

## TERMS OF REFERENCE

### Urban development specialist (2 executives)

#### **Background**

The International Bank for Reconstruction and Development (IBRD) and Agence Française de Développement (AFD) are implementing US\$ 300 million Serbia Local Infrastructure and Institutional Development Project (Project). Project implementation is part of wider urban development activities in Republic of Serbia that are based on Sustainable Urban Development Strategy (SUDS) and will apply a holistic approach, where current policies and practices important for overall local infrastructure service delivery will be strengthened through mixture of investments, technical assistance, and capacity building. In order to support and strengthen infrastructure service delivery at the local level, special focus would be on improving mobility in a sustainable manner to increase accessibility to economic and social opportunities.

#### **Objective**

The objective of the Project is to improve Local self-governments (LSGs) capacity to manage sustainable infrastructure and improve access to economic and social opportunities in climate aware manner. Project consists 3 components:

*Component 1. Climate Smart Mobility* would improve mobility within the LSGs through strengthening system for transport infrastructure service delivery and by supporting transport infrastructure renewal that will increase resilience to natural disaster while reducing emissions of Greenhouse gases (GHGs) and local pollutants. The component will be implemented through two subcomponents:

(i) *Infrastructure renewal* - The majority of investments will be in transport infrastructure reconstruction and rehabilitation, within the existing infrastructure perimeters. The promotion of resilient and inclusive approach and of active mobility and priority for public transport will be integral part of the project design. This sub-component will also finance technical assistance required for the execution of the works including services for design, supervision, technical audit, and road safety audit. All LSGs will get funding for activities eligible for financing under this subcomponent in accordance with predefined formula and in the form of grant transfers and subject of signing the Grant Agreement.

(ii) *Sustainable mobility enhancement* – Activity will strengthen LSGs systems to plan, manage, implement, and operate resilient transport networks that promote patterns of climate smart mobility in sustainable manner. This subcomponent will finance technical assistance, capacity building and demonstration pilots in three main areas:

- a) *Improve local road network management and resilience*; Creation of framework for local roads management including guidance on institutional arrangements, policy, standards, maintenance contracting, asset management, resilience and road safety.
- b) *Mainstream sustainable and integrated mobility planning*; Creation of approximately 40 gender sensitive Sustainable Urban Mobility Plans (SUMPs) with transport management plans for medium and small size LSGs.
- c) *Pilot smart mobility solutions through digital technologies*; Creation of proposals for smart mobility contractual modalities in areas such as optimizing public transport services, intelligent transportation systems, real-time information and infrastructure or service sharing schemes.

*Component 2. Strengthening Systems and Capacity for Infrastructure Service Delivery* would improve the effectiveness and sustainability of infrastructure service delivery at the local level through strengthening LSGs' capacity to implement current planning and Project finance management (PFM) and Public Investment Management (PIM) policies. The component will finance a mixture of technical assistance and capacity building activities focused on:

(i) *Enhanced strategic participatory planning and identification of pipeline projects* that would include climate and resilience considerations into the planning approaches and better integrate them into the capital investment and budget planning process. The subcomponent will finance technical assistance and capacity building in three main areas:

- a) *Improve Participatory Planning in Pilot LSGs* - development of critical planning and environmental and climate related strategic documents and corresponding multi-annual and annual budgets.
- b) *Identification and Initial Preparation of Future Urban Investment Projects* - urban regeneration and municipal infrastructure projects would be identified, and technical assistance provided for early-stage preparation of future investments.
- c) *Mainstream Participatory Approach* - development of Manual for Citizen Participation and E-Government portal extension for informing on the planned infrastructure investments and planned consultations.

(ii) *Strengthened institutions, PFM, access to financing, and capacities* that would ensure institutional improvements in the local PFM and PIM accompany the direct benefits through the provision of funding for the LSGs. The subcomponent will be implemented through set of analytical work, technical assistance, and development of tools, in particular:

- a) *Improving access to financing* - Assessment the current local infrastructure financing framework and design of recommendations to improve the LSGs' ability to raise private capital for infrastructure investments, potentials of green funds, and perspective of the municipal fund scheme;
- b) *Strengthening institutions and human capacities* - Review of the currently fragmented institutions and human capital and design of recommendations for consolidated approaches and process simplification
- c) *Enhancing the implementation of key country systems for climate aware infrastructure service delivery* - Capacity building and implementation support in areas including: procurement, PFM, PIM, transparency and inclusion, contract management, social and environmental management etc.

*Component 3: Project Implementation Support and Awareness Raising* would establish institutional set up that will enable successful implementation of the project and raise awareness about importance of green transition and sustainable mobility. Activity will support the establishment and maintenance of the strong Project Implementation Unit (PIU) and strengthening of Central Fiduciary Unit (CFU).

The Project will be managed by the Ministry of Construction, Transport and Infrastructure (MCTI) through a PIU, supported by the CFU in the Ministry of Finance (MoF), the employees in the LSGs officially assigned to the project, and the Project Steering Committee. The PIU will be responsible for the overall management of the Project, and it will provide full technical support and guidance to the LSGs in selecting, preparing, reviewing, supervising, and managing investments. The CFU will be responsible for fiduciary issues like the financial management of the Project, will support the PIU in approving procurement related documents, and will support the LSGs to implement procurement procedures, including procurement capacity development. LSGs will be responsible for full project life cycle – from prioritization, preparation, procurement to management and supervision. The

Project Steering Committee will consist of the representatives of respective ministries and project partners and will overview the implementation of the Project, facilitate policy dialog and inter-ministerial cooperation, help resolving any bottlenecks that might be experienced, and adopt annual progress reports.

### **Scope of Work – Urban development specialist**

The scope of work of the urban development specialist shall include, but not be limited to the following:

- Direct management and supervision of project subcomponent 2.1 implementation:
  - Improvement of participatory planning in pilot LSGs through development of critical planning and environmental and climate related strategic documents and corresponding multi-annual and annual budgets
  - Identification and initial preparation of future urban investment projects (urban regeneration and municipal infrastructure) along with technical assistance providing in early stage of future investments
  - Mainstreaming of participatory approach through development of Manual for citizen participation and extension of E-government portal for informing on the planned infrastructure investments and planned consultations
- Analysis of spatial, urban planning and other relevant documents and its reflections on project activities (functionality, projects design and permitting processes)
- Support the Manager and Deputy manager of the PIU in organizing, coordinating, integrating, and monitoring operations of the PIU and the institutions involved in the Project, both at the PIU premises and in the field, during its preparation and implementation;
- Providing advice and assisting the Manager and Deputy manager of the PIU on substantive matters in the field of urban planning and development and related to the infrastructure investments, engineering, mobility planning and local road management, and integration of the environmental dimension in the Project activities, strategic planning, resource mobilization, and the development of management tools to enhance the performance of the PIU;
- Support the Manager and Deputy manager of the PIU in ensuring timely preparation and implementation of the Project activities, as well as other relevant documentation, and drafting and submission of reports and requests for disbursement of the Project funds;
- Play an active role (day to day communication) in facilitating cooperation with LSGs, including working closely with them and other partners on the preparation of project proposals, preparation of designs, proper supervision, and the implementation of selected projects; engagement in working groups, commissions and other thematic bodies with LSGs
- Support LSGs in preparation and delivery of TAs under Component 1 and Component 2 including, but not limited to, development of sustainable urban mobility plans (SUMPs), introduction of road asset management systems, local road management, and various analytics in the area of road safety and gender, identification of the pipeline of projects,

smart mobility pilots, and participation in transport infrastructure service delivery related trainings and community of practices;

- Assist in coordination with the focal points in the Ministries, agencies and other Project partners responsible for monitoring and reporting on implementation in their respective entities; Technical communication with National PUCs regarding urban planning, environment, infrastructure and construction affairs for Project activities (Putevi Srbije, Koridori Srbije, Železnice Srbije, Srbija vode etc.).
- Conduct standardized administrative and operating procedures of the PIU, including but not limited to maintenance of record-keeping and data storage systems; accounting and reporting formats for financial transactions of the project; procurement and contract monitoring system, etc.;
- Assesses whether the Terms of Reference for experts or contractors who will be engaged for the project, contain specific conditions, tasks and activities defined by the financiers' relevant rules and regulations, to ensure full compliance; Monitor and evaluate performance of service providers in line with relevant practice in urban planning field;
- Review quality of all implemented activities (procurements, technical design, permitting, construction, surveillance) from urban planning and strategic documents standpoint and ensure their satisfactory fulfillment;
- Submit monthly reports on his/her performance and the performance of experts under personal supervision for approval of payment for services rendered;
- Provide internal training as needed on project-related matters to the PIU staff, the MCTI, LSGs, and other ministries, and other relevant stakeholders;
- Perform other duties in support of project preparation and implementation, as required;

### **Profile of the Urban development specialist**

The Urban development specialist should possess:

- Advanced university degree (Masters degree or equivalent) in architecture, traffic engineering, civil engineering, spatial planning or other related areas to urban planning and/or urban development
- Minimum 7 years of total professional experience in the field of urban planning (urban plans design)<sup>1</sup>
- At least 5 years of experience working with LSGs in the areas of urban planning, permitting system and infrastructure / real-estate development
- Knowledge on technical documentation design for construction of roads and other supporting transport infrastructure will be considered as an advantage;
- Experience in strategic planning in accordance with Law on planning system and capital investments planning<sup>2</sup>
- Experience as a team member for elaboration of traffic management plans and/or Sustainable Urban Mobility Plan would be considered as advantage
- Experience in the field of LSGs budgeting would be considered as advantage

<sup>1</sup> Direct involvement in design of at least 2 urban plans (Detailed or General regulation plans)

<sup>2</sup> Engagement in at least two strategic documents development processes as part of coordination or consultants team

- Relevant experience with projects of international financial institutions will be considered as an advantage
- Experience in delivering of technical assistance to LSGs in urban planning and/or strategic planning sector will be considered as advantage
- Openness to change and ability to receive/integrate feedback
- Strong analytical skills and ability to identify key strategic issues, opportunities and risks
- Experience in facilitation of public meetings and public hearings organization is mandatory<sup>3</sup>
- Competence for incorporating gender perspectives into substantive work and ensuring the equal participation of women and man in all areas of work; commitment to the goal of gender balance in staffing and creating a gender sensitive working environment that pays attention to work/life issues
- Knowledge of computer, office software and web-based applications use
- GIS experience or work with APPs regarding roads mapping will be considered as advantage
- Cultural, religion, race, nationality and age sensitivity and adaptability
- Excellent writing/reporting and presentation skills
- Excellent interpersonal, networking and team building skills
- Excellent knowledge of written and spoken Serbian and English

### **Length of assignment**

The Consultant shall provide full time services for the life of the project, i.e. until November 30, 2028, with a probationary period of six (6) months.

The Consultant shall not have other full or part-time assignment during the engagement under this Contract.

### **Contracting arrangements**

The Consultant is expected to provide services for at least 8 hours each day, Monday to Friday, to a minimum period of 40 hours per week. All leave to be allowed to the Consultant is included in the staff months of service. The Consultant will have 30 days of paid vacation leave per year. The leave for national holidays is to be considered paid.

### **Facilities to be provided to the Consultant**

MCTI will provide the Consultant with suitable office space and office equipment (PC, telephone, internet connection, etc.) and access to office services as required.

### **Confidentiality**

The Consultant undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

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<sup>3</sup> Engagement in at least two strategic planning or urban planning documents development as facilitator; written recognition of superior manager is needed

**Selection of Consultant**

The Consultant will be selected applying Open competition method.

The Consultant is eligible and his selection does not create any conflict of interest as provided in the Bank's Procurement Regulations.

Women candidates are strongly encouraged to apply.

**The evaluation criteria for this assignment are:**

- Specific Experience relevant to the Assignment (50) Points
- Qualifications and Competence relevant to the Assignment (50) Points