

Serbia Railway Sector Modernization Project
TERMS OF REFERENCE
for
Contract Management Specialist

Background

The International Bank for Reconstruction and Development (IBRD) launched the Multiphase Programmatic Approach (MPA) to support the Government of Serbia in continuation of institutional, physical and operational modernization of the railway sector in an integrated manner through providing financial support to Serbia Railway Sector Modernization Project as part of the Multiphase Programmatic Approach to be implemented in three overlapping phases over the ten-year period.

For the purpose of financing Serbia Railway Sector Modernization Project, Phase 1 of the MPA, IBRD and the Agence Francaise de Développement (AFD), jointly, granted to the Republic of Serbia EUR 102 million loan to support enhancing the efficiency and safety of existing railway assets and improving governance and institutional capacity of the railway sector.

The Project includes following components:

- Component 1: Infrastructure Investments and Asset Management: Sub-Component 1.1: Reliable and Safe Railway Infrastructure (track rehabilitation, level crossings, railway station “Prokop”, Bogojevo station bypass, measurement stations), Sub-Component 1.2: Technical Documentation for the Phase 2, Sub-Component 1.3: Asset Management
- Component 2: Institutional Strengthening and Project Management: Sub-Component 2.1: Sectoral Governance, Sub-Component 2.2: Human capital, Sub-Component 2.3: Project Management and Citizen Engagement
- Component 3: Railway Modernization Enablers: Sub-Component 3.1: Intelligent Railway Systems (ITS) and Safety Management System (SMS), Sub-Component 3.2: Integrated Territorial Development and Sub-Component 3.3: Modal Shift

Project will be managed by the Ministry of Construction, Transport and Infrastructure (MoCTI) through the Project Implementation Unit (PIU) supplemented by the Project Implementation Teams (PITs) in Railway Directorate (RD) and in railway companies, respectively Serbian Railway Infrastructure (IZS), Serbia Voz (SV) and Serbia Cargo (SC). PITs will act as subordinate implementing agencies and provide technical support for specific Project subcomponents or activities of the MPA that pertain to their area of expertise. Primary responsibility for Project execution lies on PIU which will ensure that the Project development objectives are met.

Ministry of Construction, Transport and Infrastructure (the Client) intends to engage a highly qualified consultant (individual expert) to provide required services more closely described below. The successful candidate will work closely with the Serbian Railway Infrastructure (IZS), the Client and other relevant stakeholders, to ensure that the investments in railway infrastructure within the Project are planned and managed

efficiently both technically and in compliance with the objectives of the Project Appraisal Document (PAD), the Loan Agreement, Credit Facility Agreement and the Project Operations Manual. The consultant, always aligned with the Head of the PIU and in collaboration with the other PIT and PIU staff, shall interact and liaise with contractors, consultants, World Bank, AFD, and others relevant for successful completion of the tasks. He/she will closely monitor preparation and implementation of the activities in order to coordinate the inputs from the different actors, ensure excellent technical execution, quickly address design challenges and efficiently react to unexpected developments. The main challenge is to ensure that works, goods and services are satisfactorily completed on time, within budget, aligned with the contractual requirements and in a coherent way across components.

General information

Individual Consultant Title: Contract Management Specialist of the PIT to support railway infrastructure investments in the Republic of Serbia, Serbia Railway Sector Modernization Project. The Consultant shall report to the Head of the PIU, linked to the MoCTI of the Republic of Serbia.

Position in organization

Immediate superior: Head of the Project Implementation Unit

Main position objective

Generally, the Consultant will be responsible for contributing to the IZS by supporting, in close cooperation with PIU, in planning, development and implementation of investments specified as part of the Component 1: “Infrastructure Investments and Asset Management”, respectively Sub-component 1.1. Reliable and Safe Railway Infrastructure.

Component 1, focuses on improving the quality and safety of railway infrastructure and enhancing rail asset management practices. The quality of the railway network will be improved through targeted renewal interventions and preparation of technical documentation for the investments in next phases of the Program. Railway safety will be improved through track renewal and also through upgrading of railway crossings throughout Serbia.

Sub-Component 1.1 Reliable and Safe Railway Infrastructure will support IZS in carrying out a program of track renewal and safety interventions to restore service performance. The investments will include renewal of critically important lines and tunnels in Belgrade city center, construction of the second stage of the main railway station in Belgrade center, and improvement of about 150 railway level crossings around the country, and establishment of the Level Crossing Safety Improvement Program. In addition, this subcomponent will finance construction of Bogojevo Station Bypass, as well as the installation of four measurement stations to monitor the condition of rolling stock, provide data to predict and prevent future failures, and help to identify maintenance needs proactively. Financing will include supervision of all works. These systems will assist IZS to better manage its network by ensuring that operators comply with operational and safety standards.

The Consultant will through technical expert advices provide support to IZS in contract management for investments specified within Sub-Component 1. He/she will be responsible for every phase of contract development from researching the legal regulations to negotiating the terms, as well as for contract execution and completion.

Principle responsibilities

The Specialist of the PIT will be responsible for the following duties:

- Take part in preparing and reviewing the tender documents for supervision consultant(s)/works contractor(s);
- Support during contract negotiations;
- Review and evaluate contractors'/consultants' technical documentation, cost management, schedule and works program;
- Assistance to IZS for contract(s) management;
- Occasional assessment of contractor's performance to identify the need for amendments;
- Coordination with IZS representatives to guarantee terms of contract are fulfilled in compliance with contract terms and regulations;
- Handling claims and defending interests of IZS/Client in line with FIDIC principles for construction/supervision contracts, with respect to any commercial and/or breach of contractual provisions arising during the implementation of works/service contracts;
- Provision of operational support to IZS and FIDIC Engineer in resolving claims and variation disputes,
- Pro-actively advising on risks and preventing claims as part of contract management;
- Support in drafting and/or reviews letters responding to claims from contractors, such as Force Majeure, requests for extension of time, or any other claims and demands for compensation,
- Reporting and feedback to IZS and PIU;
- Other assistance required by the IZS for successful implementation and completion of the supervision service/works contract(s);
- Any other task assigned by the Head of the PIU.

Reporting requirements

The Consultant will provide Monthly Progress Reports, within 5 (five) days after the end of the month for which the report is due. The report should contain at least:

- List of meetings held with brief description of objectives and conclusions;
- The status of progress, problems encountered, corrective actions needed, rationale for actions and
- any further comments relevant for the reporting period.

The Consultant shall prepare ad-hoc reports on any major issues raised during Project implementation, at the Head of the PIU, Client or Bank's request.

Knowledge, experience, skills and competencies

- Advanced degree or minimum 5-year university degree in civil engineering, transport/traffic engineering or similar,
- Minimum 15 years of general professional experience,
- Minimum 10 years of professional experience involving project management, planning and implementation of project related to the infrastructure,
- Contract experience let under FIDIC model of contracts in international projects or Western Balkans' region projects,
- Handling FIDIC contracts, FIDIC claims procedures and understanding the role of the FIDIC Engineer,
- Have a focus of professional experience in supervision and/or construction for transport sector project;
- Sound understanding of engineering codes, standards and norms,
- Extensive experience as contract manager,
- Experience in negotiating complex claims in a construction environment,
- Membership of national/international association of consulting engineers,
- Experience working on IFI or EU projects will be advantage,
- Knowledge of local (regional) language will be an advantage,
- Good knowledge of English language,
- Computer skills AutoCAD, Word, Excel, scheduling tools (e.g.: MS Project or similar),
- Self-Planning & Organizing, Problem Solving, Communication, Teamwork, Initiative.

Length of the assignment

The Consultant shall provide full time services for the life of the project, i.e. until December 31, 2026, with a probationary period of six (6) months.

Facilities 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; and
- 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.

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.

Selection of Consultant

The Consultant will be selected applying Open competitive method.

The candidates will be evaluated applying the following evaluation criteria:

- Qualifications and General experience (40 Points)
- Specific Experience relevant to the Assignment (60 Points)

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