

Albanian Road Authority
P174595 Building Resilient Bridges Program
Phase 1 of the
Multi-Phase Programmatic Approach
(Local Recruitment)

TERMS OF REFERENCE (TOR)
FOR

SELECTION OF SITE ENGINEER (South Region) FOR PROJECT IMPLEMENTATION TEAM

1. Background

The Government of Albania (GoA) through the Ministry of Finance and Economy (MoFE) 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. 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'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 objectives.

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.

2. Objectives of the assignment

The Albania Road Authority – ARA (the Client) seeks through this TOR to recruit a suitable qualified and experienced Site Engineer (hereinafter referred to as “Engineer”) to be part of the BRB Project Implementation Team (PIT) in order to 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.

3. Duties and responsibilities

The duties and responsibilities of the Engineer will include but not be limited to inspection and monitoring of all engineering activities during various stages of the construction/reconstruction of bridges and its associated structures to ensure compliance with applicable norms, ordinances, and regulations. Specifically, in carrying out the scope of responsibilities mentioned above, the Engineers will be responsible, but not necessarily limited to, for the following duties:

- Ensure liaising with the relevant beneficiaries, stakeholders, and agencies, regarding technical inputs to the Bidding Documents, Terms of Reference (TOR), and Technical Specifications etc.

- Carry out inspection of work sites (jointly with the Supervision Consultant team) to check the status of activities by selected Contractors.
- Assisting the Construction and Maintenance Manager and Project Team Coordinator in ensuring the Reporting mechanisms and documentation Systems are in place: Cost, Time, Resources, and Scope (including Performance related measures, Quality, HSE & environmental).
- Revisions to technical documentation, drawings and technical specifications.
- Take timely action to prevent potential delays and/or cost overruns that can be avoided.
- Ensure that Taking – Over of completed Works/Services/Goods, after being certified by the Supervising Consultant, is done according to contract provisions and specific instructions issued by the Client.
- Assist the Construction and Maintenance Manager and Project Coordinator in reviewing content and quality of the progress reports and sharing them the informing accordingly the relevant beneficiaries, the Client and the World Bank.
- Assist the Construction and Maintenance 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.
- Review designs and inspect the works during implementation to ensure compliance with contract provisions, technical specifications, applicable norms, ordinances and regulations.
- Following up, drafting replies/responses and maintaining the correspondence addressed to the Construction and Maintenance Manager and Project Coordinator related to the implementation of contracts (site questions), and their management.
- Checking and reviewing the Contract Drawings and Standard Details.
- Checking, reviewing and valuating Contractors' Payment Certificates and Supervising Consultant invoices, in order to ensure they are prepared according to the contracts' provisions.
- Assisting 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.
- Reviewing works and supervisions contracts, costs and time changes, and when considered as justified, report/submit it to the Construction and Maintenance Manager.
- Checking, reviewing, and issuing copies of progress reports prepared by the supervision consultant to the Construction and Maintenance Manager and Project Team Coordinator for further processing.
- Assist in the preparation of the periodic rapports related to implementation progress.
- Preparing the project progress reports/memos to Construction and Maintenance Manager and Project Coordinator and ARA management.
- Administration and preservation of the entire official correspondence, technical documentation for which he/she is in charge of.
- Assisting the other PIT staff as well as the Expropriation Unit within ARA with necessary documentation, including preparation of the Resettlement Action Plan, drawings, etc. in order to complete expropriations and compensation of the people affected by the project.
- Participate in all site meetings with the supervising consultant and the Contractors.
- Complete any other technical task, as requested by the Construction and Maintenance Manager and Project Team Coordinator.

4. Travel Requirements

The Engineer will be based at the ARA/PIT office in Tirana. Nevertheless, the Engineer 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.

5. Reporting Requirements

The Engineer will report to and work under the direction of the Construction and Maintenance Manager and Project Team Coordinator.

The Engineer will prepare technical reports to document the progress of engineering works, work schedule, contractor/consultant performance, and any other necessary issues. These reports will be submitted in writing to the Construction and Maintenance Manager and Project Team Coordinator, providing monthly 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 Engineer on construction activities that are in progress or have been completed.

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

6. Duration of the assignment

The Engineer 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 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. Where the Project Site Engineer is required to travel to construction site or elsewhere in accordance with the Client's instruction, transportation costs will be borne by the Client.

8. Qualifications

Prospective candidates should have a minimum of the following qualifications:

- University degree in Civil Engineering or related field
- A minimum of five (5) years of relevant working experience as an engineer in transport sector, preferably in road and/or bridge projects. 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, MS Project, and database management, etc.)
- Excellent Knowledge of English and Albanian language (in speaking and writing)

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

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.