

**Albanian Road Authority**  
**Building Resilient Bridges Program**  
*Phase 1 of the*  
*Multi-Phase Programmatic Approach*

**Terms of Reference**

**For**

***Selection of an Individual Project Team Coordinator for the Project Implementation Team***

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**1. Background**

The Government of Albania has received financing in the total amount of US\$ 55 million equivalents from the World Bank towards the cost of the Building Resilient Bridges Program, Phase 1 (BRBP) and it intends to apply part of the proceeds for payment of the “Project Team Coordinator for PIT”.

Building Resilient Bridges Program is designed to enhance the resilience of bridges in the Albanian National Road Network (NRN), while providing support to 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. The overall period of the program will be 8 years, and each phase will have a maximum length of 5 and 4 years respectively. 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 under phase 1 is composed from 3 main components:

Component 1: Bridge Infrastructure (USD 44 million) will finance: (i) the rehabilitation or reconstruction of priority bridges and culverts on the NRN, including design studies and supervision of works and equipment for data collection and monitoring; and (ii) road safety and resilience audits.

Component 2: Systems and Institutional Capacity Building (US\$ 7 million) will finance: (i) technical assistance activities and training aimed at strengthening the capacity of ARA at managing the bridge and culvert assets, including, aligning the Albanian bridge design codes, construction and maintenance, with those of the EU (Eurocodes) and international practices with specific focus on resilience to climate change and natural disasters, and road safety; (ii) equipment and software and the collection of road and bridge condition data to support the upgrade of the bridge management system (BMS) module and of the umbrella Road Asset Management System (RAMS); (iii) the training of ARA’s staff to properly use the RAMS, and BMS as part of it, for future monitoring and for the maintenance planning of assets; (iv) development and implementation of a female internship program by MoIE for students or graduates; and (v) technical assistance for defining between MoIE and ARA the Service Level Requirements (SLR) with Key Performance Indicators (KPIs) to improve budget planning for maintenance.

Component 3: Project Management (estimated total cost: US\$ 4 million) will finance incremental operating costs for project implementation in ARA by the Project Implementing Team (PIT), including for overall project administration and management, financial management, project

financial audits, procurement, contract administration, and management of social and environmental safeguards. In addition, this component will finance the collection and analysis of project data for the project monitoring and evaluation including to report on the progress of the project indicators in the results framework. This component will also finance equipment to sustain and facilitate PIT to complete its functions, including transportation means, information technology (IT), and office equipment.

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. The PIT is expected to be supported by ARA's departments in terms of (i) planning/budgeting the annual funds (either from the loan, or counterpart funding); (ii) technical and engineering expertise and subsequent approval of designs, specifications, bidding documents, contractual aspects of works, goods and services financed by the project; and (iii) hand/take over processes and procedures of deliverables from project activities.

PIT will be composed by ARA staff and outsourced consultants to support fiduciary activities, E&S requirements, M&E etc. PIT will include a Project Team Coordinator (under the present ToRs) who will work under the supervision of Project Director and will support in the daily implementation of the Program.

## **2. Objective of the Assignment**

The main objective of this assignment is to coordinate the work of the PIT to ensure overall smooth implementation of project activities. The Project Team Coordinator will work closely with the Albania Road Authority and its Departments (as described in the Project Operation Manual, or as instructed by the General Director of ARA) and other PIT members to ensure quality and timely deliverables and project outputs.

## **3. Scope of Work**

The Project Team Coordinator will be responsible for the following duties:

- Administration, supervision, monitoring, and management of the activities included in the Project.
- Ensure liaising with the relevant departments/beneficiaries (in the MoIE and ARA, and other institutions) regarding technical inputs to the Bidding Documents, Terms of References (TORs), Technical Specifications, etc and cooperate with the Procurement Consultant in preparing Bidding Documents (technical specifications), Terms of References (TORs), Requests for Proposals, as well as revision of technical documents and drawings.
- Lead and coordinate the development of plans, and strategies for all project components.
- Responsible for elaboration and the implementation of procedures set forth in the Project Operational Manual (POM), Environmental and Social Management Framework (ESMF) and other relevant documents.
- Ensuring the Reporting mechanisms and documentation Systems are in place, including the reports drafted to the Bank and his superiors.
- After initial checking by Project Engineers, the Project Team Coordinator is to submit to the General Director for approval, certified and completed works, delivered goods, and consultant services, including any cost and time changes, as well as the respective taking over.

- Coordinate with all the stakeholders and monitor the performance of all the consultants hired under the project for Project Implementation Support
- Participation in meetings, seminars, and other events organized by the Government and the World Bank related to the implementation of the Project.
- Participating in field visits to monitor and evaluate the progress of project activities.
- Ensuring that all contractual obligations are adhered to and make all necessary arrangements to ensure implementation meets projected targets.
- Lead and coordinate the preparation of project Reports (Quarterly, at the midterm, and at completion)
- Lead the preparation of presentations to highlight the progress of the project.
- Perform such other duties as may be assigned by the ARA Director General to achieve the project objectives.

#### **4. Management Responsibilities**

- **Planning of Work:** The Project Team Coordinator is directly responsible for the management of all aspects of the project including leading and motivating the project team, managing Internal human relationships, ensuring that quality control is structured and governed by consultants/Contractors.
- **Assessment of Work:** Direct responsibility for the ongoing assessment of the work of staff assigned to the consultant.
- **Budget:** Responsible for ensuring that activities and objectives are accomplished within the approved budget and financial reports.
- **Management Information Systems:** Hold staff meetings and project reviews with unit managers, Monitor and control actual vs. plan, submit periodic reports to top management, and maintain project files.
- **Objective and Plans:** Define and clarify objectives and specifications, review, define and approve all changes in plans and scope, and approve technical design decisions through the necessary channels.

#### **5. Reporting Requirements**

The Consultant will work as part of the PIT at ARA. He / She will report to and work under direction of the ARA General Director. 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).

#### **6. Duration of the assignment**

The Consultant will work in the ARA premises in Tirana on full time basis during the assignment time. The initial duration of the assignment is 12 months, with 3 months of probation period, from contract signing and/or entry into force of the contract. Based on satisfactory performance the contract will be renewed for the entire duration of the program.

#### **7. Client's Contribution**

The Client will provide office space and equipment, internet connection, and means of communication, required for the Consultant to perform the tasks assigned.

## **8. Qualifications**

Prospective candidates should have a minimum of the following qualifications:

- University education in Civil Engineering or related field
- At least 10 years of overall working experience of which 5 years of proven experience as a coordinator or project manager. Previous experience in projects financed by the World Bank or other international financial institutions would be considered an advantage.
- Good knowledge and command of contract management and administration, as well as a project management PMP, would be an advantage.
- At least 8 years of experience in Road and/or Bridge Construction Projects
- Excellent Knowledge of the English language (in speaking and writing)
- Computer skills: Word, Excel, scheduling tools (e.g., MS Project or similar)

## **9. 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

The first two ranked candidates will be invited for an interview to confirm their qualifications and ability to carry out the tasks. They will be required to submit evidence of meeting the mandatory criteria at the interview (copy of diploma, etc.) as well as any other certificate that confirms their adequacy for the assignment.

## **10. 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.

## Annex I. Project Implementation Structure

