

Terms of Reference for Technical Advisor (TA), Ministry of Transport and Road Development, Somaliland-P101-052

1. Background

The Somaliland Development Fund (SDF) was established in 2012 to provide a single vehicle through which development partners could support Somaliland's development goals. The first phase of the SDF was implemented in 2013-2017 and supported the Government of Somaliland (GoSL) filling a critical gap through funding projects that are fully aligned to the National Development Plan (NDP) while at the same time recognizing the role of GoSL in the delivery of basic services.

The Somaliland Development Fund – Phase 2 (SDF2) covers the period 2018 – 2024. SDF2 is conceived as an inclusive economic development programme. It supports the GoSL in delivering infrastructure that is relevant for inclusive economic development. It focuses on sustainable investments that spur job creation and fast growth, while at the same time laying the foundation for long-term resilience and development, leading to a more stable and peaceful Somaliland. SDF2's ambitions are fully aligned with the NDP2 and reflect the priorities set out in Somaliland Vision 2030. Like in SDF1, all support will be aligned with government priorities as defined in Somaliland's second National Development Plan (NDP2) 2017-2021. The Fund Manager is responsible for the day-to-day management and administration of the Fund.

The objectives of the SDF2 are threefold:

- Support increased inclusive economic growth through investment in productive, strategic infrastructure to enhance economic growth and revenue generation.
- Strengthen and maintain the capabilities of the government of Somaliland to prioritize and manage the sustainable and equitable development of Somaliland's infrastructure.
- Support strong government ownership of development priorities aligned with the National Development Plan.

2. Ministry of Transport and Roads Development Project

The SDF has allocated funds to Ministry of Transport and Road Development to implement a project namely "Burao-Berbera Road Rehabilitation project". The project contains four major components:

Component 1:

The first component contains a capacity development for MoTRD staff to carryout road maintenance activities and quality assurance of road constructions works. Proposed capacity enhancement are staff trainings, procurement of maintenance equipment and enhancement of maintenance unit for MoTRD, traffic safety policy and introducing Highway development and maintenance management program HDM4 to utilize road cost economy, best practice design and maintenance.

Component 2:

The second component involves community engagement through creation/enhancing or formation of Roads community committees along with the project areas and another stakeholder (consumers) in Sahil & Togdheer regions. The purpose of these committee is to communicate project information and dialogue on project issues, community project participation, Inclusion, transparency and accountability. The expectation of project impact are the economic development and livelihood contribution of the rehabilitated road to the community along the project area, production industry and land transport sector.

Component 3:

This component involves full rehabilitation of 82km of Burao-Berbera which transcends between Sahil and Togdheer regions in Eastern Somaliland. The project also will involve replacement of reinforced concrete bridge decks for bridges, namely Dubur, Lalays, Kalajab and Galekor, installation of new culvert pipes, reinstating of road furniture as well as road marking.

Component 4:

As part of planning, the project proposes to conduct feasibility and design scope of the road section between Erigavo city and Maydh town which is 78.7km. The accessibility of current gravel road is very rough and tough with mountainous terrain features.

The economic contribution of road if developed at a later stage will play a vital role in enhancing the Somaliland fisheries economy. It will specifically unlock the untapped blue economy in the Sanaag region and support economic growth. SDF1 invested considerable amount of funds to the fisheries sector in Sanaag region (Maydh, Xiis, and Lasuurweyn) towns to increase the fishing activities of the eastern coastal regions.

3. General Description of the Role

The Technical Advisor (TA) will serve as the principal advisor to in delivering this project. The TA will specifically advise and support the Project Management Team on various technical matters for smooth implementation of the project on a day to day basis. TA is the counterpart to the Project Manager. The TA is expected to ensure that the project delivers its results in line with the provided time and budget. In doing so, he/she will streamline the project activities as per the project documents and established procedures of the SDF. The TA will closely liaise and coordinate with all stakeholders including other members of the PMT, key MoTRD staff, other actors in the Road & infrastructure development sector and the SDF Secretariat.

4. Key Tasks

4.1. Project Management/ General

- Serves principal advisor to Road development agency in delivering the project on time and budget;
- Serves as the counterpart to the Project Manager (PM) in the overall project implementation including all planning and monitoring of activities;

- Ensure that the project activities are implemented in compliance with approved SDF procedures and as per the contract documents signed between SDF and the implementing partners and support the PMT in complying with the same;
- Review and deliver a realistic project workplan, disbursement plan, and realistic results framework in line with the SDF overall results framework;
- Develop detailed monitoring and evaluation schedules for all the project components and work with the PM to ensure that they are implemented;
- Carry out monthly project budget monitoring, proactively advise on budget realignment (as needed), carry out quarterly spending forecast and ensure that quarterly spending targets agreed upon are met within a maximum 5% deviation;
- Work closely with the SDF Secretariat in the development of the tender packages for procurement of service providers;
- Technically lead the supervision of implementing partners to effectively and efficiently deliver the project activities in a timely manner and support the PMT in the monitoring and following up of the activities of the implementing partners;
- Support the Project Manager in the administrative functions foreseen in the project including co-signing of Payment Requests submitted by the Project Holder to the SDF Secretariat;
- Review all interim payment certificates and invoices submitted to the PMT from the implementing partners and sign them off before approval by the PM;
- Develop effective relationships with key partners and collaborators including MoTRD/RDA departments, implementing partners and other actors in the Infrastructure sub-sector to ensure project activities are effectively implemented and according to the best practice;
- Ensure that project cross-cutting issues such as Environmental and Social Impact Assessments, Value for Money, Risk Management, Gender Equity and Social Inclusion, Conflict Sensitive Programming, and project contribution to economic growth aspects are fully integrated into the project outputs and reported on; and
- Conduct any other activity as agreed with SDF Secretariat and MoTRD/RDA management.

4.2 Technical Oversight

- Overall in charge of supporting the PM in contracts administration and management in RDA project;
- Directly supervise the Short-Term Experts (STEs)/Consultants engaged to design various components of the project;
- Directly supervise the STEs/Consultants engaged for Roads studies;
- Conduct verification of the studies, drawings, designs, BOQs, technical specifications, etc vis-a-vis ground situation and make necessary corrections before they are used for tendering of the works;
- Advise as necessary when called upon by the tender evaluation committee with technical issues related to the works and supplies tenders;
- Scrutinize contractors' detailed work program and guide contractors in preparation of supervision schedules/work plan for all works packages;
- Monitor implementation of environmental standards, health and safety plans
- Establish quality assurance system including verification of sources of Construction material and certification;
- Carry out necessary quality control activities and certify that the quality of works conforms to the specifications and drawings;

- Check Road construction works as per the contract for achieving the expected outputs of the project;
- Record the work measurement and certify the contractor's interim and final payment certificates;
- Assist third party inspections, if necessary, as decided by SDF Secretariat in consultation with the PM;
- Draft completion certificates for issuance by the SDF Secretariat;
- Assist for resolution of all contractual issues including examining contractor's claims for variations/extensions or additional compensations etc and prepare recommendations for approval by MoTRD/RDA and the SDF Secretariat;
- Review "as-built" drawings submitted by Contractor and advise the PM/SDF Secretariat to approve;
- Inspect works at appropriate intervals during defect liability period and issue certification;
- Directly liaise with the Resident Engineer (RE) or Project Engineers (PE) during implementation; and
- Inspect works at appropriate intervals during defect liability period and issue certification.

4.3 Capacity Development

- With the PMT and the SDF Secretariat, develop the capacity development plan that includes all capacity building activities (e.g. a training needs assessment), the budget, timelines, and a monitoring plan, in line with the project proposal and project and fund logframes and support the PMT in implementing it;
- With support of short-term expert, support MoTRD/RDA in acquiring training/coaching on the basic concepts of Operations and Maintenance (O&M) and implementation of the capacity building activities;
- With support of the PM the TA will ensure to implement the developed O&M strategy for MoTRD/RDA.
- Provide support to planning, procuring and organizing training/coaching on, among others, improved project management, and Operations and Maintenance, including the development of an O&M strategy; and
- Provide on-the-job coaching and training to members of the PMT and RDA technical staff.

4.4 Monitoring, Evaluation, Reporting, and Results Management

- In consultation with the SDF Secretariat, review, improve and maintain the project-level results framework with clear milestones;
- Review, revise, and finalize the project's Theory of Change;
- In consultation with the SDF Secretariat, populate baseline data/indicators for the project logframe to measure the project's progress at the output, outcome, and impact level;
- Monthly project progress report against the logframe targets;
- Review and quality assure all progress reports submitted by the implementing partners and provide appropriate comments;
- Support the PMT in the monthly and quarterly reporting of the project progress to the SDF Secretariat; and
- Provide input for the SDF programme annual review report and prepare end of project report 4 months before closure.

5 Deliverables

- Monthly status reports;
- Mission reports;
- Quarterly reports;
- Annual review reports; and
- End of project report.

6 Key Performance Indicators

- The TA will propose performance indicators based on the above tasks against which s/he will be evaluated every six months;
- The TA, PM, and SDF Secretariat will agree on the performance indicators.

7 Timing and duration

- The expected duration of the assignment is 24 months with possibility to extension. Working days for long term consultants are from Sunday to Thursday.
- The TA will be based at the Project Management Team office in MoTRD/RDA but will work from the SDF Secretariat office in the afternoon (1:00 PM to 4:30 PM) unless on a mission. This should be based on the project needs in adhoc basis since Resident Engineer is employed.

8 Reporting Arrangements

- The TA will work under the overall supervision of the SDF Fund Manager or designate; and
- The TA will work closely with the Project Manager, assigned to manage the Project by the MoTRD/RDA

9 Required Qualifications/Skills

Qualifications and skills

- At least a bachelor's degree in Civil engineering is required;
- Master's Degree in Construction project management or Masters in Roads & Traffic engineering.
- Excellent understanding of the Project Cycle Management;
- Demonstrated excellent command of spoken and written English. Fluency in Somali will be an added advantage although not essential;
- Experience with road rehabilitation, improvement and Bridge rehabilitations
- Familiarity with software's such as HDM4, AutoCAD Civil 3D and Primavera or MS project.
- Proven facilitation, analytical and report writing skills

General professional experience

- Minimum of 10 years' experience working in senior level in project management;
- Proven experience in Project Management skills including financial and physical progress monitoring and reporting;
- Minimum 5 years of performance management practices in public sector;
- Minimum 5 years Demonstrated experience with donor-funded projects;

- Proven understanding of conflict sensitivity, environmental management plans and gender and social inclusion programming;
- Proven understanding and demonstrated application of Project Cycle Management (PCM), Logical Framework Approach (LFA), Theory of Change (ToC), Procurement Planning, and Financial Management;
- Proven capacity to supervise, train and coach teams;
- Proven experience of delivering Value for Money and Project life cycle
- Work experience in the Horn of Africa region especially Somaliland would be an added advantage but not a requirement; and
- Possess in depth knowledge of the road and construction sector policies and strategies;

Specific professional experience

- Demonstrated experience (minimum of 8 years) in supervisory and designer roles in the implementation of road/highway design and construction/rehabilitation implementation.
- At least 6 years' experience in managing road/highway constructions and rehabilitations.
- Managed at least two (2) similar assignments of similar size and degree of complexity in the last 5 years is a requirement.

10 Payment

- All fees will be paid at the end of every month after submission of time sheets and invoices by the TA and after approval by the Fund Manager; and;
- The SDF2 Secretariat will organize and pay for accommodation of the TA and in Hargeisa. DSA are paid during missions outside Hargeisa as per SDF2 guidelines.

11 Duty of Care

- The TA will work under the overall SDF2 Secretariat Health, Safety and Security protocols; and
- The TA will be expected to provide own insurance for health care, accidents, and other risks associated to the assignment. The SDF2 Fund Manager shall be free from any liabilities arising from the same;

12 Other provisions

- Duty post: The work is to be performed in Hargeisa with frequent travel to the Project sites around Berbera, Sheikh Burao;
- Personal Computers: The TA shall be responsible for provision of his/her own computer; and
- The SDF will provide transportation by air or road of the TA from his or her home to Hargeisa;
- The SDF Secretariat will arrange all transport by road or air as needed; and
- The SDF Secretariat will arrange accommodation.