

TERMS OF REFERENCE FOR CONSULTANTS

A. CONSULTING FIRM

1. The International Road Assessment Program (iRAP) and the Institute for Transport and Development Policy (ITDP) are proposed to be recruited using **Single-Source-Selection** (SSS). iRAP and ITDP are both nonprofit organizations and not government-owned institutions that are considered centers of excellence with established track records. The SSS method will ensure assignments are undertaken efficiently and outputs are delivered on schedule and with quality.

2. The tasks to be performed by iRAP and ITDP under this TA represent a natural continuation of their previously performed work, as their activities will build upon the ongoing work under the Regional Research and Development Technical Assistance for Unlocking Innovation for Development (Innovation TA), which committed \$1.5 million to help scale-up urban transport and road safety operations in DMCs. iRAP and ITDP were engaged using a SSS method under this TA during 2016. The original completion date of the TA is December 2019 but due to high demand from ODs for support, TSG expects the early completion of activities by 2018. Additional resources are needed to continue supporting ODs.

3. **iRAP** (international consultants, 11 person-months, intermittent) has been working in the field of road safety since 2000, and has delivered road safety solutions in over 70 countries. iRAP is uniquely placed in ADB road safety operations being the only entity that has established a specialized road safety assessment methodology that has been successfully implemented in at least seven DMCs, including Bangladesh, the People's Republic of China, India, Mongolia, Georgia, Pakistan and Vietnam. iRAP has also been ADB's partner in conducting in-house road safety training for staff and DMCs. As it is the only qualified firm that has substantial experience in road safety planning, management and training; as well innovative technology in the region, the use of a SSS method under the TA is proposed, on exception basis, in accordance with the Guidelines on the Use of Consultants by ADB.

4. The tasks and responsibilities of iRAP will include:

- (i) Support for project implementation and quality assurance: technical support to assist ADB supervision teams and executing agencies to address design and implementation issues, assist capacity development, prepare knowledge products, and disseminate lessons and best practices. This entails conducting field visits and preparing road safety audits at key stages of design and implementation.
- (ii) For road and/or road safety projects under preparation, specialized road safety expertise to supplement that provided by ADB staff and project preparatory TA teams to arrive at technically sound, high quality road safety proposals for ADB financing.
- (iii) Project preparation support for DMCs with potential for road safety upscaling to conduct workshops and studies to raise DMC awareness of road safety investment opportunities and their expected benefits.

- (iv) Technical visits to DMCs that offer the most promise for scaling up road safety lending; prepare background assessments; and hold preliminary technical discussions with implementing and partner agencies to determine their interest, capacity, and issues.
- (v) Support joint missions by ODs and TSG missions to meet governments and other relevant organizations for policy dialogue on inclusion of promising road safety opportunities as TA projects and loans in future country partnership strategies and country lending and TA pipelines.

5. **ITDP** (international consultants, 5 person-months, intermittent) is a leading organization in the promotion of environmentally sustainable and equitable urban transport policies and projects worldwide. ITDP through its Asia regional offices has successfully supported preparation of approved urban transport projects in ADB since 2009. It has worked in over 100 cities in more than 35 countries, improving quality of life for millions by bringing about urban transport solutions that cut greenhouse gas emission, reduce poverty, and improve the quality of urban life. ITDP has played a very relevant role in ADB urban transport by supporting ADB operations in at least seven DMCs, including the People's Republic of China, Malaysia, Fiji, the Philippines, Pakistan, Timor-Leste and Indonesia. To continue to ensure high quality outputs for urban transport projects in ADB's operations, ITDP's inputs will be necessary. The use of a SSS method under the TA is then proposed, on exception basis, in accordance with the Guidelines on the Use of Consultants by ADB.

6. The tasks and responsibilities of ITDP will include:

- (i) Background assessments and preliminary technical discussions with potential implementing and partner agencies to determine their interest, capacity, and issues.
- (ii) Technical support to ODs and TSG to meet governments, city authorities, and other relevant organizations for sector and/or policy dialogue on inclusion of promising urban transport opportunities as TA projects and loans in future country partnership strategies and country lending and TA pipelines.
- (iii) Preparation of concept notes summarizing promising project opportunities and providing data and analysis on the background, project concept, cost, schedule, implementation arrangements, and issues.
- (iv) Preliminary proof-of-concept studies, prefeasibility studies and project preparation support, for DMC cities that have limited familiarity with innovative urban transport.
- (v) Specialized technical expertise to supplement support provided by ADB staff and project preparatory TA teams to prepare project proposals suitable for ADB financing: demand survey and analysis, mass transit planning and operations, station architecture and design, public-private financing, and restructuring of transport operators.
- (vi) Support for urban development projects under preparation: technical expertise to help project processing teams, strengthen urban transport outputs, provide capacity development support, and prepare knowledge products.

- (vii) Support for project implementation and quality assurance: project field visits, prepare quality assurance assessments of design and implementation, and prepare and carry out action plans to assist in addressing project implementation issues.

B. INDIVIDUAL INTERNATIONAL CONSULTANTS

7. The **Traffic engineering expert** (international, 3 person-months, intermittent). The Traffic engineering expert is expected to hold a university degree in transport, urban planning, civil engineering or a related field; a master's degree in one of these fields is preferred but not required; at least 15 years of experience in working in transport fields with specific experience in traffic engineering projects. The Traffic engineering expert will undertake the following tasks: (i) assessment the existing traffic engineering and management: data, policy, engineering design standards, study of traffic flows movements in main corridors and junctions, traffic bottlenecks; (ii) proposal of improvements in the policy and engineering design standards for optimization and redesign of traffic and maximize the use of road capacity; (iii) traffic reorganization design for selected landmark junctions or sections: intersection improvements, infrastructure expansion at key locations, traffic signs, road surface markings and traffic lights; (iv) definition of traffic management measures and policies.

8. The **Urban transport expert** (international, 3 person-months, intermittent). The Urban transport expert is expected to hold a university degree in transport planning, urban planning, or a related field; a master's degree in one of these fields is preferred but not required; at least 15 years of experience in working in transport fields with specific experience in urban transport studies and projects. The Urban transport expert will undertake the following tasks: (i) assessment of legal and institutional frameworks; (ii) analysis of main mobility issues (congestion, traffic accidents, transport accessibility); (iii) assessment of public transport infrastructure and services (bus, light rail, metro, etc.); (iv) analysis of non-motorized transport (walking, cycling) issues; (v) diagnosis of the parking management, policy and enforcement; (vi) proposal in coordination with ADB and relevant stakeholders of improvement measures for each of the previously defined areas.

9. The **Intelligent transport expert** (international, 3 person-months, intermittent). The Intelligent transport expert is expected to hold a university degree in transport or a related field with some specialization in ITS; a master's degree in one of these fields is preferred but not required; at least 15 years of experience in working in transport fields with specific experience in ITS design, planning and implementation. The Intelligent transport expert will undertake the following tasks: (i) assessment of ITS service needs based on the current and future transport needs; (ii) technical support for planning and design of ITS architecture, systems and components; (iii) proposal of ITS services to increase transport efficiency in traffic management, bus operation, ticketing, etc.; (iv) assessment of legal and institutional arrangements and technical capacity for the development of ITS; (v) recommendations for technological and financing options for the ITS.

10. The **Air transport expert** (international, 3 person-months, intermittent). The Air transport expert is expected to hold a university degree in transport or a related field with some specialization in air transport; a master's degree in one of these fields is preferred but not required; at least 15 years of experience in working in air transport fields with specific experience in airport planning and design and air navigation systems, with demonstrated experience on airport safety and emergency preparedness and response for airport operations;

should be familiar with various internationally accepted standards on airport design and safety such as ICAO, NFPA, etc.. The Air transport expert will undertake the following tasks: (i) develop policies and regulations regarding air transport; (ii) assessment of legal and institutional arrangements regarding air transport at the national, regional and international levels, considering international regulations; (iii) study and analysis of freight and passenger air transport markets; (iv) technical support for the planning and design of new or existing airports (terminal buildings, runway systems); (v) support for the design and implementation of air navigation systems complying with national and international regulations.

11. The **Railway expert** (international, 3 person-months, intermittent). The Railway expert is expected to hold a university degree in transport, civil engineering, or a related field with specialization in railway engineering; a master's degree in one of these fields is preferred but not required; at least 15 years of experience in working in transport fields with specific experience in railway studies and projects. The Railway expert will cover areas such as signaling, telecommunications, rolling stock, operations, intermodal stations for passengers and freight, and track; and will assess the existing condition of railway systems in terms of institutional arrangements, infrastructure, demand, services, etc. and will propose improvement measures for any of the fields of railway system engineering.

12. The **Maritime transport expert** (international, 3 person-months, intermittent). The Maritime transport expert is expected to hold a university degree in transport or a related field with some specialization in maritime transport; a master's degree in one of these fields is preferred but not required; at least 15 years of experience in working in maritime transport fields with specific experience in port planning and design and maritime transport. The Maritime transport expert will undertake the following tasks: (i) develop policies and regulations regarding maritime transport; (ii) assessment of legal and institutional arrangements regarding maritime transport at the national, regional and international levels, considering international regulations; (iii) study and analysis of freight and passenger maritime transport markets; (iv) technical support for the planning and design of new or existing ports and freight and passenger terminals; (v) support for the design and implementation of maritime transport navigation systems complying with national and international regulations.

13. The **Financing partnership facility coordinator** (international, 3 person-months, intermittent). The facility coordinator is expected to hold a university degree in transport planning, urban planning, business, economics or a related field; a master's degree in one of these fields is preferred but not required; at least 15 years of experience in working in transport fields with some specific experience in working with international organizations and previous experience in engaging with donor organizations. The facility coordinator will undertake the following tasks: (i) provide support for dialogue between ADB and key donor agencies and other organizations; (ii) consultation with relevant trust fund representatives; (iii) organize and deliver donor engagement sessions.

C. INDIVIDUAL NATIONAL CONSULTANTS

14. The **Transport Forum event coordinator** (national, 9 person-months, continuous). The event coordinator will be headquarters-based and must have a university degree with at least 10 years of relevant experience in planning, coordinating, and arranging workshops, seminars and conferences. The coordinator should demonstrate ability to develop professional relationships that result in stable, consistent, reliable, and courteous communication when dealing with internal and external audiences. The coordinator will undertake the following tasks related to the

ADB Transport Forum: (i) organize and ensure smooth conduct of the event; (ii) provide logistical and technical support; (iii) liaise and coordinate all activities during TSG events, including but not limited to liaising and coordinating with co-organizers, sponsors, ADB-funded and self-funded participants and resource persons, concerned government agencies, as well as ADB departments involved in the event and ensure successful execution; (iv) negotiate and finalize agreements with various service providers required for the event; (vi) conduct all necessary work to conclude the administrative processes post event execution.

15. The **Transport Forum logistics assistant** (national, 8 person-months, continuous). The logistics assistant will be headquarters-based and must have a university degree with at least 5 years of relevant experience in organizing events and workshops. The assistant should demonstrate ability to work collaboratively in a team environment and possess excellent oral and written communications skills in English and be proficient in MS Applications, especially with MS Excel. The assistant will be responsible for undertaking logistical arrangements for the Transport Forum, ensuring efficient registration for the participants, as well as the efficient coordination of travel requirements of ADB-sponsored participants and resource persons. He/she will undertake the following tasks: (i) visa processing of ADB-funded participants through Government Relations Unit; (ii) travel arrangements of ADB-funded participants; (iii) regular updating of participants' database; (iv) regular updating of participants hotel room list with flight information (from initial stage to final stage); (v) pre-event registration, on-site registration of participants; (vi) pre-event, onsite and post event logistical support to ensure timely delivery and set-up of event requirements; (vii) generation of actual registration report on a daily basis.

16. The **Transport Forum administration assistant** (national, 3 person-months, continuous). The administration assistant will be headquarters-based and must have a university degree with at least 3 years of relevant experience in organizing events and workshops. The assistant should demonstrate ability to work collaboratively in a team environment and possess excellent oral and written communications skills in English and be proficient in MS Applications, especially with MS Excel. The assistant will support the Transport Forum event coordinator and logistics assistant in the delivery of the Transport Forum, including the development of the program and content of the event and other related activities.

D. RESOURCE PERSONS

17. Resource persons with background in sustainable transport, subject expert, or facilitator, will be engaged to participate in related seminars, workshops, and conferences planned under the TA.