



Short term assignment – Terms of Reference

Road Safety Audit Expert/Firm

Position description

Object	Road Safety audit and design of work plan for Menieh UoM
Activity reference (logframe)	<p><u>Specific Objective 2:</u> To improve service delivery to generate greater social stability outcomes, based on the needs of host, refugee and IDP populations.</p> <p>Pilot project: Road Safety with solar lights in Menieh</p> <p><u>Activities:</u></p> <ul style="list-style-type: none"> • Feasibility Study • Capacity Needs Assessment • Specification of supporting tools and procurement • Operationalisation of road safety management unit at the UoM and municipalities
Project background	<p>MASAR for Local Governments is a programme funded by the EU MADAD Trust Fund. The overall aim of the programme is to strengthen the long-term resilience of targeted subnational governments and their host, refugee, and IDP populations to deal with displacement.</p> <p>Sub-national governments in Iraq and Lebanon have been the first to be confronted by the repercussions of the Syrian refugee crisis: increased pressure on local services, competition for local employment opportunities, corroding social cohesion, faster urbanization trends, rent-seeking behaviour, and inflation due to externally injected funds in the local economy, and so forth.</p> <p>MASAR focuses on the urban setting, which is the background of processes of displacement, investment, employment, and service delivery.</p> <p>In Lebanon, the programme aims to help governorates of Baalbek-Hermel, Akkar, coastal plain north of Tripoli, and their unions of municipalities to deal with accelerated urbanization caused by the crisis.</p> <p>This programme will mobilize municipal experts from Lebanon and Europe to contribute to building the capacity of subnational governments.</p> <p>This capacity development can include, among others:</p> <ul style="list-style-type: none"> - provision of technical advice; - training; - coaching and mentoring addressed to municipal Planning Units or Service Departments. <p>Capacity-building activities will be complemented by pilot quick impact projects aiming to, for instance, designing an urban layout to improve an existing network of streets and roads to better accommodate a higher influx of traffic, or to set up a municipal solid waste sorting plant to better cope with increasing volumes of litter.</p>



	<p>MASAR project is being implemented by a consortium of European entities: VNG International (the association of municipalities of the Netherlands), the Polish Centre for International Aid (Polish acronym PCPM), the Catalan Agency for Development Cooperation (Catalan acronym ACCD), and Local Government Denmark (Danish acronym KL).</p> <p>The expert will work with ACCD under direct supervision by the Front Officer in the coastal plain north of Tripoli, including areas within the Governorates of North Lebanon and Akkar. See annex for ACCD's geographical area of intervention</p>																				
<p>Geographical scope of the assignment</p>	<ul style="list-style-type: none"> • Union of Menieh, Governorate of North Lebanon, 5 municipalities 																				
<p>Specific background materials</p>	<ul style="list-style-type: none"> • MASAR project reports including profiles of the Union of Municipalities provided by ACCD • Open source reports on Road Safety (World Bank and others) 																				
<p>Aim and scope of this assignment</p>	<p>ACCD is implementing a pilot project to capacitate the local governments on Road Safety management and awareness including small infrastructure improvement. The overall aim is to strengthen the management capacities of the UoMs and increase their preventive measures in Road Safety through an infrastructure component as well as the development of a comprehensive road safety package consisting of an awareness programme focusing on the behavioural change and law enforcement for the different categories of the population.</p> <p><u>Background:</u></p> <p>As per the Article 49 of the Lebanese Municipal Act 1977, non-roads surface operational and maintenance works should be implemented by the Local Governments on the secondary networks. Based on that, the Menieh Union of Municipalities have requested ACCD to conduct a road safety assessment to identify and prioritize the road safety measures to be taken.</p> <p>Additionally, the UoM expressed the concern about the absence of street light and the risk it poses for road safety as well as street crime. The expert/firm will assess the urban streets that require public lighting and prioritise according to security/crime issues, dense populated areas, presence of public services such as schools, hospitals, health centres</p> <p>Based on the ISF available record data for Menieh-Donnieh, the rate of injuries, fatalities and crashes in the last 3 years (2017-2018-2019) were as follow:</p> <table border="1" data-bbox="443 1756 1474 1939"> <thead> <tr> <th></th> <th>Crash</th> <th>Fatalities</th> <th>Injuries</th> </tr> </thead> <tbody> <tr> <td>Menieh-Donnieh</td> <td>329</td> <td>51</td> <td>433</td> </tr> <tr> <td>Qaza</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Menieh Union</td> <td>142</td> <td>21</td> <td>185</td> </tr> <tr> <td>Percentage %</td> <td>43.16 %</td> <td>41.18%</td> <td>42.73%</td> </tr> </tbody> </table> <p>Note that 73% from the fatalities are Lebanese, 24% Syrian Refugees and 3% Others. As well as 73% from the injuries are Lebanese, 22% Syrian Refugees and 5% Others.</p>		Crash	Fatalities	Injuries	Menieh-Donnieh	329	51	433	Qaza				Menieh Union	142	21	185	Percentage %	43.16 %	41.18%	42.73%
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	<p><u>Assignment:</u></p> <p>Road Safety Management that builds on a holistic and community engagement approach is new to Menieh UoM. ACCD aims to facilitate a full assessment, with the engagement of both UoM and different target groups at the community level, to identify available resources, gaps and sustainability elements to design a full project.</p> <p>The overall aim of this assignment is to provide a full assessment of the status of the road network in Menieh and identify key activities for an action plan under MASAR. The action plan will follow the 5 “E” approach and therefore will combine: infrastructure work, capacity building for law enforcement at local level, and safety awareness for the community:</p> <ul style="list-style-type: none"> • The expert/firm will evaluate the existing Road Safety Management system within Menieh UoM. The expert will assess the strength, the major challenges, the gaps in resources (financial, human, technical, data management...) to provide a realist UoM profiling. • The expert/firm will identify, in consultation with the UoM, the high-risk roads and the black spots and what could be the needed infrastructure work for improvement. • The expert/firm will lead a stakeholders mapping on both national and local levels, identifying the key institutions involved in infrastructure works approvals as well as local actors relevant for project implementation. • The expert/firm will develop comprehensive awareness materials for the different population categories. • The expert/firm will develop training materials for Municipal Police (law enforcement). The expert/firm will develop an advocacy campaign action plan for the UoM and its municipalities.
<p>Key Responsibilities</p>	<p>The expert/firm will be responsible for :</p> <ul style="list-style-type: none"> • Road Safety Audit on the black spots and high insecure zones • Data collection, key interviews and survey are the entire responsibility of the expert/firm • Capacity Needs Assessment • Awareness Materials for targeted actors • Capacity building programme work plan • Proposals for advocacy campaign • Overall Road Safety project action plan.
<p>Main activities</p>	<p>Before starting the assessment, the expert/firm is requested to facilitate an introductory workshop with UoM personnel and community stakeholders in order to:</p> <ul style="list-style-type: none"> - Present the concept of the Road Safety Management. - Reflect with them what are the key challenges and opportunities - Identify the stakeholders involved in the project implementation and the most affected by the Road Safety crashes, injuries and fatalities.



Output 1: Road Safety Audit

- Conduct a RS assessment, identifying the black spots and the high insecure zones in Menieh UoM and its municipalities with maps and geolocation
- Provide a clear overview on the state of the road network
- Include in the assessment the municipal police and technical staff (engineers) designated by the UoM/municipalities
- Road Safety stakeholders mapping and analysis covering local (Menieh UoM), regional (North Lebanon) and national levels and considering public authorities, private sector and civil society. Prioritize the key actors relevant for project implementation
- Propose improvement programme for black spots. Improvements will focus on road infrastructure, signage and lighting within the roads managed by municipalities

Output 2: Capacity assessment and training programme

- Assess the existing capacities on Road Safety management at the UoM and municipalities: existing financial, human and technical resources (planning, existing data, knowledge of responders, coordination with emergency teams, etc.)
- Identify training needs, propose a full capacity building programme and recommend existing training resources
- Advise and provide recommendations to the municipal police on improvement of enforcement and prevention tactics;
- Advise on the use of GIS geo-referenced data for road safety monitoring and management
- Provide recommendations on how to institutionalise RS operations under the UoM and its municipalities, including cooperation with other public authorities

Conduct a validation workshop with mayors

- Present the findings of the assessment and proposals for infrastructure improvement and capacity building.

Output 3: Infrastructure improvements programme and technical specifications

- Based on the results of the validation workshop, prioritise with objective criteria the different options for improvements
- Identify the necessary legal approvals for the implementation of the suggested infrastructure improvement
- Provide and estimation of costs for the improvements works as well as the cost for their operation and maintenance
- Draft the technical specifications for procurement for the hardware component.

Output 4: Awareness and advocacy programme

- Based on the stakeholder analysis, identify key groups at UoM level to target for safety programmes



	<ul style="list-style-type: none"> • Develop a roadmap for the awareness programme identifying the role of municipalities and local stakeholders: schools, drivers, local associations • Propose awareness materials <p>Output 5: Full Road Safety Action Plan</p> <p>Develop a Road Safety Management Action Plan for the Menieh Union based on the 5Es methodology that combines:</p> <ul style="list-style-type: none"> • The Milestones for achieving the effective Road Safety Management in Menieh Union and its municipalities. • The suggested methodology, resources, tools and budget to be adopted and provided for the different milestones. • Procurement specifications for the Infrastructure component. • Components under the capacity-building program. • The awareness action plan. • The action plan for institutionalizing the RS under both UoM and its municipalities. • Provide an overall budget estimation of the whole intervention
<p>Outputs / Deliverables</p>	<p>The expert/firm will prepare and submit the following outputs/deliverables:</p> <ol style="list-style-type: none"> 1. Road Safety Audit Report and Improvement Plan. 2. Capacity needs assessment and programme 3. Validation Workshop report 4. Infrastructure improvement plan with technical specifications 5. Awareness programme outline 6. Road Safety action plan with estimated budget
<p>Reporting requirements</p>	<p>The expert/firm will work under the supervision of ACCD's Front Officer and in close collaboration with the project team.</p>
<p>Minimum qualifications</p>	<p>The minimum qualifications and skills of the expert are:</p> <p><u>Education:</u></p> <ul style="list-style-type: none"> - Higher education degree (Masters level) in Engineering or postgraduate degree in Traffic Engineering or Road Safety Management. <p><u>Professional Experience:</u></p> <ul style="list-style-type: none"> - At least 8 years of experience as a Traffic Engineer managing the road safety issues and/or establishing traffic management and road safety units; - Sound in-depth knowledge of global findings and directions in road safety strategies and action management, particularly in the engineering, regulatory, enforcement, monitoring and evaluation, costing, planning, education, communication and advocacy aspects; - Extensive knowledge with Lebanese municipal context and development processes and institutions; - Experience in designing Road Safety interventions for local governments in Lebanon



	<ul style="list-style-type: none"> - Proficiency in report writing, compiling action plans and related documentation; - Conducted at least three similar consultancies, preferably in Lebanon; - Cultural sensitivity and cross-cultural skills (religion, ethnicity, gender); - Experience in conducting training and preparation of training materials/ curriculum; - Proficiency in English and Arabic. <p><u>Competencies:</u></p> <ul style="list-style-type: none"> - Autonomy, creativity, pragmatism and orientation towards results; - Reliability and professionalism: fulfilling obligations in a highly responsible manner; - Cultural sensitivity and cross-cultural skills (religion, ethnicity, gender); - Attention to details, good information management; - Tolerance and adaptability.
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Terms and Conditions

Period of the assignment	<p>January-February 2021 for a maximum of 25 days</p> <p>Estimated working days per output:</p> <ul style="list-style-type: none"> - Output 1: 8 days - Output 2: 3 days - Output 3: 1 days - Output 4: 5 days - Output 5: 2 days - Output 6: 5 days
Selection	<p>To be eligible for this assignment, the expert submit a tender dossier under ACCD requirements which will include a technical and a financial proposal.</p> <p>ACCD will evaluate the proposal and select the expert accordingly.</p> <p>Instructions to submit a tender will be sent to the ACCD HQ contract office.</p>
Location of the Assignment	North Lebanon: Menieh Union of Municipalities
Relevant contact details	<p>Enric Ibarz (ACCD Front Officer, Tripoli): enric.ibarz@gencat.cat</p> <p>Nicole Szaroletta Ochando (Project manager, Barcelona): nicole.ochando@gencat.cat</p> <p>Corinne Sakr (Coordinator on Municipal Strategic Planning, Tripoli): corinne.sakr_ext@gencat.cat</p>