**TERMS OF REFERENCE AND SCOPE OF SERVICES**

**Urban Planning Engineer**

**(Part-time Consultant)**

1. **Background and objective of the project**

**Background Information**

The Government of Serbia and the World Bank have identified skills development and inclusion of vulnerable groups as strategic priorities for their next phase of cooperation, based on a Systematic Country Diagnostic (SCD) and Country Partnership Framework between the two partners. In particular, the SCD highlights the importance of building human capital to increase labor productivity and enhance social inclusion through closing education enrollment gaps for low-income and Roma students starting in pre-primary. Quality Early Childhood Education and Care (ECEC) programs play a critical role in laying the necessary foundation for skills development early on and for narrowing the equity gap in education access and performance.

The Inclusive Early Childhood Education and Care project also directly contributes to the goals outlined in the Strategy for the Development of Education in Serbia until 2030 (SED 2030) and to its related Action Plan. This strategy defines mechanisms for assuring accessibility, quality, and equity in ECEC and sets clear priorities for: (i) increasing coverage; (ii) enhancing quality of the service delivery and outcomes; (iii) increasing efficiency; and (iv) attaining and maintaining relevance for the overall system. The project will directly support these priorities through its various components.

**Objective**

The objective of the project is to improve access to quality Early Childhood Education and Care, with a focus on children from socially disadvantaged backgrounds for all children ages 0 to 6.5 years. Activities for children ages 3 to 6.5 years focus on increasing access to inclusive quality preschools (i.e. child-centered and with age-appropriate learning opportunities) while also supporting their transition to the early grades of primary education. Activities for younger children, i.e. from birth onwards focus on empowering parents and families to support children’s holistic development through increased knowledge about the importance of early stimulation at home and access to relevant services in the community.

The Project is implemented by the Ministry of Education, Science and Technological Development (MoESTD) with the support of Project Management Unit (PMU).

The overall fiduciary responsibilities of the Project, procurement, financial management and disbursement issues, rest on the Central Fiduciary Unit (CFU). The CFU is housed under the Ministry of Finance (MoF) as per the agreement reached between the MoF and the MoESTD.

1. **Objective and Scope of the Assignment Required**

The main objective of the Project Component 1: Expanding the Supply of Preschools Spaces is to improve access to preschool services for all children ages 3 to 5.5 years, with a focus on the most disadvantaged ones, by increasing the supply of spaces, through building new centers and repurposing or upgrading of existing infrastructure for ECEC programs.

Jointly with other members of the Component 1 team, the Urban Planning Engineer will support implementation of the Project Component 1. She/he will work under the overall guidance of the Project Coordinator for Component One and will interact with employees of PMU, MoESTD (particularly with the sector in charge for investments) and CFU.

**Detailed Tasks and Responsibility**

Without limiting the generalities of the foregoing, the following are the specific tasks and responsibilities of the Urban Planning Engineer:

* Provide technical input to the PMU Component 1 team and to MoESTD in relation to the procurement of works, goods and services within the Component 1;
* Provide overall technical assistance to the selected construction, reconstruction or upgrading projects, from their planning to implementation and monitoring;
* Participate in monitoring of preparation of the designs of the model kindergartens and in further adjustments of the specific projects;
* Review of architectural design of each project proposal, checking compliances with the standards of the Republic of Serbia regarding preschool institutions;
* Analysis of urban aspects of the project proposals;
* Collecting data related to the projects’ urban plans;
* Ensure that all design work and specifications are developed in accordance with the construction norms of the Republic of Serbia;
* Prepare the Terms of Reference and/or technical specifications for procurement of goods, works and services, per request of the Project Coordinator for Component One;
* Participate in review of local Environmental and Social Management Plans (ESMP) for each site;
* Review each construction, reconstruction and/or building upgrading site and providing technical input, if needed;
* Monitor and supervise contract implementation and on-site works from his/her field of expertise;
* Providing technical advice on issuing provisional and/or final acceptance certificates for works on each site;
* Upon request of the Project Coordinator for Component One, visit and review construction sites and provide technical input;
* Regularly reporting to the Project Coordinator for Component One on on-site projects implementation;
* Assisting the Project Coordinator for Component One in producing the overall project implementation reports to the MoESTD and the World Bank;
* Other tasks related to the Project at the request of the Project Coordinator for Component One, PMU Director and/or the MoESTD official responsible for the Project.

1. **Reporting obligations**

The Urban Planning Engineer will work under supervision of and report directly to the Project Coordinator for Component One.

1. **Consultants Qualification**

* University degree in the field of architecture (preferably in urban planning);
* Possession of professional license;
* At least 5 (five) years of relevant professional experience in civil engineering, including experience in urban planning, preparation of technical documentation, participating in designing various building construction projects, monitoring on-site works, etc;
* Excellent knowledge of the Republic of Serbia legislation pertaining to the civil works;
* Experience in the process of obtaining necessary legal permits for civil works;
* Working experience in the area of preparation, implementation and monitoring of (re)construction projects;
* Familiarity with the World Bank procurement procedures is preferable;
* Previous experience in the World Bank financed civil work projects is preferable;
* Thorough computer literacy (Windows, MS Office, MS Project, Internet);
* Good command of design and rendering packages (CAD, image enhancement, etc.);
* Excellent writing, communication, and data manipulation skills;
* Fluency in Serbian and good command of English, including oral and written reporting abilities.

1. **Duration of the assignment**

The Consultant shall provide part-time services for the life of the project, i.e. until December 30, 2022, with a probationary period of six (6) months. Estimated time input of the consultant is 180 working days per year (1 working day is maximum 8 working hours). Expected start of services is September 2021.

1. **Selection method**

The selection method is Individual Consultant in accordance with the procedures specified in the Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by the World Bank Borrowers, January 2011 (revised July 2014).