TERMS OF REFERENCE

Civil engineering specialist- hydraulic engineer

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 will strengthen 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:

a) *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.
b) *Mainstream sustainable and integrated mobility planning*; Creation of approximately 40 gender sensitive Sustainable Urban Mobility Plans (SUMPs) with transport management plans for medium and small size LSGs.
c) *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:

a) *Improve Participatory Planning in Pilot LSGs* - development of critical planning and environmental and climate related strategic documents and corresponding multi-annual and annual budgets.
b) *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.
c) *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:

a) *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;
b) *Strengthening institutions and human capacities* - Review of the currently fragmented institutions and human capital and design of recommendations for consolidated approaches and process simplification
c) *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 – Civil engineering specialist- hydraulic engineer

The Ministry of Construction, Transport and Infrastructure (MCTI) intends to engage a highly qualified individual consultant - Civil engineering specialist - hydraulic engineer , to provide services as a full time member of the PIU. Civil engineering 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 civil engineering specialist are related to ensure implementation of design, construction, reconstruction, rehabilitation activities of LGSs infrastructure with the emphasize on road infrastructure.

The civil engineering specialist - hydraulic engineer will serve as the main PIU focal person responsible for local civil engineering projects and provide support to PIU in projects planning and implementation.

The civil engineering specialist - hydraulic engineer works under the supervision of the Head of PIU and will be primarily and ultimately responsible for:

- Support the Head and Deputy Head of 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 management 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;
- Provide 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;
- Provide technical input to the Procurement Expert in the preparation of Procurement Documents, Requests for Proposals, in 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 of design process and acceptance of the final design;
- Work Supervision - Ensure implementation of the construction/reconstruction/rehabilitation/upgrading activities against the timeline/critical paths, quality, quantities, safety, project monitoring indicators;

- 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 plan;
- Ensure that best practices of civil engineering should be incorporated in projects;
- Provide support in training/capacity-building activities that will build local government capacity 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 Project Officers;
- Liaise with the PIU staff 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;
- Assist in the evaluation of bids 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 with PIU Officers the reporting mechanisms and documentation systems are in place, including drafting reports to the World Bank and Head of PIU : 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 civil engineering specialist- hydraulic engineer

The Civil engineering - hydraulic engineer specialist should possess:

- Advanced university degree (Master's degree or equivalent) in Civil engineering - hydraulic engineering;
- Minimum 5 years of working experience in hydraulic engineering projects/sub-projects as designer, supervisor or contractor;
- Relevant experience with projects of international financial institutions will be considered as an advantage;
- Experience in delivering of technical assistance to LSGs in road infrastructure development will be considered as advantage;
- Knowledge of relevant national and UE legislation which are related to activities from this ToR will be considered as an advantage;
- Possession of a certificate of working in software specialized for road infrastructure development will be considered as an advantage as well as other certificates which are related to activities from this ToR;
- Openness to change and ability to receive/integrate feedback;
- Strong analytical skills and ability to identify key strategic issues, opportunities and risks;
- Competence for incorporating gender perspectives into substantive work and ensuring the equal participation of women and man in all areas of work; commitment to the goal of gender balance in staffing and creating a gender sensitive working environment that pays attention to work/life issues;

- Knowledge of computer, office software and web-based applications use;
- Cultural, religion, race, nationality and age sensitivity and adaptability;
- Excellent writing/reporting and presentation skills;
- Excellent interpersonal, networking and team building skills;
- Excellent 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 or part-time assignment during the engagement under this Contract.

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.
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

The applicable remuneration will be established considering the market range for similar assignment and previous candidate remuneration for similar services. During the negotiation of the contract the successful candidate is expected to provide evidence for previous remuneration level (copies of contracts, pay slip, etc.