

MOLDOVA RURAL CONNECTIVITY PROJECT

Terms of Reference

PROJECT COORDINATOR

A. Introduction and Background

The Project Development Objective (PDO) is: (i) to improve climate-resilient road connectivity in selected rural communities; (ii) to enhance road transit through selected border crossings with Romania; and (iii) in case of an Eligible Crisis or Emergency, to respond promptly and effectively to it.

B. Project Description

1. Project Components

Component A: Linking local communities with economic opportunities, EUR 134.85 (IBRD EUR 69.99 million; IDA EUR 5.6 million; GOM EUR 58.78 million)

A.1: Climate resilient local road links, EUR 124.60 million (IBRD EUR 60.75 million; IDA EUR 5.60 million; GOM EUR 58.25 million): This subcomponent will finance the rehabilitation and upgrading of approximately 95 km of three priority local roads with climate resilient design to improve reliable, all-weather connectivity to markets, schools, health, and other social and economic centers.

A.2: Community inclusion & accessibility (IBRD EUR 1.85 million): This subcomponent will finance: (i) interventions complementary to the road works in (A.1) including those requested by communities along the roads, and (ii) Non-Motorized Transport (NMT) infrastructure along and adjacent to Project roads.¹

A.3: Safer roads for Moldova (IBRD EUR 3.69 million): This subcomponent will finance: (i) Remediation of road safety "black spots" at up to 6 priority locations.; (ii) Road safety educational and informational campaigns which aim to raise awareness and educate the public about road safety measures and practices.

A.4: Project Supervision related to A.1, A.2 and A.3 (IBRD EUR 3.71 million): This subcomponent finances consultancy services for the supervision of activities in A1, A2 and A.3.

Component B: Facilitating trade and expanding Solidarity Lanes, EUR 37.98 million (IBRD EUR 18.99 million; GOM EUR 18.99 million)

This subcomponent will enhance capacity and improve the functionality of the Border Crossing Points (BCPs) between Moldova and Romania. These investments include upgrades to access roads with climate resilient design and will be complemented by simultaneous modernization investments on the Romanian side of the BCPs that will be implemented by the Romanian Government.

¹ The approach to consider community requested works will be linked to the Project's citizen engagement activities and Stakeholder Engagement Plan. Examples of community requested works could include additional sidewalks and others as will be indicated in the Project Operation Manual

B.1. Construction and Road access to BCPs (Ungheni) (IBRD EUR 7.42 million; GOM EUR 7.42 million): A new access road to the BCP will be developed at Ungheni to climate resilient standards and with modern customs processing, weighting, and scanning facilities and truck terminal.

B.2. Solidarity Lane customs facilitation & BCP upgrades (Giurgiulesti) (IBRD EUR 2.30 million; GOM EUR 2.30 million): This subcomponent will encompass the following activities: (i) carry out a feasibility study for traffic management; (ii) Expansion of the capacity of the existing parking/waiting facility in Giurgiulesti area and improving basic services such as toilets and water supply points for truckers; (iii) Procurement and installation of scanning equipment and software at the BCP facility; (iv) Supervision services.

B.3: Road access and modernization of Leuseni/Albita BCP (IBRD EUR 9.26 million; GOM EUR 9.26 million): This subcomponent will finance the upgrade of the BCP at Leuseni and expansion and improved climate resilience of the access road to the BCP.

B.3.1 Upgrade of BCP at Leuseni: The BCP upgrade will take place in two stages. Stage 1: full refurbishment of the existing freight entry facility and the passenger car exit facility; Stage 2: construction of a new freight exit facility. The subcomponent also finances procurement of fixed and mobile customs equipment and consultancy services for feasibility studies, supervision, and monitoring services.

B.3.2 Access Road to Leuseni BCP: The works involve: (i) using climate resilient design to widen the existing 1 km two-lane access road to four lanes, in line with the standards of a similar access road on the Romanian side; (ii) consultancy services for feasibility studies, supervision and monitoring services.

Component C: Building sustainability, delivery capacity and project management support, (IBRD EUR 3.42 million)

C.1. Project audit (EUR 0.92 million): This subcomponent will finance: (i) annual project audits; and (ii) Monitoring consultants for the Design and Build contracts as well as supervision consultants for the remaining civil works under Component A.1.

C.2: Output and Performance Based Roads Contracting (OPBRC) system; and Road Asset Management

System (RAMS) (EUR 0.92 million). Specific activities include: (i) an assessment of the enabling environment for adopting OPBRC, (ii) develop a strategy and implementation plan to guide its adoption; (iii) the development of a strategy and implementation plan to guide the adoption of OPBRC; (iv) training and capacity building on OPBRC matters.

C.3. Female internship program (IBRD EUR 0.18 million). This Sub-component will help promote female employment in the transport sector, where women are underrepresented by designing and implementing jointly with academia a female internship program to open career opportunities in the sector.

C.4. Incremental operating costs, project management and staff development (IBRD EUR 1.38 million): This subcomponent will include: (i) consultancy support and (ii) incremental operating costs for each implementing entity.

Component D: Contingent emergency response (EUR 0 million)

This component will enable the reallocation of loan/credit proceeds from other components to provide immediate recovery and reconstruction support following an eligible crisis, as needed.

Details on each activity, under each component, may be found in the Project's Procurement Plan and Project Appraisal Document.

C. Scope and Objective

The SRA will be the lead implementing agency of the Project along with Moldova Customs Service, through a PIU which will include resources to deliver the Project services and activities, including work planning, reporting, budgeting and financial management, procurement, monitoring and evaluation, safeguards, training and capacity building, and communication.

A Project Operations Manual (POM) will guide day-to-day implementation and cover all aspects such as project management, procurement, financial management, contract management, and other aspects.

The SRA intends to engage a consultant to take on the assignment of Project Coordinator. A part of the proceeds of the WB loan will be used for financing the proposed consultancy assignment.

Project Coordinator will lead the implementation of the Project, in accordance with the relevant Government of Moldova (GoM) and WB project design requirements and procedures and will manage the activities of the PIU, its staff and external consultants, and coordinate cooperation of the PIU with other institutions, including World Bank representatives. The Project Coordinator will be responsible for providing technical supervision of the implementation of different Project components as well as for financial and administrative oversight of the Project. The Project Coordinator will also be responsible for regular reporting to the Ministry of Infrastructure and Regional Development, Ministry of Finance and the World Bank on the Project related activities, progress towards project results, and preparation of corresponding action plans. These Terms of Reference define the scope of activities and responsibilities of the Project Coordinator.

D. Key Tasks, Duties and Responsibilities

The role will have day-to-day leadership, management and coordination of activities of the Project, including but not limited to the management of the project team and the provision of technical, operational and administrative support, activity implementation, capacity building, and the project budget and finances.

The role provides technical, programming and strategic direction, to help ensure the anticipated goal and outcomes of the Project are achieved. The role will do so in coordination with stakeholders and be responsible for ensuring that implementation, planning and reporting are in accordance with the Loan/Financing agreements between the GoM and the WB. The role must also ensure the Project is implemented in accordance with the WB Environmental and Social Framework and associated environmental and social instruments.

The Project Coordinator will have the following specific responsibilities:

Planning and Management

- Lead the task of developing procedures, manuals, and systems, and the development of relationships with key internal, government, and external stakeholders. Coordinate stakeholder engagement around the Project.
- Cooperate closely with WB, Ministry of Finance, State Customs and MIRD on all issues relevant to the effective Project implementation and achievement of the Project objectives and obtain necessary approvals from them.
- Ensure that Project implementation is in accordance with national legislation, World Bank Financing and Loan Agreements signed between the Republic of Moldova and WB, and other officially approved Project related documents, including Environmental and Social Commitment Plan and Environmental and Social Framework (ESF) documents, Project Appraisal Document (PAD), etc.
- Lead the development of the Project Annual Work Plan and Procurement Plan, and their revision thereafter from time to time as needed to align with actual project progress. Supervise the implementation of Project annual work plans, ensure regular monitoring of the status of Project activities (through the preparation and updating of implementation

plans and schedules, operations manual, disbursement projections, etc.) including preparation of annual comprehensive progress reports as required under the conditions of the Financing and Loan Agreements, and any other reporting requirements under the Project (for example annual audits conducted by a third party).

- Revise and provide support in implementation of the Project Operations Manual.
- Ensure the Project implementation is aligned with the GoM's national policies.
- Lead the coordination of the Project Steering Committee (PSC).
- Liaise and coordinate with other ministries and agencies as required to ensure smooth and timely implementation of the Project.
- Organizing meetings, taking meeting records.
- Take leadership in addressing any conflicts in Project prioritization, resourcing and staffing.
- Oversee training and capacity development through a robust capacity building programme.
- Manage internal and external communications with respect to the Project activities.
- Provide regular briefings and periodical reports to the MIRD, PSC and the World Bank based on the reports prepared by the PIU staff and taking into account information from other institutions. Special attention should be given to the consistent preparation of quarterly progress reports, which encompass all components and activities, reporting on compliance with the Project's fiduciary, E&S and OHS requirements. These reports should follow a format agreed upon with the World Bank and other relevant partners, as required.

Budget and Finance

- Lead the development and management of the Project Annual Budget.
- Report on the progress of Project budget utilization and forecast expenditure (monthly or as required).
- Oversee the preparation of quarterly financial reports to the WB, and the delivery of the annual independent project audits.
- Ensuring the management and auditing of funds in accordance with relevant Financing Agreements.

Procurement

- Coordinate the procurement of works, goods and services required under the Project and for immediate inputs of Project.
- Ensure that works, goods and services under the loan/credit are procured in accordance with the World Bank Procurement Regulations.
- Oversee the preparation and updating of procurement plans as necessary.
- Together with SRA, responsible for selecting additional staff members of the PIU team, including participation in drafting/reviewing Terms of References for these purposes.
- Organization and coordination of committees to evaluate expressions of interest, technical proposals, and bids.
- Coordinate the contract management of all activities financed under the Project, including review of deliverables and ensuring appropriate responses are received on time.
- Oversee all contracts and ensure all relevant documents are uploaded onto the World Bank's procurement system Systemic Tracking of Exchanges in Procurement (STEP).

Environmental and Social Compliance

- Ensure that the project is implemented in accordance with the ESCP and ESF documents.
- Ensure that adequate E&S staffing is in place at PIU, Supervision and Contractor levels and that roles and accountabilities are clearly defined.

- Ensure accidents and incidents are reported to the bank as per the ESCP. Responsible for ensuring ES risks and impacts are adequately monitored and documented.

Monitoring and Evaluation and Reporting

- Ensure the collection of all data required to track progress towards achieving the development objectives of the Project.
- Oversee the smooth functioning Project's monitoring, evaluation and reporting system, reporting results against the Project's Results Framework.
- Coordinate the preparation of the quarterly Project Progress Reports as per the template agreed with the World Bank, submit reports to the World Bank and the Project Steering Committee and other partners, as needed.
- Maintain necessary level of technical and operational skills to supervise project team's activities.
- Coordinate with the World Bank on their implementation support missions, provide the mission with updates of progress of all project activities and compliances ahead of the mission dates. Organize site visits and visits to other stakeholders relevant with the project.
- Coordinate the biweekly progress review meeting with the World Bank team, provide key progress update ahead of the meetings.
- Share with the WB regular progress notes and Project related Progress reports (ex. monthly PR of the Supervision Engineer).

Leading and Performance Appraisal

- Lead coordination of day-to-day implementation of Project tasks.
- Lead and supervise the project team and manage performance.
- Represent the SRA at the Project Steering Committee.
- Coordinate with other Ministries and PIUs working in areas relevant to the Project implementation.
- Lead the development and review and reporting of the project risk management plan and ensure all risks are appropriately managed and mitigated.

Other Duties

- Perform any other duties reasonably requested by the SRA, Moldova Customs Service (MCS) and/or the Project Steering Committee.

E. Key Deliverables

The Project Coordinator will be responsible for supporting the implementation of the Project including the following specific deliverables:

Key Deliverables	Timing
Delivery of a revised Project Operations Manual	1 month after commencement and to be updated as required.
Monitoring and Evaluation System Development	Within 3 months after commencement
Annual Work Plan, Procurement Plan and Budget	2 months after commencement and annually
Audit	Annually
Progress Report	Quarterly, every six months
Progress Reporting for World Bank progress meetings and Missions	To be submitted to SRA's Deputy Director for agreement and 2 days prior to WB
Performance Management Reports for staff	Every six months

Financial Reports to the SRA	Monthly
Financial Reports to World Bank	Quarterly
Monitoring and Evaluation Report	Quarterly

F. Key Skills/Attributes/Job Specific Competencies

Consultant shall maintain during the assignment the following Key Behaviors and Personal Attributes:

Key Behaviors

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development
- Strategic Perspective

Personal Attributes

- Excellent Analytical Skills
- Excellent Communication Skills
- Excellent interpersonal skills
- Results orientation
- Ability to manage and work well in multi-disciplinary teams
- Ability to work in an organized and systematic manner
- Ability to transfer information/knowledge to a non-technical audience
- Recognizes and responds appropriately to the ideas, interests and concerns of others
- Builds trust and engenders morale by displaying open, transparent and credible behavior
- Respects individual/cultural differences
- Utilizes diversity to foster teamwork
- Ensures others understanding of, involvement in, adaptation to a change process.

G. EVALUATION CRITERIA

Curriculum Vitae (CVs) of all applicants will be evaluated as follows: all CVs will be scrutinized against the assignment's Minimum Requirements. The CVs of candidates that meet the Minimum Requirements will then be scored according to the set Scoring Criteria. Any candidate may be interviewed at any stage before invitation to negotiate a contract. The results of interview may be used in (re)evaluation and changing the Scoring Criteria evaluation. The selected candidate may be interviewed before appointment. Referees of the selected candidate may be contacted to verify prior experience, performance, and character traits.

Minimum Requirements

Minimum Education: Master's or Postgraduate in a relevant discipline (project management, business, or other field relevant to this assignment).

Minimum Language Skills: Excellent verbal, written and presentation communication skills in English.

Minimum Years of Relevant Experience: At least 10 years, in management and administration of large public sector and/or international development projects with proven ability to successfully coordinate and manage project work, including:

- Demonstrated understanding of the transportation sector and its specific development challenges.
- At least 7 (seven) years of experience in managing projects and project staff and resources, and in roles with similar responsibilities.
- Experience in managing project budgets, with financial systems, and in financial reporting.
- Experience in managing environment, social and health and safety risks during project implementation in accordance with good international industry practice
- Experience with preparing project documentation including policies and procedures.
- Experience of working in Eastern Europe and/or developing countries.
- Experience in managing, motivating and monitoring staff members and consultants.
- Training and/or relevant experience in project monitoring and evaluation.
- Strong report writing and analytical skills, with a demonstrable record of delivery on time.
- Experience in using technological solution and computer programs.

Scoring Criteria

Candidates that meet the above Minimum Requirements will be scored in accordance with the following criteria.

Criterion	Maximum Points
General Qualifications (general education, training, and experience)	20

Adequacy for the assignment (experience in the sector/similar assignments)

The following aspects will be favorably considered:

- Experience management and administration of large public sector and/or international development projects (at least 2 IFI's funded projects, for a cumulative period of not less than 7 years).
- Experience in managing project budgets, with financial systems, and in financial reporting.
- Experience in managing environment, social and health and safety risks during project implementation.
- Experience of working with World Bank or other International Development Partner funded projects.

Detailed description of the tasks performed, for all claimed experience, shall be provided.

H. Duration and Location of Employment

Consultant is expected to start activity in the second quarter of 2025.

The contract will be for an initial period of one year and may be extended/renewed annually subject to satisfactory performance of the consultant, the need of the SRA and the availability of the Project funds the contract period will be renewed annually.

The contract is subject to a probationary period of six months and may be revised subject to satisfactory achievement of initial project goals and satisfactory performance of the Consultant.

Performance will initially be reviewed at one month, three months, and six months, and thereafter to six month and annual reviews.

Consultant will be based in Chisinau as an SRA's independent consultant on full-time basis. The SRA will provide working space, office equipment and communication facilities (including access to the Internet), as well as any other necessary means and support for Consultant to carry out this assignment.

The Project Coordinator shall report directly to the SRA's Deputy Director responsible for the foreign investments department for day-to-day implementation tasks and report submission. The Project Coordinator shall also be available for overall project implementation feedback and reporting to the SRA's General Director, the MIRD, Ministry of Finance and to the World Bank as per the requirements of the Project.

Consultant will be expected to travel to the Project implementation sites and other relevant sites throughout project implementation.