

Albanian Road Authority
Building Resilient Bridges Program P_174595

Phase 1 of the
Multi-Phase Programmatic Approach

TERMS OF REFERENCE (TOR)
FOR
SELECTION OF OCCUPATION HEALTH AND SAFETY SPECIALIST FOR PROJECT
IMPLEMENTATION TEAM

1. Background

The Government of Albania (GoA) through the Ministry of Finance (MoF) and Ministry of Infrastructure and Energy (MoIE), has received financing in the total amount of US\$ 55 million equivalents from the World Bank (the Bank) towards the cost of the Building Resilient Bridges Program, Phase 1 (BRBP).

Building Resilient Bridges Program is designed to enhance the resilience of bridges in the Albanian National Road Network (NRN), while providing support to Albanian Road Authority (ARA) to increase its capacity in managing road and bridge infrastructure through a robust Road Asset Management System (RAMS) and Bridge Management System (BMS). The program has been defined as a simultaneous Multi-Phase Programmatic Approach (MPA) with two overlapping phases, with an overall period of the program of 8 years. Phase 1 of the program will focus on building institutional capacity within MoIE and ARA, along with the rehabilitation or reconstruction of up to 15 bridges, which will serve as a pilot for the next phase.

The project's development objectives are: (a) to enhance resilience to climate change and natural hazards of Albania's critical bridge infrastructure and (b) to improve road and bridge asset management.

The BRBP under phase 1 comprises three main components that seek to achieve the development of these objectives. ARA will be responsible for implementation of the Project, as the bridges to be intervened under the project as of the NRN (including their maintenance) fall under ARA responsibility and mandate. The BRB Program will be implemented with the support of a Project Implementing Team (PIT) within ARA. PIT will be composed by ARA staff and outsourced consultants to support fiduciary activities, E&S requirements, management of ESHS risks and impacts of the Project satisfactory to the Bank, etc. PIT will include a dedicated Occupation Health and Safety Specialist (under the present ToRs) who will work under the supervision of Project Team Coordinator and General Director of ARA and will support in the daily implementation of

the Program. The Specialist will be an integral part of the Project Implementation Team (PIT) housed at the ARA.

2. Objectives of the assignment

The Albanian Road Authority seeks through this TOR to recruit a suitable qualified and experienced Occupation Health and Safety Specialist (hereinafter referred to as OHS) to be part of the BRB Project Implementation Team, in order to providing monitoring and controlling workplace risks and hazards and any other activities that may require the OHS Specialist specialized knowledge, while also supporting PIT with technical expertise in the implementation of activities related to bridge construction and rehabilitation within the BRBP, as per contractual requirements and in compliance with the legal/regulatory framework of the Bank.

Given the scale of the project and the potentially substantial OHS risks associated with these works, the Specialist will assume primary responsibility to ensure that all Project activities at all Project sites are carried out in compliance with World Bank's Environmental Health and Safety Guidelines, good international industry practice, and applicable policies and regulations of Albania, as well as other relevant Project documents. The OHS Specialist will mainly work in close cooperation with project stakeholders and other concerned regulating authorities to ensure a risk and hazard free workplace, ensure compliance with health and safety regulations, conduct risk assessments, monitor site safety, and implement preventive measures to minimize workplace hazards, advise and monitor managers and workers in an effort to mitigate hazards and guarantee compliance with occupational health and safety standards.

3. Duties and responsibilities

The duties and responsibilities of the OHS will include but not be limited to inspection and monitoring of all health and safety activities during various stages of the construction/reconstruction of bridges and its associated structures to ensure compliance with applicable norms, ordinances, regulations, and best practices. In addition, the OHS will support the Project Implementation Team in monitoring of effective implementation of engineering activities.

Specifically, in carrying out the scope of responsibilities mentioned above, the OHS will be responsible, but not necessarily limited to, for the following duties:

- Ensure that all Project activities at all Project sites are carried out in compliance with occupational health and safety standards, requirements of the environmental and social commitment plan, other relevant Project documents, as well as applicable and relevant policies and regulations of Albania;
- Provide technical inputs and ensure the quality of Occupational Health and Safety (OHS) Plan reports, including timely information on the implementation of relevant management instruments, and the status of analytical work;
- Direct responsibility for the ongoing assessment of occupational health and safety conditions at the worksites and for the personnel assigned to the Works. Ensure that appropriate OHS

procedures, measures, and controls are properly established, implemented, monitored, and maintained by the Consultants and Contractors;

- Require contractors and supervising firms to provide monthly monitoring reports on ESHS, Occupational Health and Safety (OHS) Plan performance in accordance with the metrics specified in the respective bidding documents and contracts and submit such reports to the Bank;
- Monitor the quality-of-service delivery by the supervising firm in their task to ensure that contractors adhere to the standards set out in the contract during the construction activity. For supervision of Works contracts, ensure that the consultant has a clear understanding of its responsibilities to manage ESHS risks, ESHS reporting requirements and compliance on implementation of the OHS requirements and trainings conducted;
- Carry out inspection of work sites (jointly with the Supervision Consultant team) to check the status of activities by selected Contractors and compliance with Occupational Health and Safety (OHS) Plan, national and international health and safety regulations and the best practices in the construction industry;
- Participate in site meetings with the Consultants and the Contractors;
- Oversee health and safety incident/non-compliance investigations;
- Conduct safety inspections to ensure compliance with applicable local and project regulations, advise the contractor and supervision engineer at the site to take necessary measures for improvement as needed, provide corrective actions to health and safety monitoring, concerns and findings;
- Prepare the reporting procedures, implement the process, and be responsible for the occupational health and safety safeguard's aspects of the project;
- Assess the level of health and safety risks and occupational exposures and identify hazards during the implementation of BRB projects;
- Ensure liaising with the relevant beneficiaries, stakeholders, and agencies, regarding technical inputs to the Bidding Documents, Terms of Reference (TOR), Technical Specifications etc;
- Develop and maintain a Policy for H&S and working conditions.
 - Work in close relation with the ARA's PIT in setting up and/or enforcing health and safety policies, developing occupational health and safety standards, manuals and procedures in construction sites.
 - Assist all the staff within ARA/PIT in auditing and implementing international best practices and provide safety training and awareness to staff.
 - Investigate accidents/incidents/near miss and ensure corrective measures are implemented.
 - Assess and manage specific community health and safety risks and impacts arising from Project activities.
- Liaise with the Project's responsible staff for environmental and social as well as community health and safety to prepare regular monitoring reports on the environmental, social, health and safety (ESHS) performance of the Project and ensure compliance with WB requirements;

- Ensure health and safety assessment and management instruments and processes are incorporated into and reflected in bidding documents and/or contracts;
- Provide positive intervention as per site visit. Advise the Environmental and Social Manager and Project Team Coordinator on any additional requirements and actions taken (or to be taken) to reach Health and Safety Management Plan compliance, including recommendations on corrective and preventive actions;
- Track corrective and preventive actions taken in response to internal and external audit/inspection findings and report to the Project Coordinator in accordance;
- Provide on-the-job training of health and safety risk assessment and management skills personnel from the PIT, the contractors, supervising engineers, and other relevant parties with roles in project design / planning and/or access to / influence on the project sites;
- Administration and preservation of the entire official correspondence/documentation for which he/she is in charge of;
- Following up, drafting replies/ responses and maintaining the correspondence addressed to the Environmental and Social Manager and Project Coordinator related to the implementation of contracts (site questions), and their management;
- Prepare and submit regular monthly Project progress reports/memos collecting and compiling data related to all relevant project activities, to the Environmental and Social Manager, Project Coordinator and ARA management;
- Assist in ensuring the reporting mechanism and documentation system are in place, and in the preparation of the periodic reports related to implementation progress;
- Assist the Environmental and Social Manager and Project Team Coordinator in preparing technical and progress reports for submission to ARA management and the World Bank (as foreseen in the Project Operation Manual); as well as any ad – hoc report as required;
- Ensure close cooperation with the World Bank representative on issues within the framework of the project in terms of consultation and information on the progress of the project;
- Participate in project-related missions and workshops and ensure that World Bank recommendations are integrated in the implementation of health and safety safeguards and adequately reported;
- Perform other qualified duties as assigned in this ToR;
- Undertake and ensure completion of any other works related to the project as assigned by the Environmental and Social Manager and Project Team Coordinator;
- Upon request, assist the Project Implementation Team in providing technical expertise and support to ensure the effective implementation of all engineering activities and any other activities that may require the Engineer's specialized knowledge during the implementation of the BRB Project, for the following duties:
 - Assist in preparation of terms of reference for engineering activities within the project.
 - Carry out inspection of work sites, jointly with the Supervision Consultant team, to check the status of activities by selected Contractors.
 - Revisions to technical documentation, drawings and technical specifications.

- Assist in ensuring the Reporting mechanisms and documentation Systems are in place: Cost, Time, Resources, and Scope (including Performance related measures, Quality, HSE & environmental).
- Assist with the review and merits of any proposed variation order, and revisions of the contracts' technical documentation, drawings and technical specifications and advise the Construction and Maintenance Manager and the Project Team Coordinator on any variations, claims or any other issues related to the construction process.
- Assist the PIT staff as well as the Expropriation Unit within ARA with necessary documentation, including preparation of drawings, assessment reports etc. in order to complete expropriations and compensation of the people affected by the project;
- Advise the Project Coordinator on any variations, claims or any other issues related to the construction process.

4. Reporting Requirements

The OHS will report to and work under the direction of the Environmental and Social Manager and Project Team Coordinator. The Consultant will work in close cooperation with PIT members and other relevant stakeholders to ensure that the project is managed efficiently and in compliance with the objectives of the Project Appraisal Document (PAD), Loan Agreement and Project Operational Manual (POM).

The OHS will prepare monthly health and safety reports to document the health and safety site conditions. These reports will be submitted in writing to the Environmental and Social Manager and Project Team Coordinator, providing updates on project status, challenges faced, actions taken or required, and the reasoning behind decisions. Additionally, a comprehensive bi-annual progress report will be prepared by the OHS on construction activities that are in progress or have been completed.

The OHS will also be responsible for preparing ad-hoc reports on significant Health and Safety issues as requested by the Client during project implementation. The submission deadline for such reports will be specified in the request.

5. Duration of the assignment

The OHS will work in the ARA premises in Tirana and project sites as necessary on a full-time basis during the assignment time. The initial duration of the assignment is 12 months from contract signing and/or entry into force of the contract, subject to probation period of 3 months. Based on satisfactory performance the contract can be renewed for the entire duration of the program or any other period as may be subsequently agreed by the parties in writing.

6. Client's Contribution

The OHS will be based at the ARA/PIT office in Tirana. The Client will provide office space and equipment, internet connection, and means of communication, required for the Consultant to perform the tasks assigned. Nevertheless, the OHS will be expected to make frequent visits to the project construction sites, as per the project's needs and with prior authorization from the Project

Team Coordinator. Where the OHS is required to travel to construction site or elsewhere in accordance with the Client's instruction, transportation costs will be borne by the Client.

7. Qualifications

Prospective candidates should have a minimum of the following qualifications:

- Educational Background:
 - University degree in Civil Engineering, or related field;
 - Certified qualification in construction safety (e.g., NEBOSH, IOSH, or national equivalent).
- Experience:
 - A minimum of five (5) years of relevant working experience as a Health and Safety Specialist in infrastructure projects / programmes, in transport sector, preferably in bridge and/or road projects;
 - Proven experience in construction safety management, including bridge or road works, with demonstrated knowledge of ESHS risk control, traffic management, and SEA/SH awareness training;
 - Working knowledge of local and international health and safety standards and risk management;
 - Specific work experience with projects financed, in whole or in part, by the World Bank or other international financial institutions/donors;
 - A minimum of three (3) years of relevant working experience as an engineer in infrastructure sector. Previous experience in projects financed by the World Bank or other international financial institutions, would be considered an advantage;
 - The candidate must be computer literate, with proficiency in computer software operations (AutoCAD, Microsoft Word, Excel, Power-Point, etc.);
 - Reliable, independent, and dynamic worker with high social competency and good team spirit.
 - Excellent knowledge in presentation, communication and writing of English and Albanian language (in speaking and writing).

8. Evaluation Criteria

Applicants that fulfill the qualification requirements will be further evaluated based on the below criteria:

- a) General Qualification – 30 points
- b) Adequacy for the assignment – 60 points
- c) Language – 10 points

9. Selection

The service will be selected under the provisions of the World Bank Procurement Regulations for Borrowers under Investment Project Financing” dated July 1, 2016, revised on November 2017, August 2018, and November 2020, based on the method of Selection of Individual Selection (IC) under time-based contract.