

# Terms of Reference for Project Coordinator

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## “PIUTD”

PROJECT FOR INTEGRATED URBAN & TOURISM  
DEVELOPMENT



**Loan/Grant No. (P155875)**

## Terms of reference

**PROJECT COORDINATOR; Ref: AL-ADF-281966-CS-INDV**

**MINISTRY OF INFRASTRUCTURE AND ENERGY**

### 1. Background

As Part of the World's Bank partnership with the Government of Albania, a Project for Integrated Urban and Tourism Development (PIUTD) was approved in November, 2016. The PIUTD project is expected to be a catalyst for regional development in the South of Albania. The main objectives of the project are to: improve urban infrastructure, enhance tourism assets, and strengthen institutional capacity to support tourism-related local economic development in selected areas in the south of Albania. The project has become effective in March, 2017; the expected closing date is July, 2022 according to the original Agreement and July 2025 according to the Additional Financing Agreement which is expected to be ratified in the Parliament. The PIUTD has an envelope of 63.8 EURO million and is composed of four components as outlined below;

### *Project Components*

*Component 1. Urban upgrading and infrastructure improvement (EURO 44.3 million).*

This component will finance design and implementation of urban upgrading and municipal infrastructure improvements in four urban centers: Saranda, Gjirokastra, Berat and Përmet. Investments in these selected municipalities would include the upgrading of public spaces (e.g. parks, city squares, pedestrian walkways); street networks, inter-modal nodes and associated infrastructure (e.g. sidewalks, street crossings, streetlights, bicycle paths, bus stations); restoration of selected heritage buildings and façade improvement of selected buildings and; touristic sites enhancement (e.g. access roads, visitors' centers, parking, signage). Water supply and sewage network rehabilitation will be supported on a case-by-case basis[1]. This Component will also finance preparation of required urban-scale designs, feasibility studies, engineering designs, and construction supervision.

*Component 2. Touristic sites upgrading* (EURO 8.4 million). This Component will finance investments aimed at improving selected touristic sites along the south of Albania touristic corridor. Investments would include (a) restoration of selected heritage and cultural assets and creating rest stops or viewpoints; (b) improving supporting infrastructure such as last mile access, pedestrian pathways, visitors' centers and signage in selected touristic sites; (c) preparation of required feasibility studies, site management plans, engineering designs, and, (d) conducting construction supervision.

*Component 3. Touristic market and product development* (EURO 7.7 million). This component will finance investments aimed: (a) Strengthening the capacity of municipalities to deliver municipal services through: (i) provision of asset management systems, geographic information systems and solid waste collection equipment; and, (ii) establishment of site

management capacity to enhance the operation of rehabilitated assets. (b) Carrying out capacity building activities to strengthen the capacity of (i) the Selected Municipalities to promote sustainable tourism growth including: (A) developing and implementing market research and product development strategies, and (B) establishment of pilot Destination Management Partnerships. (ii) Participating Central Government Agencies to promote sustainable tourism growth including the establishment of a system for tracking sustainable tourism indicators.

*Component 4: Implementation Support* (EURO 3.2 million). This component will support overall project implementation including: (i) contracting of local experts to assist the implementation unit and participating municipalities in the implementation of sub-projects; (ii) the maintenance of the project Monitoring and Evaluation System M&E; (iii) the project related operating costs of the implementing unit including consulting fees, in-country travel expenditure; (iv) training of staff and other persons associated with project implementation; and (v) annual audit of project accounts. Provision of support to carry out Project implementation, including maintenance of the Project monitoring and evaluation system, as well as training and financing of Incremental Operating Costs.

### *Implementation arrangements*

The Ministry of Infrastructure and Energy will be in charge of overall project oversight and monitoring as well as providing technical leadership. Among the key roles of MIE in the PIUTD are: (i) screening and ranking of touristic sites in coordination with key project partners, (i) supporting selected municipalities in the prioritization of activities for integrated urban upgrading through the development of detailed urban designs, (iii) reviewing consultants deliverables as relevant, and (d) periodic monitoring of implementation progress. Implementation responsibilities' will be delegated to the Albanian Development Fund. The ADF has the primary responsibility for overseeing all aspects of PIUTD project implementation including fiduciary aspects, procurement of goods, works and services for the project, compliance with social and environmental safeguards, etc.

The overall project is under the oversight of a **Project Coordinating Unit (PCU)** under the Ministry of Infrastructure and Energy. The PCU is composed of 3 staff: The Project Coordinator/Urban Specialist, a Senior project architect and a tourism specialist. The 3 staff are expected to work full-time to support MIE in the overall oversight of the PIUTD project bringing additional capacity to existing MIE technical team. They should work closely with authorizing officials within the Directorate of Territorial Development Policies [Director of Territorial Development Policies]. These Terms of Reference provide details for the services of a **Project Coordinator** of the PCU within the Ministry of Infrastructure and Energy.

## 2. Objective

The objective of the services by the Project Coordinator are to: (i) assure that MIEs responsibilities' in project implementation are fulfilled – including overall oversight of project

implementation and monitoring of main project activities, (ii) lead the PCU and serve as main liaison between MIE and ADF, as well as other partners (line ministries and municipalities), (iii) guide the prioritization of investments through the detailed urban design studies and lead any screening/ranking exercise for tourist site selection in coordination with project stakeholders (iii) assure that periodic project Steering Committee meetings are held, and (iv)

assure that technical inputs for project implementation are provided to ADF in a timely matter.

## 3. Scope of work

To achieve the objective the Project Coordinator – include, but are not limited to:

1. Serve as main liaison between the MIE and the ADF implementing team, as well as other partners, for the purpose of PIUTD project implementation.
2. Lead the PCU staff which will be composed, apart from the Project Coordinator, by an architect and a tourism expert.
3. Assure that all responsibilities for the MIE as per the Project's Operational Manual are carried out in strict observance of the Project's documents and applicable rules including the Loan Agreement.
4. Assure periodic meetings of the Project Steering Committee[2] are held with the participation of key project partners. Prepare reports, minutes of such meetings and assure that these reports, minutes are filed and communicated to the World Bank and key project partners.
5. Participate actively in joint-project team meetings with ADF, in field-visits for the monitoring of project activities in the South of Albania, citizen's engagement activities and communication campaigns, and in World Bank team implementation support missions.

6. Ensuring effective and timely communication with government and non-government entities/agencies and donors involved and coherence in on-going and planned projects and programs.
7. Guide the development of the urban design studies and selection of Year 2-5 investments in the four selected municipalities assuring that they are identified in accordance to what is outlined in the project documents (selection process and criteria, safeguards criteria) and in cooperation with key project partners as needed.
8. Guide the selection of additional touristic sites – if needed – under Component 2 in accordance to what is outlined in the project documents (selection process and criteria, safeguards criteria) and in cooperation with key project partners as needed.
9. Assure that inputs for project implementation are provided on behalf of the MIE to ADF in a timely manner as outlined in the Project's Operational Manual; such as:

1.
  - Review and comment on Annual Implementation Plan prepared by ADF
  - Review and provide feedback on proposed changes to the procurement plan
  - Review and comment on ToR's for project activities as requested by ADF
  - Review and comment consultants' deliverables including reports, preliminary designs as requested by ADF,
  - Participate in tender committees as requested by ADF

1. Assure the maintenance of updated project information in the Ministry's website.
2. Assure office equipment and vehicles are operated with agreed standards and used only for the purpose of the PIUTD project

1. Other specific tasks for the implementation if needed and requested from the Project Authorizing Official (with confirmation from the Bank).

## **5. Qualifications and Experience**

- University degree in Environmental Engineering, Civil Engineering, Urban Planning, Architecture or equivalent professional qualifications appropriate to this assignment;
- Master's degree in Urban Planning, Urban Studies, Architecture or Development Studies;
- At least 10 years of professional experience in the above areas.
- At least 3 years of experience in project management.
- Experience of participation and working in multi- disciplinary teams;
- Candidates with over 3 years' experience in national/international agencies projects, preferably World Bank funded projects will be an advantage;
- Knowledge of Albanian institutions responsible for land use planning and management, tourism development and management will be an advantage.
- Good management skills, specifically, experience in management of technical staff and infrastructure projects is desirable;
- Proven extensive experience and technical ability to manage a large project.
- Experience in project and contract management and supervision.

- Effective interpersonal, management and negotiation skills proven through successful interaction with stakeholders, including senior government officials, regional/local authorities, communities, and NGOs.
- Excellent command of spoken and written English language; and
- Computer skills, including word processing and spreadsheets.

## 6. Evaluation Criteria

The CV will be evaluated for the qualification and experience of the candidate in accordance with the following criteria:

1. General Qualification – 30 points
2. Relevant Experience – 50 points
3. Capability to carry out the assignment – 20 points

## 7. Reporting

The Project Coordinator will report to the Project Authorizing Official [Director of Territorial Development Policies] and to the Project Steering Committee. The Project Coordinator should work in close coordination with ADF project team.

## 8. duration of assignment

The Project Coordinator is expected to work full time. The contract will be for an initial period of 5 months (to be extended to the new amendment date/project duration), based on the satisfactory performance of the incumbent's duties and responsibilities.

The consultant should be Individual Consultant. The selection method to be applied is **Selection of Individual Consultant**, in accordance with the procedures set out the World Bank's: *Guidelines Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers*" (January 2011, revised July 2014).

[1] Underground infrastructure will be included as part of street network improvement when needed.

[2] A Project Steering Committee including the main project stakeholders— namely, the MoUD, MEDTTE, MoC, MoE, Ministry of Finance (MoF), Department for Development Programing, Financing, and Foreign Aid, the ADF, and representatives from selected municipalities—will be established. The PSC will play a role in the overall project oversight, supporting stakeholder coordination and solving major crosscutting issues or bottlenecks emerging during project implementation. The MoUD will serve as secretariat of the PSC and meetings will be chaired by the deputy prime minister.