

**ALBANIAN ROAD AUTHORITY**  
**TERMS OF REFERENCE FOR**  
**CONSULTANT PROJECT INSPECTOR**  
**RESULTS BASED ROAD MAINTENANCE AND SAFETY PROJECT (RRMSP)**

**1. GENERAL INFORMATION**

Directorate: Project Management Team – Albanian Road Authority

Job Title: Two Project Inspectors /Engineers Results – based Road Maintenance and Safety Project

**2. BACKGROUND**

The Government of Albania has received a World Bank Loan for a Road Maintenance and Safety Project (RRMSP) to rehabilitate and maintain part of the Albania's National Road Network. Broadly, this will be implemented through 5 – year hybrid Output and Performance Based Maintenance Contracts. Project consists in 4 Maintenance Contract as below:

Contract A – North Albania: Shkoder & Kukes Regions,

Contract B – Central /North- East Albania: Tirana & Diber Regions,

Contract C – Central /South- East Albania: Fier, Elbasan & Korce Regions,

Contract D – South Albania: Vlore & Gjirokaster Regions,

which will be categorized in two Lots (Lot 1 “Contract A and B” and Lot 2 “Contract C and D”).

The Albania Road Authority – ARA (the Client) intends to engage a highly qualified consultant (individual expert) for each Lot to provide services as Project Inspector /Engineer.

The successful candidates will be part of the Project Management Team that ARA has established to implement and manage these contracts. He/she will work closely with the Client and other relevant stakeholders to ensure that RRMSP is managed efficiently and in compliance with the objectives of the Project Appraisal Document (PAD), the Project's Legal Agreement and Financing Agreement, and the Project Operating Manual. The interaction and coordination with ARA departments include, but it is not limited to, Maintenance Department, Contract Management Department, Expropriation Unit and Environmental Experts. In addition the Project Inspector / Engineer will liaise with a number of other external entities, e.g. World Bank (WB), Contractors, Monitoring Consultants, Local Government Units in the Project areas, Traffic Police, etc. Creativity and initiative are therefore required to cope with such diverse demands. A significant challenge is to ensure that the Contractors and Monitoring Consultants produce an acceptable quality of work within budget and work plan.

**3. POSITION IN ORGANIZATION**

Immediate superior: Project Manager and Project Director

Titles of immediate subordinates: Not applicable

**4. MAIN JOB PURPOSE**

The Government of Albania has received financing from the World Bank to implement the

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Results based Road Maintenance and Safety Project (RRMSP). RRMSP includes both road maintenance and technical assistance components. The main role of the Project Inspector/Engineer will be inspection of maintenance contracts during various stages of implementation to (i) ensure compliance with contract requirements, applicable norms, ordinances and regulations; (ii) manage quality control of materials; (iii) perform basic surveying and inspections at work sites.

## **5. PRINCIPLE RESPONSIBILITIES**

The **Project Inspector/Engineer** will be responsible 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.
  - Assisting the PM 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.
  - Checking any cost and time changes.
  - Ensure that Taking – Over of completed Works/Services/Goods, after being certified by the International Monitoring Consultant, is done according to contract provisions and specific instructions issued by the Client.
  - Checking Approval of Certification by the International Monitoring Consultant, and preparing authorizations for Payments. Assist the Project Manager (PM) in reviewing content and quality of Monitoring Consultant progress reports sharing them with and informing accordingly the relevant beneficiaries, the Client and the World Bank.
  - Assist the PM 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, drafting replies/responses and maintaining the correspondence addressed to the PMT (as for PM instructions), 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 Monitoring Consultants' invoices, in order to ensure they are prepared according to the contracts' provisions.
  - Carrying out the “Initial checking”/ or review of the taking – over dossier for Output and Performance Based Maintenance Contracts, and when consider it regular and supported with all the respective technical documentation – after being completed and certified by the International Monitoring Consultant – submits the dossier for further processing to the Project Manager and Project Director.
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- Assisting with the review evaluations of any variation order, and revisions of the contracts' technical documentation, drawings and technical specifications.
- Reviewing and monitoring contracts, costs and time changes, and when considered as justified, and report/submit it to the Project Manager.
- Reviewing and clearing reports and payment claims from Project – financed consultants, or TA's.
- Checking, reviewing and issuing copies of progress reports prepared by the International Monitoring Consultant to the Project Manager and Project Director for further processing.
- Assist in preparation the periodic reports related to implementation progress and issue them to the relevant Ministries/Agencies
- Preparing the project progress reports/memos to Project Manager, Project Director and ARA management.
- Administration and preservation of the entire official correspondence, technical documentation for which he/she is in charge of.
- Assisting the Expropriation Unit with necessary documentation, including preparation of the Resettlement Action Plan, drawings, etc. in order to complete expropriations and compensation of the affected people
- Participate in all site meetings with the MC and the Contractors
- Project Inspector/Engineer should be able to complete any other technical task, as requested by the PMT Management.

## **6. MANAGEMENT RESPONSIBILITIES**

- a. No. of direct reports:  
Project Manager and Project Director
- b. Total No. of staff for which responsible: – Not Applicable
- c. Assignment of Work:  
Work is assigned by the Project Manager or Project Director.
- d. Assessment of Work:  
Direct responsible for the ongoing assessment of the work.
- e. Budget:  
Responsible for ensuring that activities and objectives are accomplished within the approved budget and financial reports.

## **7. DECISION MAKING**

Not Applicable

## **8. ENVIRONMENT**

The Contracts Management and Maintenance Department of ARA have a strategic and highly visible role to play in the successful outcome of the Results – based Road Maintenance and Safety Project (RRMSP). There is a need to interact and liaise with a significant number of different directorates (internal) and also a number of external entities (see below).

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## 9. MAJOR CHALLENGES

A major challenge is the requirement to manage the activities of a number of different contractor/consultants at the same time, and to diligently oversee on behalf of the Client that the contractor/consultants deliver according to the contract requirements.

## 10. CONTACTS AND INTERFACES

a) Within Albania Road Authority,  
Ministry of Transport and  
Infrastructure:

- Deputy Director General
- Technical Department.
- Maintenance Department and Maintenance Regional Directorates.
- Expropriation and Environmental unit.
- Ministry of Transport and Infrastructure (relevant Sectors of project monitoring, transport policy, traffic and safety).
- Performance based maintenance contractors and Monitoring Consultant, as well as other contractors/consultants funded under the RRMSP.

b) Other Ministries and Agencies:

- Ministry of Interior (Traffic Police Department).

c) External Contacts:

- WB.

## 11. Duration and Location

It is expected that the period, over which the **Project Inspector/Engineer** shall provide the Services, will be 60 months, and he/she should be available to start in this position by December 25, 2016 (or 15 days after contract signing)

The **Project Inspector/Engineer** shall be available to provide services for 8 hours each day, Monday to Friday, for a minimum of 40 hours per week. Subject to notice being provided, the Consultant may take up to 4 weeks leave each year, but remuneration will not be paid during any period of leave.

The Services will be performed in Tirana and project sites as necessary.

## 12. REPORTING REQUIREMENTS

The **Project Inspector/Engineer** will report in writing to his manager, within 5 (five) days after the end of month. The report should include, at least: (i) the status of progress made in relation to activities/contracts that he/she follows, problems encountered, corrective actions taken, or needed, the rationale for these actions; and (ii) current costs of each component/activity of the Project, and estimated disbursement/remaining financing until completion.

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The Consultant shall prepare ad – hoc reports on any major project issues raised during Project implementation, at the Client request. Deadline for submission of such report will be defined within the request.

### **13. SERVICES TO BE PROVIDED BY THE CLIENT**

The Client will be responsible for provision of the following:

- Fully equipped office space, with access to Internet, local telephone line, printing, photocopying and document binding;
- Access to necessary documents (current contract management systems and procedures; specific contracts for road works, etc.).
- 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.

### **14. KNOWLEDGE, EXPERIENCE, SKILLS AND COMPETENCIES**

- a) Educational qualifications:
  - A university degree in Civil Engineering from a recognized university.
  - Master degree will be an asset, but not obligatory.
- b) Area of professional expertise:
  - Road Management, Highway Engineering, Road Construction and Maintenance, Contract Management using FIDIC conditions, or similar
- c) Years of experience:
  - Professional experience of minimum 5 years overall in construction, maintenance or management of civil engineering projects, design, construction, quality control, road safety, upgrading, rehabilitation and maintenance of urban roads, which must include a minimum experience of 3 years in project management and contract administration.
- d) Fluent in English language – reading, writing and speaking – the candidate could be interviewed.
- e) Good knowledge and proficiency in use of computer software.

### **15. SELECTION PROCESS**

Top three candidates of each Lot will be invited for interview by the evaluation committee which will have the final decision for the candidate which will be recommended for approval.

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