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# Terms of Reference for Consultancy "Development of a Regional and Local Road Network Database, Assessment and Prioritization of Investments"

14 Qershor, 2022

PROKURIME, PUNIME CIVILE

RLRCP

REGIONAL AND LOCAL ROADS CONNECTIVITY PROJECT

Terms of Reference

for

"Development of a Regional and Local Road Network Database, Assessment and Prioritization of Investments"

## 1. Background information

Rural areas make up more than half of the territory and are home to about 1.23 million inhabitants or 42% of the country's population. The population of rural areas is distributed in 3066 villages. Each village is considered an inhabited center where people live and work and

socio-economic activity takes place. Albanian villages are spread in the territory and represent different sizes, typologies and profiles. A substantial part of these villages is located far from urban centers (municipalities or administrative units). Access to these areas is difficult and often is a major obstacle for residents who lack to receive basic services. These communities face serious difficulties in accessing medical services, medical centers and hospitals, educational services (schools) and local and regional markets where they sell their agricultural products.

Different studies point out that apart of unemployment and low-income levels, Albanians consider infrastructure problems as the main causes of their difficulties and an important factor in their low standard of living. 49% of rural producers confirm that the lack of adequate transport, mainly functional roads in all seasons, constitute their main problem for the access to market of agricultural and livestock products. These studies have also highlighted the fact that lack of access is a determining factor that contributes to the migration of residents of rural areas to urban and abroad, leading to depopulation and minimizing prospects for the future.

In addition to inhabited areas, they are considered economic areas, as it generates an economy based on agricultural and livestock production, agro-processing and agro-tourism. A large part of them presents a great potential for the development of tourism which remains an untapped potential.

Today Albania has an inventory of the regional and local road network of about 10 thousand km, of which more than half of them have been inventoried and have had concrete interventions for their improvement or reconstruction. Only ADF within the Program "Improvement of Secondary and Local Roads" has rehabilitated about 1,200 km. This program was followed by a series of other projects financially supported by the Albanian Government and international financial institutions. Part of this commitment is the "Regional and Local Road Connectivity Project", which aims to improve access to selected agricultural and tourist centers and strengthen the capacity of municipalities to manage their road assets.

The Regional and Local Road Connectivity Project – here and after Connectivity Program, financed through IBRD loan aims to support the development of the tourism and agriculture sectors and regional connectivity through improved road access, as key drivers of economic growth and employment in Albania. The Connectivity Program also aims to develop a general framework for investment in transport infrastructure with a focus on the regional road network in areas with agricultural and tourism potential throughout the country.

The rural road network and its system of operation and maintenance still remain problematic and unresolved. Decentralization process transfers important aspects of public service delivery from the central agencies to sub national agencies. This has dealt with financing, management, governance and institutional issues. The dysfunctionality and apathy of the current system of improvement and maintenance of the regional and local road network, articulates the need to find a feasible and sustainable mechanism that facilitates the work of municipalities, maintenance of the network at low cost in order to ensure access of people and goods in areas.

ADF has received more than thousands of requests from municipalities for the rehabilitation of the regional and local roads in their territory, that they cannot finance due to the lack of funds. Based on ADF findings, in respect of rural maintenance road network, municipalities specially the small ones, lack of capacity in terms of technical and managerial skills, lack of qualified staff for work design and supervision, accounting, overall planning and management, lack of funding due to poor local tax base and limited funds being allocated by central authorities.

Those in the technical units at both decentralized and central level also have a tendency to favor new construction rather than placing importance on maintenance. This may not be their fault. Often the budget for maintenance is not clearly defined and in many cases is included in the development budget and not as a recurrent item. Thus, funds for maintenance are used to repair or rehabilitate roads that are unmaintainable. In addition, the attitude of politicians pressures the technical staff to give low priority to maintenance. Equally, the majority of funds allocated to rural roads works in externally funded regional and local development programs emphasize construction works, often with no strategy for the ensuing maintenance requirements. In addition, the technical capacity at the decentralized level is often limited. In the first place this results in a lack of information on the state of the network. Even the size of the network may not be known with any accuracy. Condition inventories are notable by their absence. In default of this information, it is difficult for those responsible to present reasonable arguments to spend the limited funds available at the local level to preserve important links in the rural road network rather than in more populated areas such as in urban areas.

In this context, in order to improve the situation, provide increased access to people and goods in regional, local and remote areas, improve the quality of life of residents, promote social and economic development, the ADF has identified the need to establish an efficient and effective mechanism. sustainable operation – maintenance of the regional and local road network at the regional level which is better functioning, is more feasible, more efficient and at lower cost.

ADF has recently approved a project for purchase of machineries for the maintenance of roads based on some requests received from some small size municipalities, such as Municipality of Finiq, Erseke, Mat, Klos and Malesia e Madhe. These machineries can contribute to the achievement of this project goals.

The Government of Albania has requested the World Bank to support its efforts to foster the improvement of access to selected agricultural and tourism centers, and to strengthen their municipalities' capacity to manage their road assets. Connectivity Project (RLRCP) became officially effective in 16 October 2018 and will have four-year duration until 31 December 2022. The project is funded by the World Bank with 50 million EUR (VAT included) and extends in the municipalities of Shkoder, Pogradec, Tepelene, Himare, Roskovec, Ura Vajgurore, etc.

This project aims to achieve the Connectivity Programme goals, more specifically *Subcomponent 2.1. Building Municipal Capacity to Manage and Maintain Road Networks*. This subcomponent will evaluate the current road investment, rehabilitation, and maintenance practices in project municipalities; support in the preparation of road investment, rehabilitation, and maintenance plans and strategies for multiyear programming; The consultancy will support ADF in:

- the design of *local and regional asset management systems*, the preparation of the detailed specifications for system and necessary tools and instruments and to oversee its development and commissioning

- *Provide a framework for sustainable maintenance financing investment plans*. It includes an assessment of the maintenance needs and estimation of the road maintenance costs for each municipality. the Consultant will provide recommendations on alternative revenue sources and support the development of multiyear investment programs as well as a prioritization methodology and related computer software.

- Build capacity in the project municipalities and ADF to populate and use data in the database system.*

## 2. Project objective and expected results

### 2.1. Project Objective

The aim of this project is to improve the governing capacities of local units and ADF to improve access and connectivity of different areas by setting up and putting into operation the RAMS, including whole inventory of the regional and local road network, assessment of

the existing conditions of this network, identifying the necessary interventions for its improvement and optimization, as well as the cost assessment and prioritization of investments.

## 2.2. Expected results

The Action is expected to achieve the following results:

- Result 1: The Regional and local roads improvement system, RAMS is established and is operating
- Result 2: The regional and local road network database, RAMS is in place and it provides the existing and the desired situation, associated with relevant cost and priority for interventions
- Result 3: The technical staff and other users are fully trained and capable for the use/ populate, update and maintain periodically the database, RAMS

## 3. Scope of Work

### 3.1. General

ADF is looking for a Consultancy/Firm for the establishment of RAMS for the local and regional roads network (urban roads are excluded), with focus to the prioritization of the investments and preparation of the capacities to operate this system. The consultant assignment will be organized in terms of deliverables in two main phases. Among others in the first phase the consultant will help ADF to develop specifications and ToR of the software provider (downstream) and in will supervise the RAMS development in the next stage.

The Action shall be implemented utilizing technical, economic, environmental, and social information prepared by the Consultancy engaged for the execution of this task as appropriate, using also existing documentation and information that may be provided by the Client and/or involved actors.

### 3.2. Action area

The Action area that this TOR refers to is the regional and local road network in the whole territory of Albania, with the exception of internal roads in urban areas. The work will start initially with the Municipalities where the actual works are under execution or have been completed in line with Connectivity Programme municipalities (such as Tepelene, Fier, Kavaje, Pogradec) and in accordance with the PAD and PDO, and will be extended to all the municipalities in Albania.

### 3.3. Activities

The following activities should be prepared and carried out:

Activity 1 Mobilization and methodological tools

Activity 2 Supporting ADF and municipalities for data collection process and the setting up of the database of regional and local roads in Albania

Activity 3 Support ADF in the preparation of the specifications for system (and necessary tools and instruments) and to oversee its development and commissioning and certify the compliance of the RAMS platform developed.

Activity 4 Reporting based on statistical data and prioritization of interventions

Activity 5 Capacity Building for the system functionality

#### Activity 1: Mobilization and methodological tools

The expected duration of this activity is 1 month. During this activity, the Consultancy shall carry out the following tasks:

Task 1.1: Kick-off meeting, coordination and agreement on the assignment with key stakeholders.

- Kick-off meeting. The kick-off meeting shall be arranged as soon as possible following the mobilization on the agreed date and time with the Client and will serve to provide an update on the current status, identify key issues and align, as appropriate, work plans and site visits. All relevant stakeholders shall be invited to and participate in the kick-off meeting. This meeting shall serve to ensure that all involved parties in the process are aligned, understand and accept the deadlines as well as their roles and responsibilities and define the communication tools and coordination aspects.
- Mobilization. Within 1 week after signing the contract, the Consultancy shall mobilize and commence with the Action. It shall organize all aspects of the commencement such as logistics, mobilization of the team of experts etc., so that the subsequent implementation activities can run smoothly.
- Formation of a joint working team that will be accountable for the implementation and progress of the activities assigned for this project. This team should include all the needed staff to achieve the goal from the Consultancy and ADF staff.

Task 1.2: Define the Scope of Work in accordance with the Terms of Reference, existing situation and stakeholders' demands

During this task the Consultancy is expected to work closely with ADF to review and examine the ToRs so that the objective of the project as well as all other aspects are comprehended by both parties therefore there will be an effective product by the Consultancy.

The Consultancy should also prepare an analysis of the actors involved and stakeholders and additionally identify, evaluate and accumulate all necessary demands from the stakeholders.

The Consultancy shall identify and collect all relevant available background materials, review previous studies and background information in order to become familiar with all documentation available and the progress achieved in the previous projects and studies. The Consultancy shall perform a thorough assessment of the actual situation – based on interviews during the inception period and review of documents – and recommend necessary adjustments (if any) to the project implementation work programme. The Consultancy should consider the previous consultancy products implemented by different actors, including the ADF one, PPF for Secondary and Local Road Project implemented by Roughton International through IBRD funds.

As part of the inception activities, the Consultancy shall, in consultation with the stakeholders: ADF, Municipalities, ARA and other agencies involved in this sector, adjust and define the scope of work.

#### Task 1.3: Work methodology, work plan and resource allocation

During this task the work will be focused on the preparation of the work methodology that will be followed throughout the entire duration of this contract. The Consultancy will assess the volume of work and provide a detailed work breakdown structure together with delivery date and responsible people, methodological approach and shall detail the necessary integration requirements between the different team's involvement in the action, creation of a strategy on engagement and involvement of stakeholders, potential risks, etc. This task will be concluded with the finalization of a detailed work plan that includes also the main milestones, outputs and resource allocation per each task.

#### Task 1.4: Preparation of Inception Report

The Consultancy shall prepare an Inception Report, to be approved by the Client. The Inception Report shall contain a review of assessed documents and reports on discussions held with counterparts during the inception period and the Inception Report shall highlight and summarize the existing situation, methodology, a detailed work plan and planned budget breakdown.

The format and outline of the Inception Report will be prepared by the Consultancy, presented and agreed during the inception period with the ADF.

## OUTPUTS

Output 1.1: Inception Report

Activity 2: Supporting ADF and municipalities in data collection process and the setting up of the database of regional and local roads in Albania

Municipalities up to date do not have an accurate and standardized inventory of the regional and local road network, populated and updated with the appropriate data on the condition of roads and their functionality. Efforts to create and maintain up-to-date this inventory are minimalist and concrete results are lacking. The lack of this inventory has a direct effect on the control over the regional and local road network, its conditions, investment needs, maintenance and quality of life of residents who use the road network in their daily lives.

During this activity, the Consultancy shall carry out the following tasks:

Task 2.1: Set up of the methodology of data collection.

The Consultancy in collaboration with ADF staff will determine the key data to be collected on the regional and local road system in Albania. This data will be the basis for drafting the reports specified in activity 4 of this document. Data types typically should comprise, but not limited to, the following categories: (1) Road reference data (2) Road geometric details (3) Road condition (4) Traffic data (5) Road function (6) Population data (7) Sectorial Data (8) Road work data

The Consultancy will prepare the methodology of the data collection, template of the form to be filled by ADF and municipalities to collect the needed information, etc.

The Consultancy will draft a detailed plan for data collection, including the resources needed to carry out this process, such as human resources, video equipment, vehicles, tools etc.

The collection process is to be conducted throughout the analysis and categorization of regional and local roads according to their typology and existing conditions based on an agreed methodology, taking into consideration all data needed to enable processing of the database for different purposes upon prioritization criteria set.

*\*The detailed data description is included in Annex 1, however the Consultancy should consider this as a guide but not limited only to these features.*

Task 2.2: Providing the technical specifications for the needed equipment, tools and staff for data collection.



The consultancy will support ADF in the preparation of the technical specifications for the necessary tools that ensure the reliability and validity of the data collection process and the data itself. Develop appropriate tools for capturing (i) road inventory and surface distresses, location of major retaining structures; geo-tagging them along with relevant videos and photographs, validating the collected data and uploading the data to a central server. The task also includes developing User's Manuals on the apps. Some of the equipment needed to achieve the objective of the ToR in accordance to the required specifications might include, but are not limited to:

- Applications for measuring the parameters of the regional and local roads as per methodology agreed, preferably open sources
- Two 4 x 4 off roads that will drive on regional and local roads to analyze the current situation.
- Integrated system for image acquisition, GPS and at least 4 (four) digital Cameras that will provide for photographic documentation of the road
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These equipment and tools will be handover to ADF in the end of this project to ensure the continuity database update.

In addition, the Consultancy will assess the staff capacities needed to be allocated from ADF and Municipalities for the data collection process. The Consultancy will create working groups (WG), prepare the calendar and working methodology and schedules. He will train the WGs on data collection and usage of applications, supplies and tools and will supervise and monitor the quality and performance of the work done.

Task 2.3: Preparation of the Technical Specifications for the database system and a simplified RAMS of the regional and local road network in Albania, bidding documents and support ADF on the preparation of the clarifications

The Consultancy shall design architecture of a complete RAMS in relation to processes (data collection, operation, evaluation and maintenance), people (institutional capabilities) and technology (software, equipment) to cover the Rural and Regional Road Network (apart of those administered by ARA). The system will be organized as a web-based service.

The system that should not be understood merely as the technology utilized in order to store and organize the collected data, but also as the system that is capable to read and process the data in the future.

The consultant shall support ADF during procurement process and preparation of the clarifications

#### Task 2.4: Quality control of the system, RAMS, equipment and data population

The Consultancy will support ADF in RAMS platform testing in the activities, certification of the developed platform, as well as equipment. The Consultant should certify the compliance of the RAMS platform developed by the vendor with the specifications. The testing of the platform will be jointly done by the consultant and the vendor, to the satisfaction of ADF.

The Consultancy will manage the whole process of data collection and population, whereas the data will be collected by the ADF and municipality staff under the supervision of the Consultancy. In addition, it will monitor and report the quality of the data collection process. He is responsible to control the data completeness, consistency and accuracy, overall data integrity.

He will be responsible to supervise the process and consistently monitor the quality of data collected by the WGs. In addition, the Consultancy shall ensure the standardization of the data collected and attest data quality assurance.

#### OUTPUTS

Output 2.1: Methodology of data collection

Output 2.2: Technical specifications for the equipment and tools to be mobilized for the data collection and related Users Manuals as well as report on trainings conducted

Output 2.3: Technical Specifications for the database system, RAMS and quality assessment report

Output 2.4: Quality control of the system, RAMS, equipment and data population

#### Activity 3: Methodology of the prioritization and related application

During this activity, the following tasks should be carried out:

Task 3.1: Developing an application for the prioritization of interventions for the optimization of accessibility and mobility in the regional and local roads

One of the main functions of the system will be a tool to assess, prioritize and cost future interventions for the improvement of the regional and local roads network.

The road improvement and maintenance strategies have impact in in economy and severely affect the development of any country. The available funds for such interventions are also limited. Hence, for proper utilization of dedicated funds for these interventions, it is required

to build a tool to assess the condition of roads which needs to be maintained or reconstructed as a priority. Regional and local roads play a vital role in the development of the country as it connects the regional and local regions with the urban ones.

One of the key elements of the system should be its ability to make analysis and forecasts: the application will be developed to measure periodically condition data across all the network, to have a clear understanding and control on the status of the roads.

The inventory and condition surveys should be utilized to provide the rationale for planning of interventions and their prioritization considering the traffic and importance of road (population served, linkage with market, health care facilities and schools etc.)

The application should enable in the future the development of Regional and local Road Improvement Priority Index based on functional and structural parameters for these roads.

## OUTPUTS

Output 3.1: Methodology for the prioritization of investments in regional and local road system

Output 3.2: Application/tool for the prioritization of interventions

## Activity 4: Reporting based on statistical data and prioritization of interventions

During this activity, the Consultancy shall carry out the following tasks:

The aim is enabling ADF as administrator of the system created, and/or other users to assess, prioritize and cost future periodic road maintenance works and rehabilitation needs for the regional and local road system, while this process needs to be in accordance to the project methodology defined in the inception phase of this project. This activity aims to provide the project municipalities with the need assessment reports for access improvement, cost estimation and prioritization of investments in the road network in their territory and under their inventory.

Based on the data collected and prioritization methodology the Consultancy shall provide for the elaboration of at least following reports:

Task 4.1: Inventory and assessment report on the regional and local road network in Albania

This report should summarize the existing conditions of the regional and local road network in Albania, including all the features of the roads, quantitative, qualitative and statistical, its relative importance to the economy (e.g. asset value as percentage of GDP) and compute a

set of monitoring indicators to assess the performance of the road network. This report should be processed as a narrative, table, graphs or/and audiovisual material, video etc.

Task 4.2: Needs Assessment Reports for access improvement and intervention typologies as needed;

The Consultancy should provide for the preparation of an assessment report that identifies the need for the improvement of the road conditions of the regional and local road network in Albania in respect of improvement of the accessibility and connectivity as well as the respective typology of required interventions to improve such conditions.

It is important that the Consultancy when processing data collected identify categories of interventions for the maintenance of regional and local roads based on the entry data, such as typology of roads (gravel, earth, etc. and mountainous, hilly, flat), level of interventions needed (No intervention is required; Minimal intervention; Medium intervention; and Maximum intervention.) unit cost for the maintenance as per typology created etc.

Task 4.3: Cost Evaluation Reports for each intervention typology for each road segment

The Consultancy shall provide for evaluation reports that illustrate the cost of interventions for different typologies of maintenance works in the regional and local road network and elaborate cost evaluation reports for each intervention typology for each road segment. ADF and or other users, after the completion of the obligations derived from this ToR-s should be able to access data, process data as per necessity and produce relevant assessment reports on cost estimations for each specific road and generate program of investments in accordance with a specific priority/objective in municipal and in regional level.

Integration of the cost estimations and valuation reports in the system is very important. Even though the integration of the evaluation report seems as a straightforward task for the consultancy, this deliverable serves two other main goals, including:

- The establishment of the precedence for the evaluations in the future;
- The formulation of the evaluation logic and rationale for future projects and interventions.

Task 4.4: Intervention Priority Assessment Reports for each road segment

Following the completion of the above tasks, the Consultancy should provide for the Intervention Priority Assessment Report for each road segment, in municipal, regional, as per sector of interest and or other criteria as set in the methodology of prioritization elaborated and agreed.

*\* The above-mentioned reports may be provided separately or incorporated in one.*

## OUTPUTS

Output 4.1: Inventory and assessment report on the regional and local road network in Albania

Output 4.2: Needs Assessment Reports for access improvement and intervention typologies as needed;

Output 4.3: Cost Evaluation Reports for each intervention typology for each road segment

Output 4.4: Intervention Priority Assessment Reports for each road segment

## Activity 5. Capacity Building and maintenance policy for the system functionality

During this activity, the Consultancy shall carry out the following tasks:

### Task 5.1: Structural organization and assigned roles

The established system for road maintenance will operate based on certain processes, for which system end users must be identified with their respective roles. Given the scope of the project in the territory but also in time, the consultant should draft a document which should describe different roles that people will play in the using, updating and administering the system.

The attributes of the user for each process. should include qualifications, assigned roles, user hierarchy etc.

### Task 5.2: Develop the user manual and tutorial video;

The main rationale for developing a user manual and tutorial videos is the identification and the specification of all the capacities and procedures of the conducted system which will serve the process of transferring of know-how from the system developer to third parties. Thus, the user manual intends to provide all the necessary information to guide and assist users in the processes of updating, maintaining and obtaining the necessary information from the developed application.

The Consultancy should provide two types of documentation: User Guides and Technical Documentation

The user guide should cover how to run the system, how to enter data, how to modify data and how to save and print reports. The guide should include a list of error messages and advice on what to do if something goes wrong. Nevertheless, it needs to be taken into

consideration that users have different levels of experience and different uses of the system and the user manual needs to present the guidelines for each category of users.

If necessary, video tutorial will be produced for key processes of the system.

Technical documentation should explain the system to an IT specialist i.e. an analyst / programmer. This document will be used if any changes have to be made to the system and needs to be fully up-to-date.

### Task 5.3: Capacity building

Under this task the Consultancy will provide for the capacity building of all the actors that will be involved in the new system set up for the maintenance of the regional and local road network, to prepare them to use, to maintain, to operate and to deliver. This task should be based on a Training Need Assessment.

The Consultancy shall not only prepare training modules and deliver formal trainings but also provide for training in job for the staff involved.

While there are several steps to be involved in the assisting and training phase of this project, a number of the above-mentioned steps include:

- The identification of training needs;
- The formulation of the modules of training;
- The identification and grouping of the trainees;
- The formulation of the training plan
- Training sessions, or on job trainings;

The Consultancy should support the designed structures to operate the created system and to certify that the required expertise among the staff is in place.

In addition, some of the capacity building activities should be provided also after the platform is developed to ensure maintenance and use of the system to deliver investment programs.

### Task 5.4: System maintenance plan and continuity

The Consultancy should design a friendly used system that guaranties the functionality of the system in the future. He/she will prepare a maintenance strategy that is build on:

- Previous experience and lessons learnt
- Best international experiences
- Actual situation and assessment of capacities

The Consultancy should design guidelines to ensure maintenance of the system, including data updating frequency and methodology, stakeholders, budget analysis etc.

## OUTPUTS

Output 5.1: User manual and tutorial video

Output 5.2: TNA

Output 5.3: Training Modules

Output 5.4: Guideline on the maintenance of the system and methodological approach

Output 5.5: Guideline on the data updating methodology and frequency

## 4. Reports

### 4.1. Reporting requirements/Payment schedule

The following reports and deliverables shall be provided:

Activities	Deliverables	Time of submission	Payments
1- Mobilization and methodological tools	<ul style="list-style-type: none"> <li>Inception Report (Existing situation, methodology, a detailed work plan and planned budget breakdown)</li> </ul>	End of 1 <sup>st</sup> month	10%
2- Supporting ADF and municipalities in data collection process and	<ul style="list-style-type: none"> <li>Methodology of data collection</li> </ul>	End of 2 <sup>nd</sup> month	10%

the setting of the database of regional and local roads in Albania	Deliverables	Time of submission	Payments
	<ul style="list-style-type: none"> <li>Technical specifications for the equipment and tools to be mobilized for the data collection and related Users Manuals as well as report on trainings conducted</li> </ul>	End of 3 <sup>rd</sup> month	10%
	<ul style="list-style-type: none"> <li>Technical Specifications for the database system, bidding documents</li> </ul>	End of 3 <sup>rd</sup> month	
	<ul style="list-style-type: none"> <li>Clarifications during commissioning</li> </ul>	End of 7 <sup>th</sup> month	5%
	<ul style="list-style-type: none"> <li>Report on quality control of the system, RAMS, equipment and data population</li> </ul>	End of 10 <sup>th</sup> month	15%
3- Methodology of the prioritization and related application	<ul style="list-style-type: none"> <li>Methodology for the prioritization of investments in regional and local road system</li> </ul> <p>Application/tool for the prioritization of interventions</p>	End of 11 <sup>th</sup> month	20%



Activities	Deliverables	Time of submission	Payments
4- Reporting based on statistical data and prioritization of interventions	<ul style="list-style-type: none"> <li>· Inventory and assessment Report on the regional and local road network in Albania</li> <li>· Needs Assessment Reports for access improvement and intervention typologies as needed;</li> <li>· Cost Evaluation Reports for each intervention typology for each road segment</li> <li>· Intervention Priority Assessment Reports for each road segment</li> </ul>	End of 12 <sup>th</sup> month	15%
5-Capacity Building and maintenance policy for the system functionality	<ul style="list-style-type: none"> <li>· TNA</li> <li>· Training Modules</li> <li>· Guideline on the population of the system and methodological approach</li> <li>· Guideline on the data updating methodology and frequency</li> </ul>	End of 14 <sup>th</sup> month	15%

Activities	Deliverables	Time of submission	Payments
6- Completion of the contract	Final completion Report  Description of achievements, including problems encountered and recommendations for future actions to ensure results' sustainability.		

## 4.2. Submission and approval of reports

- The Consultancy shall report directly and submit all reports to the Albanian Development Fund.
- All reports must be submitted in 4 (four) printed reports in A4 size, 2 (two) in Albanian and 2 (two) in English language, as well as, an electronic copy of reports. Materials will be provided as appropriate, in word, excel format, PPT, GIS, visual etc
- ADF in cooperation with the World Bank will monitor all activities of the Consultancy;
- The Consultancy should provide information as often as is required;
- The ADF, in cooperation with the World Bank, will review and approve all documents / reports submitted by the Consultancy;
- All Deliverables will be paid upon successful approval by ADF.

## 5. The Responsibilities of the Consultancy

The Consultancy:

- is responsible for the timely and quality execution of the tasks set forth in these ToRs.
- will cover all costs related to the employment and engagement of the relevant staff. This includes transport, food and accommodation costs during the performance of the duty.
- will be responsible for covering the costs of realizing, translating, designing, printing and distributing the information materials and required reports as part of the established obligations, and any other costs related to the performance of the tasks.

Intellectual property of the systems/applications and source codes remain with the Client.

## 6. Coordination with employer, central and local authorities

The Consultancy will work in close cooperation with the technical staff of World Bank and ADF, which is responsible for managing and accomplishing the task. At the central level, the Consultant may consult the Ministry of Infrastructure and Energy, Albanian Road Authority (ARA) etc.

At the local level, Consultancy will closely cooperate with municipalities and relevant local authorities who are directly beneficiaries and located in the project implementation territory.

## 7. Terms of payment

Payment for the provided service will be made with 5 tranches, after delivery of the outputs specified in point 4.1 of the ToRs. Delivery of the outputs must be followed by the request for payment and the relevant invoice.

## 8. Qualifications

For the purpose of the assignment a team of experts with relevant experience and qualifications in their subject area as indicated further below will be engaged. The Consultancy/Firm may associate with other Consultancy/ Firm (s) in the form of a joint venture or of a sub-consultancy to complement their respective areas of expertise, strengthen the technical responsiveness of their proposal, and avail themselves to a broader pool of experts.

The qualification requirements of the Consultancy/Firm are summarized as follows.

- at least one (1) similar project references within last five (5) years with description of services provided (including information on contract value, contracting entity/client, project location/country, duration, assignment budget, percentage carried out by Consultancy/Firm in case of association of firms or subcontracting and main activities) and accompanied by certificates of orderly fulfilment of the contracts verified by other party from such contracts.

The shortlisting criteria are:

No.	Shortlisting Criterion	Points
1	The Consultant general overall experience in consultancy or similar services in the past five (5) years	30 points
2	The Consultant similar previous experience, in the assignment of services of similar nature scope and value within last five (5) years	50 points
3	The Consultant's previous experience in the assignment of similar nature scope and value services in the region.	10 points
4	Availability of staff within the firm to perform the assignment	10 points
TOTAL		100 points

The Consultancy/Firm shall provide adequate staff in terms of expertise and time allocation, as well as the equipment needed to complete the activities required under the scope of work and to finally achieve the objectives of the project in terms of time, costs and quality. Key Experts will not be evaluated at the shortlisting stage. The numbers and person-months for all staff shall be included in the technical proposal and the costs in respect of these personnel are to be included in the financial proposal. The Consultancy/Firm is encouraged to use local expertise, as appropriate.

Key experts are expected to be present all the time at the base of operations, while home base work could be approved by the Client depending on the tasks.

All experts who have a crucial role in implementing the Contract are referred to as key experts.

The Consultancy/Firm is free to propose his own team to undertake the study. However, the Consultancy/Firm is expected to appoint a fully qualified Project Manager/Team Leader, who should be appropriately experienced, familiar with all aspects of road planning and design

studies, including experience in low volume roads and roads in mountainous areas. The Project Manager and all key staff shall be permanent employees of the Consultancy/Firm throughout the execution of the contract.

The required expertise of the Consultancy/Firm's team. The Consultancy/Firm's expatriate staff must have worked under conditions similar to those expected in the project and would be expected to display experience and qualifications similar to the following:

Key Staff	Project Manager
Education	Computer Science, Information Technology, Engineering
Qualification	10 years of experience on project management related to GIS data collection, information systems and data analysis
Key Staff	GIS Specialist and Web Developer
Education	Engineering with profile in GIS, IT
Qualification	A separate GIS analyst may be required, depending upon the extent and complexity of the existing GIS implementation in the Client agency. Minimum 5 years' experience with GIS.
Key Staff	Capacity Building Expert
Education	
Qualification	5 years of experience on institutional Implementation and Training. The capacity Building expert will also be responsible for the module formulation and facilitating the training process.
Key Staff	Road Designer Engineer
Education	Transport Engineering
Qualification	Minimum 5 years' experience in highway engineering, road and pavement data collection and training.

Key Staff	System Specialist, Developer, DBA
Education	Computer Science, Information Technology
Qualification	5 years of experience on designing GIS databases and related information systems and data analysis

The duration of the services by the individual experts should be clearly defined in the Consultancy/Firm's proposal and the methodology reports and the contract. The Consultancy/Firm is expected to make full use, where possible, of appropriately qualified local staff, and work closely with and transfer knowledge to both the Client staff and staff of the respective Local Government Units.

The Consultancy/Firm is expected to maintain a presence in ADF premises in Albania for the entire duration of the contract. Whilst the expatriate staff members assigned to the Project will be deployed in Albania for the time periods necessary to accomplish their work as scheduled, the Consultancy/Firm is expected to maintain a presence in Albania for the entire duration of the contract. Office space, together with telephone link and internet connection, will be provided for the Consultants in the offices of the Client. The Consultants will be required to provide their own computers, printers, equipment needed and office supplies.

## 9. Method of procurement Standard Contract and Timeframe for the Assignment

The selected procurement method of the service will be based on the World Bank's Procurement Regulations for IPF Borrowers, July, 2016 as amended.

The Consultant will be selected in accordance with the Consultant's Qualifications Based Selection (CQS) method set out in the Procurement Regulations.

The Company/Firm will be contracted under a lump sum contract. The expected time of commencement of services is August 2022. The contract is expected to be completed in 14 months.

## 10. Services indicative Timeline[1]

A c t i v i t y	TASK / Deliverables	Ti m e o f	Timeline (month)							
N o.		su b m i s s i o n	1	2	3	4	5	6	7	8
1	Inception Report (Existing situation, methodology, a detailed work plan and planned budget breakdown)	En d o f 1 s t m o n t h								
2. 1	Methodology of data collection	En d o f 2 n d m o n t h								

2.2	Technical specifications for the equipment and tools to be mobilized for the data collection and related Users Manuals as well as report on trainings conducted	End of 3rd month								
2.3	Technical Specifications for the database system, bidding documents									
2.4	Clarifications during commissioning	End of 7th month								
2.5	Report on quality control of the system, RAMS, equipment and data population	End of 10th month								



3.1	Methodology for the prioritization of investments in regional and local road system	End of 11th month								
3.2	Application/tool for the prioritization of interventions									
4.1	Inventory and assessment Report on the regional and local road network in Albania	End of 12th month								
4.2	Needs Assessment Reports for access improvement and intervention typologies as needed;									
4.3	Cost Evaluation Reports for each intervention typology for each road segment									

4.4	Intervention Priority Assessment Reports for each road segment									
5.1	TNA	End of 14th month								
5.2	Training Modules									
5.3	Guideline on the population of the system and methodological approach									
5.4	Guideline on the data updating methodology and frequency									
6	Final completion Report / Description of achievements, including problems encountered and recommendations for future actions to ensure results' sustainability.	End of 14th month								

## 11. Restrictions

In addition to the standard conflict of interest restrictions specified in the consulting contract, all data collected/ created under this Contract will remain the sole property of ADF and World Bank. Re-use of the materials will require the formal, written approval of ADF.

The Consultancy will protect the confidentiality of households and individuals participating in the survey at all stages. The Consultancy will turn over all data, instruments and other material to ADF, and will not retain any information or material after the survey data collection has ended. The Consultancy will not share information generated during the survey with any other party.

The Consultancy will provide the names and addresses of participating households to the ADF, in order to facilitate future surveys. The names of participating households will not be released by the Consultancy to any other party for any reason. The terms of this agreement shall be made consistent with the relevant privacy laws of the Republic of Albania.

## 12. Annexes

### Annex 1 – Regional and local Road Data Categories

#### Basic Data

- Region, Municipality, Administrative Unit, Village
- Length, carriage, shoulder weight
- Name of the road, point of start (location of the place) and end Start latitude, longitude, end latitude, end longitude,
- Carriage surface type, shoulder surface type, (Asphalt, Gravel, Earth)
- Traffic volume
- Road Classification: National, Regional, regional and local
- Road functionality: Arterial, Collector and local (residence)
- Terrain (Flat, Hilly or Mountainous)
- Rainfall type (Wet, Average, Dry)

#### Road Condition Data

- Condition type (Good, fair, poor)
- Average IRI
- Travel time
- Travel Speed

- Year last resurfaced

#### Traffic Data

- Non-Motorized traffic: pedestrians;
- Bicycles
- Motorized traffic:
  - Motorcycle
  - Cars
  - Pick Ups
  - Buses
  - Trucks
- Total motorized
- Total motorized + bicycles
- Annual Daily Traffic (AADT)

#### Road Function

- Primary:
  - Touristic
  - Agriculture
  - Connectivity
- Other Road Functions:
  - Touristic
  - Agriculture
  - Connectivity
  - Industry etc.

#### Population Data

- Direct Beneficiary Population
- Indirect Beneficiary Population

#### Sectorial Data:

##### *Agriculture Data*

- Total Area
- Area in Cultivation
- Arable Area
- Agricultural Businesses
- Arable/total Area

##### *Tourism Data*

- Touristic Active Business
- Accommodation Capacities
- Tourism Destination Importance:
  - High
  - Medium
  - Somehow
  - No importance
- Distance Road from Tourist (km)
- Number of tourists per year
- Designated Touristic Area (y,n)

It is important to state that the Consultant may add other sectors that may be relevant to the database.

#### Road Work Data

- Road work Description
- Project cost estimation in ALL. VAT included
- Project Cost (M Euros)
- Project Cost per km (Euros/km)

#### After Road Works

- Surface Type (Asphalt/Gravel/Earth)
- Carriageway Width (m)
- Roughness (IR)
- Travel Time (minutes)

#### Economic Indicators

- EIRR (%)
- NPV (Eur, MLN)
- NPV/Cost
- Etc.

[1] Note that the time line is indicative. The consultant assignment shall be in two phases. The 2<sup>nd</sup> phase will basically be to supervise, verify certify and test the product of the RAMS developer.