation/upgrade of the border crossing facilities and infrastructure for improving the accessibility and facilitating the international and transit movements of people and goods at Kafasan and Deve Bair follow the appropriate standards and permits required for planned upgrading. The Consultant will also ensure that the transport and engineering related activities of the Project are managed efficiently both technically and in compliance with the objectives of the Project. The Consultant, always aligned with the Project Director and in collaboration with the other PIU Project Officers, shall interact and liaise with a significant number of project stakeholders, different authorities, designers, contractors, consultants, number of other external bodies, the World Bank, beneficiaries, and other agencies. The focus shall be implementation of the complex Project activities mainly related to improvements in the border crossing points (BCPs) in selected trade corridors, BCP at Deve Bair with Republic of Bulgaria and BCP at Kjafasan with Republic of Albania as well as coordination of other complex Project related activities. 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.

**3. POSITION IN ORGANISATION**

Immediate superior: The Project Director.

**4. MAIN 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.

**5. MAIN 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 designsdocumentation 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).

**6. Duration and Location**

It is expected that the period over which the Consultant shall provide the Services will be 30 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 signing the Contract. 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, and the remuneration shall be paid during the 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.

1. **REPORTING REQUIREMENTS**

The Consultant shall report to the Project Director, linked to the Minister of Transport and Communications. 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 Project implementation, at the Project Director, Client or Bank's request.

1. **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 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);

b) General professional experience of minimum 7 years in urban planning on a governmental or local level and/or technical designs (preparation/audit/review/approval/permissions/licensing etc.)

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

d) Knowledge of relevant national legislation in the field of construction and urban planning;

e) Desirable experience with implementation of projects financed by IFIs (IBRD, EBRD, EIB etc.);

f) Competencies and skills:

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| Competencies and Skills | Required  | Desirable |
| Technical | Computer skills: AutoCAD, Word, Excel | Knowledge of FIDIC |
| Management | Self-Planning & Organizing Problem SolvingWork under pressureCommunicationTeamworkInitiative |  |
| Business | Excellent Knowledge of English language (reading, speaking, and writing)Excellent Knowledge of Macedonian language |  |