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**NATIONAL AND REGIONAL ROADS REHABILITATION
PROJECT**

and

ROAD UPGRADING AND DEVELOPMENT PROJECT

Terms of Reference

for

**Community Engagement Specialist / Office Administrator
Terms of Reference**

1. BACKGROUND

The Public Enterprise for State Roads (PESR) has started the implementation of the World Bank financed National and Regional Roads Rehabilitation Project (NRRRP) and Road Upgrading and Development Project (RUDP). The project's development objectives are to enhance the connectivity of selected national and regional roads, primarily to Corridors X and VIII, and to improve the Public Enterprise for State Roads' capacity for road safety and climate resilience.

The projects include the rehabilitation and spot improvements of an estimated 112 km of national and regional roads as well as a pilot road safety black spot improvements

program as well as a construction of an express road from Rankovce to Kriva Palanka. Furthermore, they include activities aimed at helping strengthening PESR's capabilities on issues related to road safety, road and bridge asset management, and climate resilience. They will also finance technical assistance, equipment, consultant services, and operational costs associated with the implementation of the project.

It is expected that the projects will be implemented over a five six periods from September 2014 to December 2020 by PESR. A dedicated Project Management Team (PMT) is being established consisting of PESR staff (a Project Director, at least three engineering specialists, a Procurement specialist, a Financial Management specialist, and an office administrator/translator). It will also be strengthened with consultants specialized in procurement and financial management. The PMT will undertake all roles and tasks required for project administration and implementation.

2. OBJECTIVES

Community Engagement Specialist / Office administrator shall have the responsibility for community engagement, supporting the implementation of the beneficiary survey and impact evaluation (that is being implemented by external consulting companies) and coordination and management of all day-to-day communication and specific program activities needed for projects implementation, and provide support to the PESR Project Management Team.

3. SPECIFIC DUTIES AND RESPONSIBILITIES

Community Engagement Specialist /Office administrator areas of responsibility and specific tasks are defined as follows:

- Establishes feedback and grievance mechanism from direct and indirect beneficiaries;
- Organize and coordinate regular meetings with affected communities by NRRRP and RUDP; Assist the Social/Environment Specialist from the Environment Department in implementing activities such as mid-term and evaluation surveys in order to evaluate the projects impacts;
- Collect data from PMT and PESR staff relevant for the monitoring and evaluation of the projects implementation and presentation in pre-agreed format as per the Project Operational Manual (POM);
- Collect data from PMT and PESR staff and using this input prepare PESR's mid-term reports as defined in the POM, including social impacts and livelihood improvements for low-income groups, women, people with disabilities and other vulnerable segments of society;
- Coordinate the logistics of the surveys and discussions, supervise and manage the field teams engaged in the data collection and field visits necessary to completing these tasks;
- Using input from PMT staff, compiles various projects reports as agreed with the World Bank and set in the Project Operational Manual.

- Manage disclosures of documentation as per the Project Director's guidelines and Project Operational Manual;
- Organize projects correspondence and draft routine projects documentation;
- Timely submit projects reports to the World Bank as defined in the POM;
- Drafts routine correspondence and proofreads materials using proper grammar, punctuation, and style;
- Translate documents, relevant to the work of the team, such as reports, memos articles, etc.

4. REPORTING OBLIGATIONS

The Consultant will be a member of the PMT and shall report to the Project Director and/or Project Manager. The Consultant shall produce Annual Working Program for each year; any other report upon request with respect to the program activities under the Project as well as maintain records of all correspondence (Archive) in respect to the program issues of the project overall.

5. CONSULTANT QUALIFICATIONS

- Bachelors' Degree
- At least three years of practical experience in a related field of work (for example Project Management in Development/Public Sector).
- Experience in monitoring and evaluation is an advantage.
- Full computer literacy (MS Office).
- Excellent verbal and writing skills in Macedonian and English.
- Proven teamwork skills.
- Ability to work under pressure and meet deadlines.

6. DURATION OF ASSIGNMENT

The Consultant shall provide full time services for the period ending December 2020 on yearly based contracts, renewable upon satisfactory performance. Expected start of services is June 2016.

7. FACILITIES TO BE PROVIDED BY CLIENT

The Consultant will be provided with suitable office space, local phone service, appropriate equipment such as PC and printer.

Selection method and contract: The selection method is Individual Consultant and the contract shall be Time Based according to the Guidelines Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by the World Bank Borrowers” January 2011.