**SOMALIA - HORN OF AFRICA INFRASTRUCTURE INTEGRATION PROJECT**

**(P173119)**

**TERMS OF REFERENCE (TOR)**

**CONSULTANT TECHNICAL MANAGER OF SHII PROJECT**

1. **Introduction**

“Somalia - Horn of Africa Infrastructure Integration Project” (SHIIP) funded by the World Bank, is a part of a larger program aimed at enhancing connectivity among the countries in Horn of Africa and access to seaports; facilitation of domestic and regional trade and economic integration, and road safety. For this project, the Federal Government of Somalia Ministry of Public Works, Reconstruction and Housing (MoPWR&H) will prepare a spatially coordinated investment pipeline of economic corridor projects to strengthen the national government’s management of the transport and trade sectors.

The project is being implemented by the Federal Government of Somalia (FGS) through the Ministry of Public Works, Reconstruction and Housing (MoPWR&H) and involves consultation with and technical contributions by beneficiary Ministries and participating Federal Member State (FMS) in relevant activities. A Project Coordinating Unit (PCU) has been established within the MoPWR&H. This unit is responsible for the overall project implementation and coordination with stakeholders. The technical line ministries, on their part, are responsible for technical inputs for activities relevant to their sectors. The project’s environmental and social risks are managed under the World Bank’s Environmental and Social Framework (ESF).

MoPWR&H now invites suitable qualified individuals to apply for the position of Technical Manager for the SHIIP project. The ideal candidate will be self-motivated with excellent organizational skills.

1. **Project Development Objective/Program Objective**

The overarching objective of the Horn of Africa (HoA) Program Series of Projects, which the proposed project will contribute to, is “enhancing connectivity among the HoA countries and access to seaports; facilitation of domestic and regional trade and economic integration, and road safety”. The Project Development Objective (PDO) is to prepare a spatially coordinated investment pipeline of economic corridor projects, and to strengthen the national government’s management of the transport and trade sectors.

1. **Project Components**

The project has five components.

In Component 1 (Development of Regional Economic Corridors), the project will finance activities that will support the technical preparation and related activities that will result in close to 400 km of the prioritized regional economic corridors being readied for investments. The technical work will include the design of roads, environmental and social safeguards instruments, economic analysis, etc.

Under Component 2 (Connectivity to Economic Corridors), the MoPWR&H will prepare a suite of national-level activities intended to leverage the development of economic corridors through local connectivity and accessibility. The component will prepare feasibility, design, and other studies necessary to prepare and bring to bidding stage approximately 500 km of secondary and tertiary roads linked to the identified corridors, connecting the local population to the expanded opportunities presented by increased trade and economic development induced by the eventual investment in the economic corridors.

In Component 3 (Institutional and Capacity Development), the project will support activities to strengthen institutional, human resource, legal and policy capacities. This will help the country to achieve strong institutions with sufficient resources and technical, managerial, planning, procurement, financial management and skills for environmental and social risks management in Somalia. A National Transport Policy (NTP) will be developed to provide guidance to all stakeholders on Somalia’s long-term development of the transport sector.

Component 4 (Project Management) is dedicated to financing activities related to project implementation, coordination and management. A Project Coordination Unit (PCU) will be established at the MoPWR&H.

Component 5 (Contingent Emergency Response) will, in accordance with the World Bank Policy on Investment Project Financing dated November 10, 2017, Paragraphs 12 and 13 for situations of urgent need of assistance, function as a project-specific Contingent Emergency Response Component (“CERC”). Funds set aside under this component will finance activities in the event of a natural or man-made crisis in the future, during the implementation of the project, to address eligible emergency needs under the conditions established in its Operations Manual.

1. **Scope of Work of the Technical Manager**

Owing to the complex and multi-faceted layers of the SHIIP, a technical manager is needed to ensure that project functions are operating efficiently, effectively and in accordance with the Project Operations Manual and corresponding regulations. While the project is managed overall by a project coordinator, his responsibilities demand a constant presence in managing high-level political and administrative obligations. They cannot invest the time needed to meet the day-to-day management required of the SHIIP implementation.

1. **Roles and Responsibilities of the Technical Manger**

Will be responsible for providing technical guidance to the project under the overall leadership of the Project Coordinator. In liaison with the Project Coordinator, the Technical manager will monitor the project implementation program and handle technical issues arising thereof on a day to day basis.

1. Provide technical support and guidance to the project under the overall leadership of the Project Coordinator. This includes monitoring project implementation, addressing technical issues on a daily basis, and ensuring that all contracts align with the project’s result framework and objectives.
2. Serve as a resource for local service providers and project teams regarding FGS procedures. Provide technical support for the review and evaluation of bids, proposals, and consultancy reports, ensuring timely feedback and adherence to quality standards.
3. Participate in monitoring project progress, identifying potential implementation problems, and proactively addressing them. Ensure timely preparation and review of progress reports (monthly, quarterly, half-yearly, and annual).
4. Under the guidance of the Project Coordinator, lead technical stakeholder meetings at national and state levels. Facilitate liaison between FGS and FMS to ensure smooth project implementation and address administrative and fiduciary constraints.
5. Use the World Bank’s online procurement planning and tracking tools to record all procurement actions under the project, including preparing General Procurement Notice (GPN) for the projects, Specific Procurement Notices (SPN), Procurement Plan, including its updates and revisions, preparing relevant procurement documents, and seeking and receiving Bank’s review and no-objection to the above documents and all procurement actions as required.
6. Participate in all the stages of the Procurement Roadmap for all activities under procurement including (i) review of various procurement documents at various stages of procurement, and (ii) arranging for advertisement in the UN Development Business and national newspapers and/or the Public Procurement Bureau’s portal for the procurement of consultancy services, non-consultancy services, goods and small civil works required for the project.
7. Participate in consultation/stakeholder workshops including consultation/stakeholder workshops to be held by Design Consultants and other Consultants.
8. Participate in review of deliverables submitted by consultants (inception report, draft final report, final report, master plan, environmental and social, surveys and design reports, drawings, technical specifications, summaries, cost estimates, economic analyses, etc.)
9. Participate in contract monitoring and administration, track contracts being processed, identify constraints, challenges and issues especially deviations from agreed procurement schedules and seek to resolve issues in a timely manner
10. Support the Project in conducting regular performance reviews of team members, ensuring effective monitoring of individual progress and development.
11. Undertake a key support role in assuring the quality of deliverables from team members, providing recommendations for project direction and resource adjustments.
12. Contribute to the synthesis and reporting of program outputs and lessons learned, ensuring all documentation related to technical activities is accurate and properly stored for future reference.
13. **Qualifications and Experience of Relevant Technical Manager**

* Master’s degree in Business Administration, Public Administration, Management, or a related field
* Minimum of ten years of increasingly responsible professional experience in the field of governance and development, or management, especially in government and international organizations.
* Five (5) years demonstrated experience in a management position
* A minimum of at least 5 years of direct relevant experience in managing World Bank funded project in the public or private sector;
* Ability to manage a team and conduct him/herself in a professional manner;
* Ability to take responsibility for one’s own or one’s employees’ performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly.
* Excellent administrative skills are required and strong qualities in working with teams.
* Organizational skills: Proven ability to demonstrate initiative in dealing with a large volume of work under time pressure, setting priorities, organizing work independently while meeting deadlines and adapting to a constantly developing working environment;
* Ability to work with a high degree of accuracy and attention to detail;
* Excellent communication (oral & written) and interpersonal skills. Ability to act with tact, diplomacy, discretion and respect for confidentiality
* Proficiency in MS Office Suite (Word, Excel, etc).

1. **Language Requirements**

Excellent command of Somali and English language (oral and written)

1. **Duration of Assignment**

The duration of the assignment is one year, with the possibility of renewal. The renewal is subject to a satisfactory performance evaluation of the Technical Manager by MPWR&H, as well as approval from the World Bank.

1. **Implementation Arrangements**

The Technical Manager will work under the joint supervision of MoPWRH and PC and will coordinate with stakeholders that are relevant for this assignment through physical and virtual meetings or discussions as appropriate. He/she will work closely with the Project Coordinator, PCU members, line Ministries, and Federal Member states.

1. **Reports and Schedules of Deliverables**

The timelines for the deliverables for the assignment is as indicated in the table below.

Table of Deliverables

| **Deliverables** | **Description** | **Timelines** | **Format and No. of Copies** |
| --- | --- | --- | --- |
| Inception Report | Will include a Work plan for fulfilling the Terms of Reference. Confirm methodology, task assignment. Report on how the Senior Procurement and Contract Management Specialist will undertake and fulfil the assignment. | 14 days after start of the assignment | MS Word/PDF and two (2) hard copies |
| Monthly Progress Reports | Concise summary of progress and key achievements in the reporting month; planned activities for the coming month; problems identified and solution proposed during the reporting period. | Monthly (within 7days after end of the reporting month) | MS Word/PDF and two (2) hard copies |
| Quarterly Progress Reports | Update activity and staff schedule showing actual against planned progress and achievement of deliverables. Description of work completed in the reporting period and planned activities for coming quarter. Summary of issues addressed. Identification of potential problems, delays, etc. | Quarterly (within 7days after end of the reporting quarter) | MS Word/PDF and two (2) hard copies |
| Annual Reports | Outlining progress against agreed work plan activities and outcomes, including enabling/inhibiting factors, challenges, risks and options to mitigate them. Recommendations. Update on costs | Annually (within 7days after end of the reporting year) | MS Word/PDF and two (2) hard copies |
| Mission Reports | Mission discussions, decisions reached and actions points | 3days after return from mission | MS Word/PDF and two (2) hard copies |
| Draft Project Completion Report | Detailing actual progress versus original planned activities, inputs, costs with reasons. Key issues raised and addressed during the assignment. Outstanding issues. Deliverables. A frank assessment of capacity development and recommendations to inform decisions around future World Bank support to the transport and infrastructure sector. What went well and why. What went wrong and why. What could be done differently. Lessons learned and outturn cost. Recommendations. | Within 14days prior to end of contract | MS Word/PDF and two (2) hard copies |
| Final Project Completion Report | Update Draft Project Completion Report by incorporating comments from reviewers | Within 7 days after end of contract | MS Word/PDF and two (2) hard copies |

The Work plan and Inception Report shall be discussed and approved by the Project Coordinator after the review.

1. **Duty Station**

The Technical Manager will be based in the MoPWR&H, Mogadishu, Somalia and will be expected to travel on missions as may be required within Somalia and to project sites where Design Consultants are carrying out their design assignments.

1. **Data, Services, Personnel and Facilities to be Provided by the Client**

The Client will be responsible for provision of the following:

* Office space equipped with access to Internet, local telephone line, printers, personal computer, photocopier, fax machines and document binding
* General office supplies, stationeries
* Access to necessary documents

1. **Institutional and Organization Arrangements**

The project is implemented by the Federal Government of Somalia (FGS) through the MoPWR&H and involves consultation with and technical contributions from beneficiary Ministries and participating Federal Member States (FMS) in relevant activities.

A Project Coordination Unit (PCU) is established within the MoPWR&H to coordinate the project's overall implementation and is responsible for homogenization between sectors. The technical line Ministries provide technical inputs for activities relevant to their sectors. The PCU is gradually strengthened to ensure the successful implementation of the project and serves as a vehicle for capacity building within the relevant sectors and beneficiary Ministries. The PCU is expected to include about 10 full-time staff and the project Coordinator. PCU works under the overall supervision of The Director General of MoPWR&H.

A Ministerial Steering Committee (SC), consisting of the ministers of the beneficiary ministries and co-chaired by the Minister of the Ministry of Public Works, Reconstruction and Housing and the Minister of the Ministry of Finance (MoF), oversees the project. The SC convenes at least three times annually to review the project’s progress in meeting its Project Development Objective (PDO), monitor updates of the results framework for the project, and guide corrective measures as warranted.

The Technical Manager works under the supervision and guidance of the Project Coordinator in collaboration with the staff of the World Bank, MoPWR&H, beneficiary Federal Ministries, Ministry of Public Works in the five Federal Member States, and other team members (Project Coordinator, Deputy Project Coordinator, Financial Management Specialist, Social Development Specialist, Infrastructure Economist, Communications Specialist, Security Officer, etc.).

1. **PAYMENT SCHEDULE**

The payment schedule shall be as follows:

* **Monthly Payments**: The Individual Consultant shall submit a monthly progress report by the 5th day of the following month. A monthly invoice shall be submitted upon submission of the monthly progress report. Upon approval by PCU, payment shall be made within 30 days of receipt of the invoice.
* **Reimbursable Expenses**: All reasonable, necessary, and pre-approved project-related expenses (such as travel costs) shall be reimbursed at cost upon submission of receipts and invoices. These expenses shall not exceed the agreed-upon budget without prior written approval from PCU.

The Individual Consultant shall maintain accurate records and evidence of all time spent and expenses incurred in providing the services. PCU reserves the right to audit these records at any time during the contract period.

The monthly fee rate and any allowances or reimbursements shall be agreed upon between PCU and the Individual Consultant prior to contract signing and shall remain fixed for the duration of the contract unless otherwise agreed in writing by both parties.