**Terms of Reference**

**Institutional Development Specialist for Road Sector Modernization Program, Public Works Department, Mizoram**

1. **Introduction**

The Government of Mizoram (GOM) has completed improvements of 440 Kms of State Highways and MDRs under Mizoram State Road Project - I (MSRP I) financed by the World Bank. Under MSRP II, further 81 km of State Highways are being constructed.

The Public Works Department (PWD) Mizoram is the implementing agency for the project. A dedicated project implementation unit (PIU) has been established in Chief Engineer (Road) Office of Mizoram PWD, headed by a Project Director and supported by other staff is responsible to implement the project with support from various units of PWD. The road improvement works are to be implemented in various packages through Construction Supervision Consultants (CSC).

Implementing a Road Sector Modernization Plan (RSMP) too is a part of the project. The implementation is to be through a Road Sector Modernization Group consisting of PWD officers at various levels. The proposed Institutional Development Specialist has to work closely with the RSMP, PWD team and also coordinate and work with other consultants working for the PWD and the Project for identifying, planning, and timely delivery in addition to fulfill his own task to facilitate institutional development.

1. **Objective**

The main objective of this service is to assist the PWD in institutional strengthening activities identification, planning, implementation, and assist in the implementation of Road Sector Modernization Plan.

1. **Scopes of Services**

The main tasks under the consultant’s services but not limited to are the followings;

1. Assist PWD to develop, finalize and implement the activities in Road Sector Modernization Plan (RSMP),
2. Assist in review the progress and quality of activities being implemented under RSMP including review and update of the RSMP, periodically based on the implementation experiences.
3. Assist the PWD in reviewing and developing Road Sector Strategy including revision of road policy.
4. Assist in identifying and implementation of long-term sector development strategy for various important aspects that the institution’s scope such as engineering designs, procurement and contract management, asset management and maintenance, sector funding, institutional capacity building, quality assurance, social development strategy to mitigate adverse impacts and enhance benefits for the community, labour welfareissues, environmental sustainability and management, and use of IT tools and other relevant subjects.Further details of expected support include as;
   1. Computerization of various business processes and developing data-base for PWD to help better plan and implement its activities including use of e-procurement.
   2. Development of procurement and contract management manual and use of standard bidding documents of PWD.
   3. Development of quality assurance and control strategy and manual for various civil works in PWD;
   4. Developing and implementing social and environment policies and guidelines including addressing issuessuch as; mitigate adverse impacts and enhance benefits for the community;laborwelfare; environmental sustainability; managementforest biodiversity; and climate change.
   5. Development of technical manuals and design guidelines for hill roads including bridges, treatment of land slides, cost-effective and climate resilient road pavements, drainage issues, engineering surveys and investigations.
   6. Establishing and operation of specific cells for effective management of Roads, Bridges, Road Traffic Safety, Quality Assurance and Control, Environment and Social in PWD.
   7. Development and implementation of road safety action plan, road accident data recording system, road safety audits, andrelated activities.
   8. Establishment and operation of road asset management and use of innovative contracts for maintenance like performed based, community based, or other suitable contracts for regular maintenance work. Use of asset management system of the state roads network to be used as a planning tool to make investment decisions.
   9. Conducting training need assessment for the institutional capacity building including development and implementation various training programs, workshops, seminarsusing local, national and international training institutions. This shall also focus on the Project’s need for capacity building for the implementation of the project works.
5. Assist in carrying out study, planning, and implementation of capacity building activitiesof road construction industry.
6. Assist in preparing progress reports on institutional development and specific to the activities related to Road Sector Modernization Plan.
7. Any other reasonable assistance that may be required by PWD during the course of the implementation of the project.
8. **Qualification Requirement**
9. Education:

* Minimum bachelor’s degree in Civil Engineering and Master’s degree in a related discipline of Transport management or Construction managementor Business managementor in the field of institution organization/development.
* Related Trainings in the field of capacity building of institutions, training need assessment, and conducting trainings will be preferred;

1. General Experience: Minimum 15 years of working experiences in the institutions related to the public infrastructure planning and implementation after Bachler’s degree in Civil Engineering;
2. Specific Experience:

* Minimum of 10 years of specific working experiences as Senior manager or or Senior engineer in the field of planning and implementing of infrastructure works.
* Experience of developing strategies and policies for institutional/ organizational development and operation and preferred for road agencies.
* Working Experiences in senior level management with the Public Works Department or similar institutions and doing planning and implementation of the infrastructure works shall be preferred,
* Experiences working with the institutional capacity development works under projects funded by bilateral and multilateral development agencies shall be preferred,
* Experiences of developing organizational and institutional operation capacity related activities within public or private large organizations,preferably agency managing Road sector shall be preferred.
* Familiar with the region and working experiences in the region shall be predfereed.
* Proficient in English and ability to operate Microsoft Office related applications in computer.

1. **Duration and Commencement of Services**

The initial duration of the contract for the Institutional Development Specialist will be approximately 18 months and extendable as per project’s need. Performance shall be evaluated at end of each year and will be renewed upon satisfactory performance.

1. **Supervisor and Reporting Requirements**

The Consultantwill be under the immediate supervision of and will report to the Project Director for MSRP II, Mizoram. However he/she shall work closely with the Engineer in Chief, Chief engineer, and Senior officialsPWD, RSMP committee, and other individual Consultants working as a part of the Project’s Consultants. The Consultant will be required to submit the following reports:

* Inception report showing full understanding of the scope of activities and strategy action plan at the end of 1st month of engagement
* Monthly progress report on planning and implementation of RSMP and capacity development activities from end of 2ndmonth of engagement
* Specific reports on specific subject of capacity developmentactivity or training as and when required.
* Any other specific reports based on request of the PIU

The Consultant shall also closely coordinate his works with the RSMP committee and take part in the meetings fro review and planning.

1. **Selection Process**

Selection of the Consultant will be carried out in accordance with the selection procedure of Individual Consultants Selection as per the World Bank's “Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers" January 2011.

1. **Facilities to be provided by the Employer**

The Employer will provide the following:

* Access to the information and other assistance as required to effectively undertake this assignment;
* Working space within the PWD premises in Aizawl.
* Necessary official travel to visit the field offices or other offices, as necessary.
* Logistics for meetings, presentations and report reproduction

1. **Responsibility of the Consultant**

The Consultant is expected to work in the PWD/ PIU office premises at Aizawl and provide his inputs/ services to the PWD and project works. No home based inputs are envisaged. The Consultant will be expected to work at Aizawl as full time person toeffectively carry out the assignment. The Consultant shall himself manage stationery, office equipment, travels to and from Mizoram, lodging and boarding at Mizoram to render services.

1. **Contract and Payments**

The Contract shall be time based with the inputs in Mizoram. Travel expenses, accommodation, transportation, and Per-Diems shall be reimbursed as per actual as specified in the contract.