

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

Terms of Reference
for

Selection of an Individual Construction & Maintenance Manager for PIT

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 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 Construction & Maintenance Manager (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.

2. Objectives of the assignment

To plan, monitor and control all project activities related to bridge construction and rehabilitation within the Building Resilient Bridges Project. The Construction and Maintenance Manager will work in close cooperation with BRB Project Implementation Team (PIT). In addition, he/she will develop according to the project cycle and Procurement Plan, the implementation of activities as per contract specifications, and in compliance with the legal/regulatory framework of the Bank, to ensure that the works, goods, and services are satisfactorily completed on time and within budget according to the contractual requirements.

3. Duties and responsibilities

In carrying out the scope of responsibilities mentioned above, the Construction and Maintenance Manager will be responsible for the following duties:

- Administration, supervision, monitoring, and management of all activities related to the construction, rehabilitation, or reconstruction of bridges and associated structures.
- Assist in preparation of terms of reference for engineering activities within the project.
- After initial checking by site engineer, the Construction and Maintenance Manager is to sign off and submit to the Project Team Coordinator for approval, certified and completed works, delivered goods and consultant services, including any cost and time changes, as well as the respective taking over:
- Ensure adoption of the specifications in Technical Guidelines for the quality assurance of works during project implementation.
- Carry out inspection of work sites (jointly with the PIT Site Engineer) to check the status of activities by selected Contractors.
- Checking, supervising, and progress monitoring activities at sites with respect to the work program and making recommendations to the Contractor on collective or individual performance in the project implementation.
- Early identification of potential issues with quality or any other concerns related to the construction process.
- Advising the Project Team Coordinator on technical aspects and costs variations of construction, claims or any other issues related to the construction process.
- 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.
- Monitor the road safety situation at the site, advise the contractor and supervision engineer at the site to improve traffic safety as needed and report to the Project

Coordinator in accordance with the form in case of an accident.

- Assist in preparation of technical reports and other project documents requested by Project Team Coordinator and ARA General Director from time to time.
- On monthly basis, collecting and compiling data related to all activities in all selected project areas and report to the Project Team Coordinator.
- Submission of his proposed monthly program and performance report within set target of time period to the Project Team Coordinator.
- Coordinate with the PIT Environmental and Social Specialist the implementation of the Environment Management and Resettlement Action Plans.
- Assist in preparation of technical reports and other project documents requested.
- On a monthly basis, collecting and compiling data related to all relevant project activities and reporting to the Project Team Coordinator and ARA General Director. These reports will be also shared with the World Bank.
- Submission of his proposed monthly program and performance report within set target of time period to the Project Team Coordinator and General Director.
- Undertake and ensure completion of any other works related to the project as assigned by the Project Team Coordinator and ARA General Director.

4. Management Responsibilities

- No. of direct reports: Project Team Coordinator and ARA General Director
- Titles of immediate subordinates: Engineering team (2x Site Engineers)
- Planning of Work: The Construction and Maintenance Manager is directly responsible for organizing and planning the work of the Engineering team and is responsible for the management of all aspects of the design, construction, and supervision works. As a manager, he/she will Lead and motivate the project team and manage internal human relationships. Will coordinate the work of the engineering team with the E&S manager, the Road Safety Specialist, and the M&E specialist.
- Assessment of Work: Direct responsibility for the ongoing assessment of the work and staff assigned. Will ensure and maintain that quality control is structured and governed by consultants/contractors.
- Budget: Responsible for ensuring that construction works activities and schedules objectives are accomplished within the approved budget.
- Management Information Systems: Hold meetings and project reviews with consultants and contractors, Monitor and control actual vs. plan, submit periodic reports to Project Team Coordinator, 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 Construction & Maintenance Manager will report to and work under the direction of the Project Team Coordinator and General Director of ARA.

He/She will provide Monthly Progress Reports, within 10 (ten) days after the end of month for which the report refers. The report should contain at least: (i) the status of progress, problems encountered, corrective actions needed, rationale for actions; and (ii) current costs of each Program's components and estimated costs of completion.

The Construction & Maintenance Manager 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 Construction & Maintenance Manager 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 Construction & Maintenance Manager 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:

- Educational Background:
Higher education in Civil Engineering or related field
- Experience:
 - Minimum of 10 years of working experience in Road and Bridge Construction with at least 5 years of proven experience as a construction manager including working knowledge of the disciplines involved for similar assignments in planning, design and construction supervision of Road and/or Bridge works, from concept stage through implementation to commissioning and contract closure.
 - Previous experience in projects financed by the World Bank or other international financial institutions would be considered an advantage
- Additional qualifications and training: Experience in Project/Contracts Management.
- 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

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.

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