

**Republic of Serbia**  
**LOCAL INFRASTRUCTURE AND INSTITUTIONAL DEVELOPMENT PROJECT**  
**(LIID Project)**

**Terms of Reference**

**for**

**Road Safety Audit of local road infrastructure projects and capacity building of the Local Self Governments under the Local Infrastructure and Institutional Development Project**

March 2025

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## ABBREVIATIONS AND ACRONYMS

AFD	Agence Française de Développement
CFU	Central Fiduciary Unit
EU	European Union
EIB	European Investment Bank
EBRD	European Bank for Reconstruction and Development
GoS	Government of Serbia
GHG	Greenhouse gases
IBRD	International Bank for Reconstruction and Development
IFI	International Financial Institution
LIID	Local Infrastructure and Institutional Development Project
LSG	Local Self-Government
MCTI	Ministry of Construction, Transport and Infrastructure
MF	Ministry of Finance
PDO	Project Development Objectives
PFM	Project Finance Management
PIM	Public Investment Management
PIU	Project Implementation Unit
POGM	Project Operations and Grant Manual
RAMS	Road Asset Management System
RIMS	Road Infrastructure Safety Management
RS	Republic of Serbia
RSA	Road Safety Audit
RSAP	Road Safety Action Plan
RSI	Road Safety Inspection
RSD	Serbian Dinar
SUDS	Sustainable Urban Development Strategy
SUMP	Sustainable Urban Mobility Plan
TA	Technical Assistance
TOR	Terms of Reference
WB	World Bank

## 1. PROJECT BACKGROUND

The Government of the Republic of Serbia (GoS) has received US\$300 million of IBRD and AFD support to strengthen infrastructure service delivery at the local level under the Local Institutional and Infrastructure Development Project (LIID Project). This project focuses on improving sustainable mobility to increase accessibility to economic and social opportunities. It will support the scale-up of inclusive and sustainable infrastructure to ensure green growth and equal wealth distribution across the country.

LIID Project implementation is part of broader urban development activities in the Republic of Serbia based on the Sustainable Urban Development Strategy (SUDS). Through a mixture of investments, technical assistance, and capacity building, current policies and practices necessary for overall local infrastructure service delivery will be strengthened.

The objective of the LIID Project is to improve the capacity of local self-governments (LSGs) to manage sustainable infrastructure and improve access to economic and social opportunities in a climate-aware manner.

The LIID Project will open a path for long-term engagement to support LSGs in Serbia in developing a policy and investment framework that can be strengthened over time. This will allow the IFIs and other development partners to contribute to and support Serbia's accession to the European Union (EU) and improve the absorption of EU funds and other additional funds. It is designed to absorb resources from other donors and extend the sectorial coverage above and beyond local roads and mobility.

### 1.1. LIID Project components

LIID Project consists of three components.

*Component 1. Climate Smart Mobility* would improve mobility within the LSGs by strengthening the transport infrastructure service delivery system and supporting transport infrastructure renewal that will increase resilience to natural disasters while reducing emissions of greenhouse gases (GHGs) and local pollutants. The component will be implemented through two subcomponents:

- (i) *Infrastructure renewal* - Most investments will be in transport infrastructure reconstruction and rehabilitation within the existing infrastructure perimeters. Promoting a resilient and inclusive approach, active mobility, and priority for public transport will be an integral part of the project design. This subcomponent will also finance the technical assistance required to execute the works, including design, supervision, technical audit, and road safety audit services. All LSGs will get funding for activities eligible for financing under this subcomponent following the predefined formula in the form of grant transfers and subject to signing the Grant Agreement.
- (ii) *Sustainable mobility enhancement* – Activity will strengthen LSG systems to plan, manage, implement, and operate resilient transport networks that sustainably promote patterns of climate-smart mobility. This subcomponent will finance technical assistance, capacity building, and demonstration pilots in three main areas: improvement of local road network management (RAMS) and resilience, mainstream sustainable and integrated mobility planning, and piloting smart mobility solutions through digital technologies.

*Component 2. Strengthening Systems and Capacity for Infrastructure Service Delivery* would improve the effectiveness and sustainability of infrastructure service delivery at the local level by strengthening LSGs' capacity to implement current planning, project finance management (PFM), and public investment management (PIM) policies. The component will finance a mixture of technical assistance and capacity-building activities focused on enhancing LSG strategic participatory planning and identification of pipeline projects, as well as strengthening LSG institutions, PFM, access to financing, and capacities.

*Component 3: Project Implementation Support and Awareness Raising* would establish an institutional setup that will enable the successful implementation of the LIID Project and raise awareness about the importance of green transition and sustainable mobility. The activity will support establishing and maintaining a strong MCTI Project Implementation Unit (PIU) and strengthening the MF Central Fiduciary Unit (CFU).

The LIID Project is expected to have only minor negative environmental and social impacts as it will focus on infrastructure/facility rehabilitation activities. The LIID Project involves no dislocation (alignment relocation) or land acquisition. Slight negative impacts would be temporary during the construction phase. They would be restricted to infrastructure works related to the movement of men and materials (asphalt, dust, noise, etc.), disposal of wastes, and associated activities. These include potential influence on workers' health and safety, temporary disruption in traffic, access to services or land, dust, noise, and waste disposal.

## **1.2. LIID Project management**

LIID Project is managed by the Ministry of Construction, Transport and Infrastructure (MCTI) through the established LIID PIU, supported by the CFU in the Ministry of Finance (MF), the LSGs, and the LIID Project Steering Committee.

- The PIU is responsible for the overall management of the LIID Project and shall provide full technical support and guidance to the LSGs in selecting, preparing, reviewing, supervising, and managing investments.
- The CFU is responsible for fiduciary issues, including procurement and financial management, and should support the PIU and MCTI in approving procurement-related and financial-related LIID Project documents. No involvement in LSG implementing procurement and financial monitoring procedures and documents.
- LSGs are responsible for the overall investment life cycle – investment prioritization, preparation, procurement, management, supervision, monitoring and completion.
- The LIID Project Steering Committee, consisting of the representatives of respective ministries and project partners, is responsible for the overall implementation of the LIID Project, facilitating policy dialogue and inter-ministerial cooperation, helping resolve any bottlenecks that might be experienced, and adopting annual progress reports.

IBRD and AFD, as the funding agencies, monitor the implementation of the LIID Project. IBRD additionally supports the MCTI and PIU by providing advice, comments and recommendations and is responsible for approving documents, plans, and other project outputs.

## **2. RSA LEGAL FRAMEWORK IN SERBIA**

Road Safety Audit (RSA) and Road Safety Inspection (RSI) in the Republic of Serbia began in the first decade of the 21st century under the IFIs' support, recognizing road safety improvement as a key element for sustainable road infrastructure development. The first steps in this direction were made under the implementation of WB-financed projects, which included RSA and RSI principles as an integral part of state road network reconstruction and rehabilitation projects. This initiative was later expanded through the European Investment Bank (EIB) and the European Bank for Reconstruction and Development (EBRD) financed projects, continuing to promote and include road safety tools in all phases of state road projects. Consequently, the path to systematic audits and inspection of road safety in accordance with international standards and good practice was set up.

Although the Republic of Serbia is not a member of the European Union, a strong desire exists to implement all standards that provide traffic safety on the EU countries' level. In this context, the

inclusion of the European Union Directive 2008/96/EC on Road Infrastructure Safety Management provisions in the Serbian regulatory framework has been recognized as an important step in this process.

With adopting the Law on Road Safety in 2009 (Official Gazette of the Republic of Serbia, No. 41/2009), RSA and RSI became a legal obligation in Serbia, but only on paper. Nine years later, in 2018, legal preconditions for RSA and RSI conducting were achieved after the adoption of the Law on Roads (Official Gazette of the Republic of Serbia, No. 41/2018 and 95/2018).

This law defines the Road authority's obligation to implement various tools in the field of road safety, including RSA and RSI. The Rulebook on the method of conducting audits and inspections and the composition of the expert team for conducting audits and inspections (Official Gazette of the Republic of Serbia, No. 52/2019) was adopted, which defines specific procedures and standards for the application of RSA and RSI in practice.

Article 89 of Road Law specifies: “The Road Authority that manages state roads must ensure the audit of projects from the aspect of road safety characteristics for state roads of the I category (hereinafter: Audit) for all new road construction projects and reconstruction projects of the existing roads, in all design phases, immediately before the road is put into operation and no later than six months after the road operation.”

Consequently, RSA is mandatory only for high-traffic-volume state roads. Implementation on local roads is still voluntary.

Directive 2008/96/EC focused on the main road routes in the EU Member States. The subsequent amendment by EU Directive 2019/1936 brought significant changes. This modified approach shifted the focus to the local road network and vulnerable road users, such as pedestrians, cyclists, and other road users who are often most exposed to risks. This approach has enabled further progress in implementing road safety measures in Serbia, especially in raising standards at the local level.

Under the EU Directive 2019/1936 and domestic regulations framework, once again, IFI-supported projects, such as the LIID Project, is taking a driving role in raising road safety to a higher level on low-volume local roads in Serbia, including RSA conduction and LSG capacity building.

### **3. BACKGROUND AND OBJECTIVE OF THE ASSIGNMENT**

RSA represents an independent project review to identify road or traffic safety concerns. One widely used definition is "a formal road safety examination of road or traffic project, or any other type of project which affects road users, carried out by an independent, qualified team of auditors who report on the project crash potential and safety performance for all kinds of road users."<sup>1</sup>

The Road Law defines “Audit of the road project from the aspect of road safety features as an independent, formal and systematic check of the road from the aspect of road safety.”

Thus, the essential elements of RSA are:

- a formal documented proactive process
- an independent process during different stages of project development and design
- carried out by someone with appropriate experience and training
- restricted to road and road users’ safety issues,

based on which the overall objective can be defined as “identification of potential road and traffic safety concerns for all road users and recommendations of design improvements and countermeasures to mitigate potential traffic accidents and outcomes”.

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<sup>1</sup> Road safety audit guidelines for roads projects, A PIARC Technical Report, Technical Committee 3.1 Road Safety, 2023, PIARC Ref. 2023R40EN

The outcome of RSA is a Report that identifies any road design safety deficiency, provides opportunities to reduce traffic accident potential, and gives recommendations to remove and reduce the deficiencies.

The LIID Project has been designed to benefit all 145 LSGs. It has been determined that all LSGs are eligible to receive grant transfers subject to nominating local road projects, provided they meet eligibility and compliance criteria.

The LSGs are responsible for implementing infrastructure investments, including project prioritization, preparation, procurement, and implementation. MCTI (PIU) is responsible for verifying whether the proposed LSG project meets road safety requirements and standards under the set eligibility and compliance criteria.

Consequently, the specific objectives of the assignment are:

- To conduct a Road Safety Audit (RSA) of selected roads/ public area projects undertaken by the LSGs by reviewing the design of the road and roadside and identifying the elements of the design of the newly reconstructed or rehabilitated road or the design of access/egress to the public area that may adversely affect road safety in the context of LSG's project;
- Identifying and recommending the best international road safety practice whenever applicable in designing local roads and implementation of local road improvements for LSG's projects;
- Conducting RSA capacity building of LSG staff members in various aspects of road safety such that they appreciate the need to integrate road safety aspects in planning, design, and operation of roads in their jurisdictions and develop guidance for further improvement in road safety performance in LSGs.

#### **4. SCOPE OF THE SERVICES AND TASKS**

The Services include various activities to improve the traffic safety of all users on local roads in the Republic of Serbia. In general, the Services include:

- Conducting complete RSA on local road projects with the aim of identifying potential risks and proposing measures to improve safety;
- Conducting partial RSA on local road projects focusing on pre-opening audit (an audit before works completion and issuing taking over certificate) and post-opening audit with the aim of verifying the adequacy of applied designed road safety measures;
- Capacity building of LSG professionals in all 145 LSGs through training in various aspects of road safety related to different phases of the road life cycle, including planning, design, and maintenance of local roads;
- Capacity building of LSG professionals delegated to implement and monitor local road investment projects through on-the-job training during the performance of RSA by the Consultant to ensure competence in the application of the procedures prescribed by the regulation on the audit and inspection of road safety;
- Development of Action plans for road safety improvements on the local level in selected LSGs to provide strategic tools for identifying and prioritizing specific measures to achieve set road safety goals and outputs in mid- and long-term planning and operation;
- Transfer of international and regional experiences and best worldwide practices through all Services activities to establish and adopt the latest approaches and measures in road safety.

Within this assignment, the Consultant shall perform the following three main tasks:

##### **1. Conducting RSA for two groups/types of local road infrastructure projects:**

- rehabilitation/reconstruction projects of local roads/streets where the length is an element for pricing (line project),

- rehabilitation/reconstruction/remedy projects of local public areas (parks, children's playgrounds), landslides in the road zone, pedestrian and bicycle paths, and intersections, where the element for pricing is not length, where the total motor traffic areas do not exceed 300m, and the facility can be considered to have dot appearance (dot project).

Complete RSA shall be applied to selected local road infrastructure projects prepared and submitted by LSGs to PIU for financing from the LIID Project. Partial RSA shall be applied to approved and implemented local road infrastructure projects or projects under implementation at the time the Services begin.

**2. Capacity building of LSG professionals in preparation and implementation of road safety improvement measures through three sub-activities:**

- Training for all 145 LSGs in various aspects of road safety related to different phases of the road life cycle, including planning, design, and maintenance of local roads,
- On-the-job training of delegated LSGs staff during the Consultant's performance of RSAs (targeted training with a limited number of attendees),
- On-the-job training for delegated LSGs staff who participate in the planning and budgeting process under the road safety Action plans development (targeted training with a limited number of attendees).

**3. Development of Action plans for road safety improvements on the local level in selected LSGs to provide strategic tools for identifying and prioritizing specific measures to achieve set road safety goals and outputs in mid- and long-term planning and operation.**

The following chapters cover the detailed description and scope of the tasks under the assignment and general and specific requirements and required deliverables.

**4.1. Task 1: Road Safety Audit (RSA) of selected local road infrastructure projects**

Complete Road Safety Audits (RSA) shall be performed in three stages:

- design for construction (PZI) stage,
- pre-opening stage, and
- post-opening (early operation) stage

for selected infrastructure projects proposed by LSGs to be financed from the LIID funds.

Partial Road Safety Audits (RSA) shall be performed for the pre-opening and post-opening (early operation) stages.

Both complete and partial RSA shall be applied for two groups/types of local road infrastructure projects:

- rehabilitation/reconstruction projects of local roads/streets where the length is an element for pricing (line project),
- rehabilitation/reconstruction/remedy projects of local public areas (parks, children's playgrounds), landslides in the road zone, pedestrian and bicycle paths, and intersections, where the element for pricing is not length, where the total motor traffic areas do not exceed 300m, and the facility can be considered to have dot appearance (dot project).

Table 1 outlines the RSA stages, the approximate length of local roads/streets, and the number of audits relevant to Task 1 under the Services.

**Option 1 (Sub-task T1.1): Rehabilitation/reconstruction of local roads/streets**

The RSA will focus on road infrastructure projects where the pricing element is the length of the road. The RSA will be conducted per kilometer of road and will involve a detailed review of the road's alignment, cross-section, intersections, traffic signage, road safety elements, and any other relevant infrastructure aspects. It will also provide recommendations for safe design and operation.

Cost Element: Price is based on kilometers of road.

**Option 2 (Sub-task T1.2):** Rehabilitation/reconstruction of local public area and dot traffic facilities

The RSA will be conducted on projects that involve local public areas such as parks and children's playgrounds, landslide areas within road zones, pedestrian and cycling paths, and road intersections. In this case, pricing is not based on the length of the road, as these are typically locations or areas where the total traffic surface area does not exceed 300 meters. If the RSA section starts in the middle of an intersection, the Consultant shall account for the entire intersection, covering at least 100 m of each approach.

Cost Element: Price is based on the number of locations, regardless of area length.

Table 1: RSA stages, the approximate length of local roads/streets, and the number of audits relevant to Task 1

<b>Road safety audit (RSA) stages</b>	<b>Option 1 (T1.1)</b> Approximate length of local roads/streets Complete RSA + Partial RSA <b>[km]</b>	<b>Option 2 (T1.2)</b> Approximate number of projects Complete RSA + Partial RSA <b>[Number]</b>
Design for construction (PZI)	150 + 0 (± 5%)	100 + 0 (± 5%)
Pre-opening	150 + 35 (± 5%)	100 + 50 (± 5%)
Post-opening (early operation)	150 + 35 (± 5%)	-

*4.1.1. Task 1 requirements*

General requirements

The Design for the construction stage of RSA shall be conducted for projects consisting of already elaborated technical documentation for the rehabilitation or reconstruction of local roads, streets, and public areas. The pre-opening stage of RSA shall be performed after the completion of works but before the opening of the road, street, or public area, while the post-opening stage of RSA shall be conducted within twelve (12) months after opening.

During the Design for construction stage, the audit team should review various elements of the designs, including geometric features, proposed signage, and specific provisions for vulnerable users (pedestrians, cyclists). The pre-opening stage will focus on ensuring the site meets all user safety requirements, and the post-opening stage will evaluate real-world conditions.

The RSA process for these projects is further detailed in Annex 1, which outlines each step from commencement to follow-up.

Specific requirements

The Consultant has to fulfill the following specific requirements:

- Preparatory work:
  - Conduct a commencement meeting with the Client, the LSG staff and the Design team,
  - Review technical documentation, identifying of critical locations and how they are addressed in the proposed design,
  - Assess design for safety, particularly regarding vulnerable road users,
  - Prepare for a site visit.
- On-site field study:
  - Conduct site visits along the entire length of roads/streets and public areas;
  - Document site conditions with photo and video material (with GPS coordinates);
  - Ensure the safety of all team members during the site visit.

Note:

The Consultant shall determine the need for a site visit in the Design for construction stage. On-site field study is mandatory for the pre-opening and post-opening stages. The necessity of night or multiple site visits to investigate road safety under different weather, traffic, and environmental conditions depends on the project's complexity. The Consultant shall determine the need for investigation under different site conditions on an exception basis. In any case, the Consultant is responsible for covering all road safety concerns in all RSA stages.

- Preparation of RSA Report:
  - Prepare and submit draft reports to the Client (MCTI PIU) and LSGs;
  - Hold a completion meeting to discuss findings;
  - Finalize and submit the RSA report based on feedback.

### RSA Methodology

The RSA should focus on effective, low-cost measures and address issues within the following categories:

- Road function;
- Cross section;
- Alignment;
- Intersections;
- Public and private services, service and rest areas, public transport;
- Vulnerable road user needs;
- Traffic signage, marking and lighting; and
- Roadside features and passive safety installations.

The RSA shall be conducted in accordance with:

- this Term of Reference,
- the National legislation,
- the EU Directive on Road Infrastructure Safety Management,
- the PIARC (World Road Association) guidelines, and
- the best international practices.

### The Consultant Work Plan

The Consultant shall prepare a detailed Work Plan outlining the methodology and dynamic for conducting RSA for each type of road infrastructure project. This Work Plan should contain, but is not limited to, the following elements:

- Detailed RSA methodology: Description of the methodology for RSA at the PZI stage, pre-opening stage, and post-opening stage, including key activities.
- Engagement of RSA staff: Allocation of personnel for conducting RSA per road infrastructure project.
- Schedule of RSA activities: Timelines for conducting RSA on specific road sections or locations.
- Project submission plan: A schedule that aligns with the submission of technical documentation for proposed LSG projects.
- List of road projects: Semi-annual updates provided by the Client, specifying road sections or locations where RSA should be conducted.

The dynamic of conducting the RSA at the Design for construction (PZI) stage shall depend on the submission of technical documentation for proposed LSG projects schedule.

The Work Plan shall be revisited every six months (semi-annual) in coordination with the Client to reflect any updates in the project list. An updated Work Plan will be submitted semi-annual as part of the Consultant's Progress Report.

#### 4.1.2. Task 1 deliverables

##### Requirements for deliverables

**Option 1 (Sub-task T1.1):** Rehabilitation/reconstruction of local roads/streets deliverables to be provided by the Consultant

- Deliverable 1.1: RSA Report for RSA conducted for each audit stage (PZI, pre-opening and post-opening stages) of the road infrastructure projects;
- Deliverable 1.2: Final Report summarizing the conducted RSA.

The RSA reports for these projects shall be comprehensive, detailing all relevant safety issues and countermeasures. It will include the following sections:

- Cover page
- Control sheet
- Table of contents
- Introduction
- Statement for the RSA stage
- RSA team members and qualifications
- Basic data for the road project
- Description of identified road safety problems, risk assessments, recommendations, and cost estimates for proposed countermeasures
- Summary and classification of recommendations
- Signed statement by the RSA team members
- Feedback form for follow-up actions
- List of revised projects and documentation
- Appendices with maps, photos, sketches of the proposed countermeasures

**Option 2 (Sub-task T1.2):** Rehabilitation/reconstruction of local public area and dot traffic facilities deliverables to be provided by the Consultant

- Deliverable 2.1: Simplified RSA Report for each conducted RSA.
- Deliverable 2.2: Final RSA report summarizing the conducted RSA under this sub-task.

The simplified RSA reports will include essential elements, with reduced scope due to the smaller scale of the projects. It will contain:

- Cover page
- Control sheet
- Table of contents
- Introduction
- Basic data for the project
- Short description of the identified safety issues, relevant recommendations, and estimated costs for countermeasures
- Summary of recommendations
- Signed statement by the RSA team members
- Appendices with basic illustrations and photos, where applicable

To give a better understanding of the audit results, i.e. to clarify the proposals and their locations, maps, illustrations, photos, and sketches of countermeasures should be used.

The template that will be used for the RSA reports shall be proposed by the Consultant and have to be approved by the Client prior to the beginning of RSA.

The checklists and all other material (digital photos, video and audio recordings etc.), which resulted from the RSA or that were used during the RSA, the Consultant shall deliver together with the RSA Reports.

All RSA reports shall be regarded as classified and they shall not be given for use or revision to any third party without a written consent of the Client. The Consultant has no rights to use any of the material received from the Client or the material resulting from the Consultant's work on this assignment for other purposes except for realization of the Services, unless otherwise approved in writing by the Client.

#### Submission and approval of deliverables

The submission and approval process shall vary depending on the type of project:

- For **Option 1 (Sub-task T1.1)**, the RSA reports and Final RSA report shall be delivered in both Serbian and English, following the standard format with hard and electronic copies provided to the Client and LSGs.
- For **Option 2 (Sub-task T1.2)**, a simplified submission process will be followed, with reduced deliverable requirements but maintaining essential compliance with safety standards.

In both cases, RSA reports must be submitted within 21 days of beginning of audit in accordance with the Work Plan, and the Final Reports (T1.1&T1.2) shall be delivered to the Client within 30 days after the last RSA report is completed. The Consultant shall prepare and submit two sets of hard copies in both languages, Serbian and English, for the Client and LSG, as well electronic copies in Serbian and English in editable unprotected format and PDF format.

The final RSA Reports for all conducted audits shall be submitted to the Client, accompanied by a cover letter and executed summary. This must include basic information about the Consultant, the contract details, and specifics of the report being submitted.

The Client, shall provide comments (if any) on the draft version of the Final RSA Reports within 15 days of receipt of a draft final reports. Within 15 days of receiving comments from the Client, the Consultant shall prepare and resubmit completed version of the Final RSA Reports. If no written comments are received from the Client within 21 days of receipt, the draft version of the Final RSA Report will be considered as agreed by the Client and the Consultant shall submit that version in the form of Final RSA Report.

The Client shall approve in written Final RSA Reports within 10 days of receipt of revised and updated versions in accordance with the Client's remarks and comments. Approved Final RSA Reports shall be considered as evidence of completion of the Consultant's contracted obligation under the respective task/sub-task.

If the Client considers that the Consultant did not comply with the requirements for any reason, the Final RSA Report shall be rejected and sent back for revision. There shall not be any payment to the Consultant until the Client receive and approve the Final RSA Report.

#### **4.2. Task 2: Capacity building of LSG professionals**

Although the Consultant should transfer international and regional experiences and best worldwide practices through all Services activities to establish and adopt the latest approaches and measures in road safety on the local level, capacity building is, by its nature, strongly focused on gaining knowledge and enhancing the ability to transfer theory into everyday practices.

In order to obtain the best results for LSGs, this task is divided into two types of subtasks:

- **Sub-task T2.1:** mass theoretical training for professionals in all LSGs, which should cover a wide range of topics in the field of Road Infrastructure Safety Management (RISM training) and

- **Sub-task T2.2:** specific on-the-job training for the limited number of staff delegated by LSGs to participate in Task 1 and Task 3 implementation.

This approach should provide basic knowledge and skills in RISM and a certain level of advanced knowledge of theory and practice that LSGs can independently apply to subsequent infrastructure projects.

#### *4.2.1. Task 2 requirements*

As already highlighted, capacity building through training of LSG professionals in all 145 LSGs shall cover different phases of the road life cycle, including planning, design, and maintenance of local roads.

Within Sub-task T2.1, the Consultant shall provide training to LSG staff in Road Infrastructure Safety Management (RISM). This training shall cover at least but is not limited to the following topics:

- Road safety basics;
- Safe system approach;
- Road safety principles and best practices of safe road design related to road function, cross-section, alignment, intersections, public and private services, service and rest areas, public transport, vulnerable road user needs, traffic signing, marking and lighting, roadside features and passive safety installations, temporary road works, etc.;
- EU directive for Road infrastructure safety management, including procedures for Road safety audit (RSA), Road safety Inspection (RSI) and Road black spot management (BSM);
- Road safety performance management;
- Examples of the results from the procedures for Road safety audit (RSA), Road safety Inspection (RSI) and Road black spot management (BSM);
- Basics of economic assessment, including traffic accident costs, accident savings, cost-benefit analysis, prioritization, etc.

The Consultant shall prepare a training concept, including a detailed training plan that should be based on PIARC (World Road Association) documents and international and domestic best practices. The training concept, detailed training plan and all training material, shall be approved by the Client prior to the training performance. This sub-task shall include evaluation of training results with lessons learned and recommendations for further training improvements.

Format, methodology and number of training sessions and training days per session shall be proposed by the Consultant but taking into account that the numbers of attendees per session shall not exceed 50. It is expected at least 145 participants to attend the training (at least 1 delegate from each LSG).

The Consultant may use traditional training methods, such as straight lectures and instructor-led sessions, which was and still is primary means of imparting knowledge and skills, especial basic one. But the Consultant is encouraged to include some of modern training techniques using advancements in technology and a better understanding of how people learn. Training shall be organized to be delivered in person (face-to-face learning experiences) to allow interaction, discussions, and immediate responses to questions. Webinars are not a training option. Considering that RISM training may be time-consuming and may interrupt LSG staff work routines, the Consultant can organize training sessions regionally.

The Consultant is obliged to provide video recordings of training sessions. The record shall be delivered to the Client and shall be deemed to be the Client's property.

The Consultant shall cover all costs associated with organizing, preparing, and undertaking a training program, including materials, venues, refreshments, translators if needed, etc.

The Consultant shall fulfill the following specific requirements:

- Preparation of the training:

- prepare a training concept and detailed training plan,
- prepare a request for participation establishing criteria for selection of participants,
- determine a list of selected trainees,
- prepare training material in English and Serbian languages,
- provide trainees with training material in electronic version and paper versions when needed
- provide a feature for simultaneous translation when the lecturer is a nonnative speaker
- provide appropriate equipment to enable online participation of WB, AFD, MCTI, and PIU representatives
- Undertaking of the training:
  - performance of training according to approved training concept and detailed training plan,
  - recording of the training (audio and video),
  - evaluation of trainees' level of knowledge
  - issuing certificates of attendance.

The bilingual draft, the final approved training concept, and the detailed training plans shall be delivered to the Client in 2 (two) hard copies and electronic copies, where electronic copy covers editable unprotected format and PDF format.

Within the **Sub-task T2.2**, the Consultant shall provide the following specific (targeted) on-the-job training to selected LSGs staff:

- training in RSA performance (Task 1 activities), and
- training in the planning and budgeting process under the road safety Action plans development (Task 3 activities).

The listed targeted training shall include a limited number of attendees, but not less than 50, during the whole assignment.

While RISM training for all should provide basic road safety knowledge, specific on-the-job training should further develop skills and ensure competence in applying the procedures prescribed by the regulation on the audit and inspection of road safety on a local level.

The on-the-job training method enables LSG staff to participate actively by allowing them to learn on the job or in the flow of work. Knowing that 70% of learning comes from real experiences, the end goal of on-the-job training is faster task mastery or accelerated time-to-proficiency through learning by doing exercises and real-life scenarios.

To provide the required level and consistency of on-the-job training quality, the Consultant has to provide mentors (Consultant staff) with proper skills in know-how transfer and to include time availability during the performance of the main task activities and obligations.

The output of this sub-task shall be comprehensive periodic reports and a final report describing all inputs, methods, results, findings, and conclusions, including evaluation of trainees' gained level of knowledge and general and specific recommendations for further LSG capacity building.

#### *4.2.2. Task 2 deliverables*

##### Requirements for deliverables

As a result of **Sub-task 2.1**, the Consultant shall provide the Report of completed RISM training to the LSG staff, summarizing all activities carried out before and during the training performance. The Report of completed RISM training to LSGs staff should contain, but is not limited to, the following main elements:

- cover page,

- control sheet,
- table of contents,
- executive summary,
- brief introduction,
- description of a training concept and detailed training plan,
- engaged resources for providing training,
- evaluating the participants (before/after conducted training)
- conducting of training and evaluation by trainees,
- proposals for future training and improvements,
- conclusions and lessons learned,
- appendices.

The Consultant shall deliver the training material, including digital photos, video and audio recordings, etc., and the completed training report.

The number of Reports of completed RISM training for the LSG staff and the delivery schedule should depend on the proposed and accepted Consultant training concept. For each separate training session, a particular Report of completed training shall be prepared and delivered to the Client. The Final LSG training Report shall be prepared and delivered by the Consultant and accepted by the Client after completing the last training session.

Under Sub-task 2.2, there is no specific requirement for issuing individual reports. Only the Final report describing all inputs, methods, results, findings, and conclusions, including evaluation of gained trainees' level of knowledge and general and specific recommendations for further LSG capacity building, in draft and final forms, has to be prepared and submitted by the Consultant to the Client.

The Consultant shall present information and description in suitable form and content related to performed and completed activities under Sub-task 2.2 within periodic reports defined in the chapter Reporting obligation.

#### Submission and approval of deliverables

All reports shall be prepared bilingually in Serbian and English and delivered in two hard copies, an electronic version in an editable, unprotected format and a PDF format.

Draft reports shall be submitted to the Client within 21 days from the activity completion date. The draft final reports shall be submitted to the Client for review and acceptance within 30 days from the completion of the task/sub-task.

The Client, shall provide comments (if any) on the draft reports within 15 days upon receipt. Within 15 days of receiving comments from the Client, the Consultant shall submit the final version of the report.

The Client shall approve in written final report/s within 10 days of receipt of revised and updated versions in accordance with the Client's remarks and comments. Approved final report shall be considered as evidence of completion of the Consultant's contracted obligation under the respective task/sub-task.

If the Client considers that the Consultant did not comply with the requirements for any reason, the final report shall be rejected and sent back for revision. There shall not be any payment to the Consultant until the Client receive and approve the final report.

### 4.3. Task 3: Development of Action plans for road safety improvement

This part of the assignment covers the development of Action plans for road safety improvement in selected LSGs to provide strategic tools for identifying and prioritizing specific measures to achieve set road safety goals and outputs in mid- and long-term planning and operation.

Considering the diversity in settlement size, population and local road network length, road type, and conditions, the Consultant shall set criteria for selecting 3 LSGs, one pre each of Classes 3, 4 and 5. The Client shall confirm, modify, and approve the final LSG list. Relevant statistical data based on the population from 2020 is shown in Table 2. All data are available in POGM Annex 10<sup>2</sup>.

Table 2: Relevant statistical data

Class	Population range	No of LSG	Settelemnt type		Population in 2020	Area [km <sup>2</sup> ]	
1	> 250,000	3	Cities	33.5%	2,311,878	4,529	5.8%
2	100,000 - 250,000	11	Cities	19.4%	1,339,995	9,993	12.9%
3	50,000 - 100,000	14	11 Cities + 3 Municipalities	13.4%	927,479	10,574	13.6%
4	25,000 - 50,000	35	3 Cities + 32 Municipalities	17.3%	1,195,597	20,282	26.1%
5	< 25,000	82	Municipalities	16.3%	1,124,177	32,211	41.5%
	<b>Total</b>	<b>145</b>		<b>100.0%</b>	<b>6,899,126</b>	<b>77,589</b>	<b>100.0%</b>
		where					
5.1	11,500 - 25,000	47	small municipality				
5.2	< 11,500	35	very small municipality				
	<b>&lt; 25,000</b>	<b>82</b>					

#### 4.3.1. Task 3 requirements

The process for developing Action plans for road safety improvement (shortly RSAP – Road Safety Action Plan) shall include the following key activities:

##### 1. Initial assessment

The first step in creating the Action Plan is conducting a comprehensive assessment of the existing road safety in the selected LSGs. This assessment includes:

- analysis of traffic crash data to identify critical areas;
- evaluation of existing road safety measures in LSGs based on infrastructure improvements;
- identification of vulnerable road user groups and high-risk road user behavior.

##### 2. Setting objectives and priorities

Based on the initial assessment results, the Consultant will work closely with each LSG to define specific road safety objectives. These objectives will be aligned with national road safety strategies and international best practices. Key considerations shall include:

- reduction of traffic crashes, particularly fatalities and serious injuries;
- improving safety for vulnerable road users (pedestrians, cyclists, children, etc.);
- enhancing road infrastructure safety, particularly in critical areas such as school zones, intersections, and pedestrian crossings.

The Action Plans will prioritize measures based on their potential to improve safety, cost-effectiveness, and feasibility for implementation.

##### 3. Development of road safety measures

For each LSG, the Consultant will propose a set of road safety measures tailored to the specific needs and challenges identified in the assessment. These measures may include:

<sup>2</sup> <https://www.mgsi.gov.rs/cir/projekti/razvoj-lokalne-infrastrukture-i-institucionalnog-jachanja-lokalnih-samouprava-republike>

- infrastructure improvements (installation of traffic signs, speed bumps, pedestrian crossings, road markings);
- traffic calming measures in residential areas and school zones;
- enhanced enforcement of traffic regulations;
- implementation of safe road design principles for new or reconstructed road infrastructure;
- educational and awareness-raising campaigns targeting both drivers and vulnerable road users.

The proposed measures will include detailed descriptions, estimated costs, and timelines for implementation.

#### 4. Budgeting and financial planning

The Action Plans will include a detailed budget for implementing the proposed road safety measures. The Consultant will assist each LSG in developing a financial plan, outlining the funding sources for the proposed measures, including local government budgets, potential national or international funding opportunities, and public-private partnerships where applicable.

#### 5. Stakeholder engagement and participation

The development and implementation of the Action Plans will involve active participation from relevant stakeholders in each LSG. The Consultant will facilitate workshops and meetings to ensure that key actors, such as traffic engineers, urban planners, local police, and community representatives, are involved in the planning process. Stakeholder engagement will be crucial to ensure that the proposed measures are well-suited to local needs and receive broad support for implementation.

#### 6. Monitoring and evaluation framework

Each Action Plan will include a monitoring and evaluation framework to track the progress and effectiveness of the implemented road safety measures. The Consultant will work with the LSGs to define performance indicators (e.g., reduction in traffic accidents, improvements in road safety behavior) and set up mechanisms for regular reporting and review of the Action Plan's implementation.

#### 7. Finalization and approval of Action Plans

The final Action Plans for the selected LSGs will be prepared and submitted for approval by the relevant local authorities. The Consultant will present the proposed measures, timelines, and budgets to the LSGs for formal adoption. Once approved, the LSGs will begin the implementation of the Action Plans, with the Consultant providing advisory support as needed.

These action plans shall be prepared through a participatory process involving representatives from the selected LSGs to ensure ownership and alignment with local needs. The Consultant shall:

- Conduct preliminary assessments of road safety conditions and challenges in selected LSGs;
- Facilitate workshops or working groups with representatives from the selected LSGs to gather input and prioritize key road safety issues;
- Develop tailored action plans that include specific, measurable, achievable, relevant, and time-bound objectives for road safety improvements;
- Define a set of **priority measures** for enhancing road safety, along with cost estimates and timelines for their implementation;
- Provide guidance on **budget allocation** and resource mobilization to support the implementation of the proposed measures;
- Ensure the action plans are aligned with **national road safety strategies** and regulations, as well as EU directives, where applicable.

The action plans shall cover at least, but not be limited to, the following key aspects:

- Road safety objectives and targets for each LSG;

- Assessment of current road safety issues and risk areas;
- Recommended countermeasures, including engineering, education, enforcement, and evaluation actions;
- Budget estimates and potential funding sources;
- Implementation timelines and roles/responsibilities of local stakeholders;
- Monitoring and evaluation mechanisms to track progress and adjust the plans as needed.

The Action Plans must be drafted in close cooperation with the relevant local authorities to ensure practical feasibility and commitment to implementation.

#### *4.3.2. Task 3 deliverables*

As a result of this task, the Consultant shall provide Action Plans for Improving Road Safety in selected LSGs. Each Action Plan shall include, but is not limited to, the following elements:

- Cover page;
- Control sheet;
- Table of contents;
- Executive summary;
- Introduction to the road safety challenges in the LSG;
- Detailed assessment of the current road safety conditions;
- Prioritized list of road safety improvements and measures;
- Budget and resource plan;
- Implementation timeline;
- Monitoring and evaluation framework;
- Appendices (including any additional documentation, risk assessments, or references).

Each draft and final Action Plan shall be prepared in 2 (two) hard copies and electronic copy in Serbian language, and one hard copies and electronic copy in English language.

A draft of the LSG Action Plan shall be submitted to the Client and LSG within 45 days of the completion of the assessments and workshops. The Client and LSG shall provide comments (if any) on the draft Action Plan within 15 days of receipt. Within 15 days of receiving comments from the Client and LSG, the Consultant shall submit the final version of the Action Plan. If no written comments are received from the Client and LSG within 15 days of receipt, the draft version of the Action Plans will be considered as agreed by the Client and LSG, and the Consultant shall submit as the final one.

The Client shall approve in written Action Plan within 10 days of receipt of revised and updated versions in accordance with the Client's and LSG's remarks and comments. The approved final report shall be considered as evidence of completion of the Consultant's contracted obligation for this task.

If the Client considers that the Consultant did not comply with the requirements for any reason, the final report shall be rejected and sent back for revision. There shall not be any payment to the Consultant until the Client receives and approves the final Action Plan.

## **5. LOCATION AND DURATION OF THE ASSIGNMENT**

The Services shall be implemented across Serbia. Different tasks, sub-tasks, and activities shall include different LSGs. Apart from the RISM training sub-task, other parts of the assignment will cover almost all 145 LSGs.

The indicative beginning of the Services is June 2025. The duration of the Services is 36 months from the commencement date but not later than the Project closing date November 30, 2028.

## 6. REPORTING OBLIGATIONS

### 6.1. Reporting requirements

Apart from the already defined specific outputs within each task/sub-task, the Consultant shall prepare the following reports reflecting the implementation and progress of the whole Services:

- Inception Report which defines the Work plan;
- Semiannual Progress Reports which inform about the project progress; and
- Final Report, which covers the overall project achievements.

The **Inception Report** is intended to

- put in real context and calendar proposed assignments' methodology and work plan,
- reflect adjustments agreed during the contract negotiations,
- set up management, review, and monitoring procedures and
- identify counterparts, communication, and correspondence matters.

Inception Report should present mobilization of planned resources and inform about any other issues that should be identified at the earliest stages of the contract to minimize any potential delays or problems during the implementation phase. The Inception Report should contain, but is not limited to, the following main elements:

- Project synopsis;
- Executive summary;
- Activities planned and implemented during the inception stage;
- Assessment of the impact of changed circumstances, if any, on the beginning and course of the assignment compared to the original (starting) assumptions;
- the Service objectives, assumptions, risks, and expected outcomes;
- Planned activities and outputs;
- Communication and visibility plan;
- Project management;
- Mobilization of experts and other resources;
- Annexes.

Suitable and objectively quantifiable indicators shall be proposed by the Consultant and included in the Inception Report. Indicators to be proposed shall be based on required outputs and may take the nature of descriptive indicators, performance indicators, qualitative indicators, quantitative indicators, etc.

The **Semiannual Progress Reports** shall present overall Service progress, progress by each task and activity, evaluation of the execution of the plan for the past period with explanations of the reasons for deviation from the plan, if any, updated detailed plan for the next semiannual period and the remain Services duration. The report should contain identified problems in the implementation of tasks with a proposal of measures for effective solving of such issues in the coming period. Report includes list of prepared, submitted and approved deliverables. The Semiannual Progress Reports should contain, but is not limited to, the following main elements:

- Project synopsis;
- Executive summary;
- Summary of progress from the Service beginning;
- Project progress in the reporting period;
- Detailed description of communication activities;
- Project planning for the next reporting period (update of Work plan);
- Project planning for the remaining Services duration;
- Annexes, project findings, recommendations.

The **Final Report** is intended to present activities carried out during the whole project duration and include an overall assessment of the achievement of set objectives. The report should reply to every requirement specified in the Terms of Reference highlighting performed activities and gained results. The Final Report should contain, but is not limited to, the following main elements:

- Project synopsis;
- Executive summary;
- Tasks description, chronology, achievements, outputs and outcomes;
- Overall assessment of the project performance;
- Evaluation of the adequacy of management and communication procedures in the Service delivery;
- Lessons Learned;
- Conclusions with recommendations;
- Annexes - outputs of the project.

### 6.2. Submission and approval of reports

All reports shall be prepared bilingual, in Serbian and English, and shall be delivered in two hard copies and an electronic version in editable unprotected format and PDF format.

Inception and Final Reports subject to the Clients' prior review and approval. The Client may comment periodic (semiannual) progress reports, but this type of reports is not subject to the prior Client approval. The Clients comments have to be properly addressed and describe by the Consultant in the next progress report.

Reports delivery deadline is specified as follows:

- Draft Inception Report has to be submitted within 30 days from the Service commencement date.
- Draft Final Report has to be submitted 30 days before the Service completion date.
- Progress report has to be delivered within 10 days following the end of reported period.

The Client shall provide comments (if any) on the draft reports within 15 days upon receipt. Within 15 days of receiving comments from the Client, the Consultant shall submit the final version of the report.

The Client shall approve in written Inception and Final Reports within 10 days of receipt of revised and updated versions in accordance with the Client's remarks and comments. Approved Final Report shall be considered as evidence of completion of all Consultant's obligation under the Services and the contract and shall be base for issuing of Final payment certificate and final payment by the Client to the Consultant.

### 6.3. List of deliverables

Table 3 presents all deliverables specified in this TOR with a short description of the document and delivery conditions and requirements.

Table 3: List of Deliverables

No	Deliverables	Description	Due date	Form
	Progress reports			
1	Inception Report	The report outlines the Consultant's approach, methodology, and work plan; management, review, and monitoring procedures; and counterparts, communication, and correspondence matters.	<ul style="list-style-type: none"> <li>– 30 days from the Service Commencement date</li> <li>– 15 days of receiving Client's comments</li> </ul>	Draft  Final (approved)
2	Semimanual Progress Reports	The report outlines the key issues to be addressed, a description of the quantitative progress per task and for the Services (completion,	10 days following the end of reported period	-

No	Deliverables	Description	Due date	Form
		disbursements, milestones reached), an updated work plan, and major progress bottlenecks.		
3	Final Report	The report outlines task description, chronology, achievements, outputs and outcomes, overall assessment of the project performance, lessons learned, and conclusions with recommendations.	<ul style="list-style-type: none"> <li>– 30 days before the Service completion date</li> <li>– 15 days of receiving Client's comments</li> </ul>	<p>Draft</p> <p>Final (approved)</p>
	Specific deliverables			
	Consultant Work Plan	Work Plan outlines the methodology and schedule for tasks performance, needed resources and delivery milestones	<ul style="list-style-type: none"> <li>– Draft Work Plan has to be submitted for review and approval 10 days before expiring of reporting period.</li> <li>– Final approved version is part of progress report.</li> </ul>	<p>Draft</p> <p>Final (approved)</p>
	RSA Reports	Report outlines road safety audit results for each stage for both options	<p>21 days after beginning of audit</p> <p>15 days of receiving Client's comments</p>	<p>Draft</p> <p>Final (approved)</p>
	Final RSA Report	Report describe, lists and summarize undertakings, findings and recommendations under the Task 1 of the assignment.	<p>30 days after completion of the last RSA</p> <p>15 days of receiving Client's comments</p>	<p>Draft</p> <p>Final (approved)</p>
	Training concept with detail training plan	Describes training topics, agenda, methods and schedule	Timely	Subject to prior approval
	Reports of completed RISM training session	Report that summarizes all carried out activities prior to and during the undertaking of the training session (Sub-task 2.1)	<ul style="list-style-type: none"> <li>– 21 days after the completion of the training session</li> <li>– 15 days of receiving Client's comments</li> </ul>	<p>Draft</p> <p>Final (approved)</p>
	Final LSG training report	Report that describe and summarize findings from all training sessions, evaluate achievements and provide recommendations for further activities and improvements (Sub-task 2.1)	<ul style="list-style-type: none"> <li>– 30 days after the completion of the last training session</li> <li>– 15 days of receiving Client's comments</li> </ul>	<p>Draft</p> <p>Final (approved)</p>
	Action Plan/s for road safety improvement	Document that provides strategic tools for identifying and prioritizing specific measures to achieve set road safety goals and outputs in mid- and long-term planning and operation	<ul style="list-style-type: none"> <li>– 45 days from the date of the completion of the assessments and workshops</li> <li>– 15 days of receiving Client's comments</li> </ul>	<p>Draft</p> <p>Final (approved)</p>

## 7. INSTITUTIONAL ARRANGEMENTS

### The Client

The Client is MCTI. The Client's representative for the overall LIID Project is the Project Coordinator. The LIID Project implementation is conducted by PIU established within MCTI and is supported by CFU established within MF.

For all activities under the Services and the contract implementation, the Project Coordinator is assisted by the PIU management and expert staff. The Consultant shall perform tasks and activities in coordination and communication with the delegated counterparts/representatives.

All communication between the Client and the Consultant shall be in writing. Regarding payments to the Consultant, modifications of the Consultant's contracts, issuance of the Consultant's requests for the

Client's preliminary approval and other similar cases and activities for which the Client considers to be mandatory for such way of correspondence, the correspondence shall be made by printed documents, in a sufficient number of copies, submitted through the Client's archival office. For all other cases, correspondence through electronic mail is acceptable with previous agreements on the list of recipients of both sides.

The Client shall provide support to the Consultant to reach out to relevant stakeholders and ensure their participation.

Through the PIU, the Client shall make available all existing documents, reports and studies in reference to the LIID Project necessary for the successful implementation of the Services. Consultant shall be fully responsible for verifying, interpreting and using such documents.

In performing the field activities, except in the case of RISM training, LSGs shall provide premises for joint coordination meetings.

The Client is not obliged to provide any offices, furnishings, equipment and other means needed for the Service performance and delivery.

Copyright on all deliverables, reports, and other material prepared under this contract shall remain within the Client.

#### The Consultant

The Consultant shall provide the Project Coordinator with written authorization of the Consultant's Team Leader, who is responsible for the implementation of the Services on behalf of the Consultant and will cooperate closely with the Head of PIU and other PIU members.

Considering the mandatory field activities, the scope of the Services, and the fact that the territory of the whole of Serbia is the location for performing the Services, the Consultant shall provide appropriate travel arrangements and accommodation for his staff at his costs.

The Consultant shall provide all equipment and services needed to perform the responsibilities and duties efficiently. The Consultant shall bear all the expenses for equipment and services and all costs related to the engagement and operation of the Consultant's staff.

The Consultant shall cover all costs for a training organization, preparation, and undertaking, including materials, venues, refreshments, translators, if needed, etc.

The Consultant shall provide adequate office space for the Team in Belgrade, including the meeting room, equipped with office equipment and communication lines to ensure smooth communication with the Client and LSGs on the field (telephone, fax, and internet) at any moment of the Service performance.

The Consultant shall ensure proper project management, including organizing meetings, preparing and circulating the agenda, writing and distributing the minutes, and follow-up/implementing the Client comments, recommendations and decisions. The date of the meetings, the agenda, and the necessary documents shall be set and circulated among the interested parties tentatively and at a reasonable time in advance.

The Consultant shall establish and maintain an appropriate project document management system. All project-related documentation has to have an e-form (editable and PDF). All external documents and documents with signatures have to be scanned and archived with other project e-documentation. The Consultant shall periodically deliver to the Client collected and kept part of the project e-documents.

## 8. TEAM COMPOSITION AND THE KEY EXPERT'S QUALIFICATION REQUIREMENTS

The Consultant Team should be formed from the Key experts, with the qualifications and skills defined in Table 4 below, and Non-key experts, with qualifications and skills needed for the timely and successful completion of assigned tasks. Administrative and supporting staff should be planned too.

The Consultant shall provide adequate staff in terms of expertise and time allocation, as well as the equipment needed to complete the activities required under the assignment to achieve the project's objectives in terms of time, costs, and quality.

Considering the scope of the Services and type of expected deliverables, knowledge of the Serbian language is necessary to perform the assigned tasks. Therefore, local experts are welcome to be employed. Otherwise, the Consultant shall be obliged to engage enough interpreters to satisfy requirements and deadlines.

The Consultant should know that the Team experts have to be available for extensive fieldwork. The Consultant is obliged to provide appropriate transport and accommodation to Team members during field activities.

The Consultant has to provide the Team Leader and three Key experts to carry out and complete the Services. The minimum required qualifications and experience of key experts are presented in Table 4.

Table 4. Qualification requirements for the Key Experts

S.#	Expert	Qualification and Skills	Professional Experience
1	<b>KE1</b> Team Leader/Road Safety Auditor	University degree in Traffic/Transport Engineering or equivalent  Certified Road Safety Auditor (with License issued by recognized institution)	<b>General experience:</b> - minimum fifteen (15) years of proven professional working experience in traffic engineering/transport engineering <b>Specific experience:</b> - at least ten (10) years of proven working experience in road safety - at least two (2) projects of similar nature and scope in a position of Team Leader in the previous 5 years <b>Language:</b> - Good command of spoken and written English language is required - Knowledge of the Serbian language will be considered an advantage
2	<b>KE2</b> Road Safety Auditor	University degree in Civil engineering or equivalent  Certified Road Safety Auditor (with a License issued by a recognized institution)	<b>General experience:</b> - minimum ten (15) years of working experience in civil engineering <b>Specific experience:</b> - at least seven (7) years of proven working experience in road safety - at least three (3) RSA projects completed in the previous 10 years - experience in designing RSA measures <b>Language:</b> - Good command of spoken and written English language is required - Knowledge of the Serbian language will be considered an advantage
3	<b>KE3</b> Road Safety Auditor	University degree in Traffic/Transport	<b>General experience:</b> - minimum ten (10) years of working experience in traffic engineering/transport engineering

S.#	Expert	Qualification and Skills	Professional Experience
		<p>engineering or equivalent</p> <p>Certified Road Safety Auditor (with a License issued by a recognized institution)</p>	<p><b>Specific experience:</b></p> <ul style="list-style-type: none"> <li>- at least seven (7) years of proven working experience in road safety</li> <li>- at least three (3) RSA projects completed in the previous 10 years</li> <li>- experience in designing RSA measures</li> </ul> <p><b>Language:</b></p> <ul style="list-style-type: none"> <li>- Good command of spoken and written English language is required</li> <li>- Knowledge of the Serbian language will be considered an advantage</li> </ul>
4	<b>KE4</b> Road Safety Training Specialist and Action Plan Specialist	University degree in Traffic/Transport engineering or Civil engineering	<p><b>General experience:</b></p> <ul style="list-style-type: none"> <li>- minimum ten (10) years of working experience in conceptualizing and delivering targeted training</li> </ul> <p><b>Specific experience:</b></p> <ul style="list-style-type: none"> <li>- at least three (3) projects of similar nature in training of public officials completed in the last 10 years;</li> <li>- at least three (3) RSA training completed in the last 10 years, with preference given to projects conducted in the country and the region</li> <li>- delivering RISM training would be considered an advantage</li> <li>- experience in providing Action Plans internationally, with preference given to projects conducted in the country and the region</li> </ul> <p><b>Language:</b></p> <ul style="list-style-type: none"> <li>- Good command of spoken and written English language is required</li> <li>- Knowledge of the Serbian language will be considered an advantage</li> </ul>

It should be noted that the experts will not be evaluated during the shortlisting stage.

## 9. LANGUAGE

The language of the contract is English. The Consultant shall provide Serbian translation of documents specified in TOR.

The language for written and verbal communication with LSGs, national and local institutions, and authorities is Serbian. The Consultant shall provide translation to English of all documents specified in TOR to be bilingual.

# ANNEX I: DESCRIPTION OF THE RSA PROCESS

