

Republic of Albania
Ministry of Economy, Culture and Innovation

Western Balkans Trade and Transport Facilitation Project

Terms of Reference

Transport Engineer of the Project Implementation Unit in Albania
Ref. No: WBTF-ALB-411B-2

1. BACKGROUND

The Government of Albania (GoA) has received financing from the World Bank for the Western Balkans Trade and Transport Facilitation project (WBTF). The project is part of the first phase of the joint Program for the Western Balkans countries, which intends to facilitate the achievement of their governments' goal of reducing trade costs and increasing transport efficiency through a longer-term, adaptive, and continuous engagement. Phase 1 includes Albania, North Macedonia, and Serbia. Phase 2 includes Montenegro, and future phases may include Bosnia and Herzegovina and Kosovo,

The project follows an integrated approach including three connected dimensions, to help reduce trade costs and increase transport efficiency in the Western Balkans. These include measures aimed at: (i) Facilitating cross- border movement of goods, (ii) enhancing transport efficiency and predictability; and (iii) enhancing market access for trade in services and investments.

Regarding the arrangements for the implementation of the project, MoF established a Project Implementation Unit (PIU). The PIU ensures technical implementation of the project.

This process is complemented by small technical teams to support project implementation in each of the participating ministries and agencies.

The purpose of these Terms of Reference (ToR) is to define the scope of work and tasks of the Transport Engineer of the PIU in Albania for the WBTF. This project is under implementation in its first phase in Serbia, Albania and North Macedonia. Each country has set up a PIU to help the execution, implementation, and monitoring of the project. These present TOR relate to the Transport Engineer of the PIU for Albania.

The GoA intends to engage a highly qualified consultant (individual expert) to provide services as Transport Engineer of the PIU. The successful candidate will work closely with the Client and other relevant stakeholders to 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 Appraisal Document (PAD), the Project's Legal Agreement and Financing Agreement, and the Project Operations Manual (POM).

2. Objectives of the assignment

The local project consultant is expected to plan, monitor, control and give technical advice on all the transport and engineering related activities, in close cooperation with the Head of the PIU and the contractors and consultants, as well as the Ministry of Economy, Culture and Innovations (MoECI), Ministry of Finance, the Ministry of Infrastructure and Energy and other agencies (as described in the POM). In addition, he/she will closely monitor the implementation of the activities in order to coordinate the inputs from the different actors, ensure excellent technical execution, quickly address design challenges and efficiently react to unexpected developments. Aware of the project cycle and Procurement Plan, the implementation of activities as per contract specifications and in compliance with the legal/regulatory framework of the World Bank, 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.

The PIU, anchored within the MoECI and has the primary responsibility for project execution and ensuring that the project development objectives are met.

The consultant shall interact and liaise with a significant number of different Ministries, Units and agencies (internal) and also a number of other external bodies, Transport Community Treaty (TCT) Secretariat, contractors, World Bank, partners, and other agencies in the Western Balkans. Creativity and initiative are therefore required to cope with such diverse demands. The Transport Engineer will have numerous tasks and activities and will also have to interact with the contractor/consultants/partners/other agencies at the same time. The main challenge is to ensure that the contractor/consultants produce an acceptable quality of work within budget allowances and time, so that the objectives of the Project are achieved.

3. Scope of work

The scope of work of the Transport Engineer shall include, but not be limited to the following:

- Ensuring supervision, monitoring and management of all transport and engineering activities included in the Western Balkans Trade and Transport Facilitation Project, with a focus on Sub-Component 1.3: “Improve Border Crossings in Selected Trade Corridors”.
 - Assisting and working together with the other Project Officers on Sub-Component 1.1: “Design and Installation of a National Single Window”, Sub-Component 1.2 “New Computerized Transit System (NCTS)” and Sub-Component 2.1: “Deployment of a Vessel Traffic Management Information System (VTMIS)”.
 - Liaising with GDFC and Head of the PIU and with all the relevant departments / beneficiaries / agencies / Ministries and their Focal Points regarding technical inputs to the Bidding Documents, Technical Specifications, Requests for Proposals, Terms of Reference, Monitoring Reports, etc. including the performance monitoring of the Focal Point at the Ministry of Infrastructure and Energy.
 - Providing inputs in preparing Bidding Documents (Technical Specifications) and Requests for Proposals (Terms of References) with the Procurement staff of GDFC and Head of the PIU.
 - Ensuring the full implementation of the transport and engineering activities in relation with the timeline/critical paths.
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- Reviewing and evaluating contractors'/consultants' technical documentation, drawings, designs, and schedule.
- Crafting the indicators, baseline and measurements for the Corridor Performance Tool, in Albania and in the region with the other countries along the key Corridors of the project and region.
- Conducting 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.
- Ensuring with PIU reporting mechanisms (as reflected in the POM) and documentation systems are in place, including drafting reports to the World Bank and Head of the PIU: Cost, Time, Resources, and Scope (along with Performance related measures, Quality, HSE & environmental);
- Issuing Monthly Progress Reports to the Head of the PIU and briefing him/her a minimum of once a week on progress and challenges while providing sound solutions to overcome implementation difficulties; and
- Assisting the Head of the PIU in preparing the PIU Reports (Quarterly, midterm and completion).

4. Timing

The consultant shall mainly work onsite (within the MoECI offices in Tirana, in the PIU premises) to support all project activities on a full-time basis during this assignment time.

In this assignment is expected that the period over which the consultant shall provide the Services will be 16 months, in all cases not less than up to the end of the project life, December 15, 2025. The Consultant should be available to commence 2 months after the present notice is published. This assignment is expected to commence in September 2024, and is expected to terminate upon in December 2025. The assignment shall be renewable subject to satisfactory performance.

5. Reporting Requirements

The Consultant will provide Monthly Progress Reports, within 5 (five) days after the end of the 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) current timing and costs of the Border Control Improvements components and estimated delays and costs of completion; and (iii) any further comments and interactions with the National Single Window, NCTS and VTMIS components. The Consultant shall prepare ad-hoc reports on any major project issues raised during Project implementation, at the Head of the PIU, Client or Bank's request.

The consultant will work closely with the MoECI, MoF and GDFC, and other relevant stakeholders to ensure that the project is managed efficiently and in compliance with the objectives of the PAD, the Project's Legal Agreement and Financing Agreement, and the POM.

The fiduciary aspects of the project implementation (*Procurement and Financial Management*) are carried out by the General Directorate for Financing and Contracting of EU, WB and other

donor funds (GDCF). The staff in the Directorate of implementation of World Bank projects at GDCF are directly responsible for these aspects.

In the consultant's working relations with MOECI staff, the Ministry of Infrastructure and Energy and other stakeholders (as described in the POM), the Consultant is expected to be self-sufficient and conduct himself/herself in the highest professional manner.

6. Resources

The Client will be responsible for provision of the following:

- Fully equipped office space, with access to the 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.

7. Qualifications

The consultant should have:

- Educational qualifications: A master's degree in engineering sciences.
- Area of professional expertise: Design and Construction, Transport management (maritime and road).
- Years of experience: Minimum of 7 years in Engineering, regional working experience is desirable.
- Additional qualifications and training: Intelligent Transport Systems
- Required skills and competencies:

Skills/Competencies	Required	Desirable
Technical	<p>Infrastructure Design and Construction, proven knowledge's and/or experience on FIDIC rules</p> <p>Transport Engineering (maritime and road)</p> <p>Project Management with multiple stakeholders</p> <p>Excellent command in English language</p> <p>Computer skills: AutoCAD, Word, Excel, scheduling tools (eg: MS Project or similar)</p>	<p>Trade policies</p> <p>Intelligent Transport Systems</p> <p>Border Crossings</p> <p>Regional working experience</p>

Management	Self-Planning & Organizing Problem Solving Communication Teamwork Initiative	
Business	Excellent Knowledge of English language (reading, speaking and writing)	Excellent knowledge of Albanian language (in writing reports, presentations etc.)

8. Restrictions

In addition to the standard conflict of interest restrictions specified in the consulting Contract, all materials created under this Contract will remain the sole property of the GoA and relevant institution. Re-use of the materials will require the formal, written approval of the benefiting GoA institutions.

The Consultant shall have no material interest in any of the outputs of this assignment.

On the commencement of the assignment, the Consultant will jointly prepare with the Client a Statement of Confidentiality that will bind the Consultant to nondisclosure of any sensitive information that the Consultant may become knowledgeable of during the assignment.

The terms of this agreement shall be made consistent with the relevant privacy laws of the Republic of Albania.

9. Selection

The service will be selected under the provisions of the World Bank Procurement Regulations for IPF Borrowers (Procurement Regulations), in investment project financing Goods, Works, Non-Consulting and Consulting Services, dated July 2016, revised November 2017 based on the method of Open Competitive Selection of Individual Consultants (IC), Time- Based Contract.