



Empowered lives.
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Terms of Reference (TOR) Road Asset Management Specialist

A. Project Title: Paving the Roads to SDGs through Good Local Governance

B. Background/Context

Efficient, resilient, and well-planned road networks ensure that no one is left behind in the drive for inclusive growth. This is why roads are considered as an important foundation for the Sustainable Development Goals (SDGs), and a prerequisite for bringing communities together.

At present, only 24.6% of all provincial roads in the Philippines are of acceptable quality. Of the 12,726km of provincial core roads, 57.2% are unpaved and in need of upgrading, while 20.2% are in poor condition and in need of rehabilitation. The situation is similarly dire for the 19,098 km of non-core roads, with 67% needing upgrading and 7% in need of rehabilitation.

To address this situation, the Department for the Interior and Local Government (DILG) has launched the **Conditional Matching Grant to Provinces (CMGP)** initiative to improve the quality of the local road network across the country, by providing both financial investment for capital outlay, as well as strengthening the governance processes so that provincial governments are themselves able to effectively plan, design, implement and maintain their road networks. The Program addresses the underinvestment in local roads, and improvement of national-local roads connectivity to increase economic activity, and improve public access to facilities and services in the provinces.

For FY 2017 General Appropriations Act (GAA), the Program has a total budget of P18.03 Billion under the Local Government Support Fund (LGSF). Aside from this, the DILG budget also has an allocation of P564.256 Million for FY 2017 intended to support the governance reform, quality assurance, and monitoring of road projects of the PLGUs.

The Program, however, is not only a road engineering intervention, it is also a governance reform program in local roads management (LRM) and public financial management (PFM). Thus, in partnership with DILG, UNDP has launched a project ***“Paving the Roads to SDGs through Good Governance (Roads2SDGs)”*** which aims to provide support to the governance reform and quality assurance components of CMGP through the ‘Road to SDGs’ framework. This framework will anchor the prioritization, planning, design, implementation, and maintenance of infrastructure projects to the achievement of the SDGs, incorporating the elements of partnership building, climate change and disaster risk reduction, gender mainstreaming, and citizen participation for transparency and

accountability.

At the onset of the project implementation, it was found that provincial local government units (PLGUs) have to improve their governance systems in road asset management and maintenance. Data has shown that not all provincial roads and bridges are booked as assets, and life cycle management of roads is generally not evident. This situation also has direct implication on the weak financial management of PLGUs related to local roads. Thus, an integral component of the governance reform on local road management is on road asset management. UNDP recognizes its role to deliver capacity development interventions, through knowledge products and training activities that will ultimately result to a better system of PLGUs' governance in relation to road asset management.

It is in this light that the Roads2SDGs project proposes the hiring of a Road Asset Management Specialist, who will be the focal person to deliver capacity development interventions on road asset management. It will be a short-term engagement with possibility for extension depending on the results of the interventions.

Outcome

It is desired that at the end of five (5) months, provincial local government units shall have increased knowledge and skills on road asset management. This will help pave for the PLGUs to determine priorities, craft policies and pursue strategic actions in line with maintaining and managing their roads.

Objectives

To achieve the foregoing, the engagement of a UNDP road asset management specialist shall seek to achieve the following:

1. Address knowledge gaps on road asset management among CMGP provincial engineers and road specialists of PLGUs through the conduct of training activities and workshops;
2. Build capabilities and cascade learning through the development and distribution of knowledge products, such as the Road Asset Management Manual for LGUs and road asset management training modules and tools; and,
3. Develop capacities of implementers through other interventions necessary towards adoption by PLGUs of road asset management principles and practices.

Expected Outputs

1. Road Asset Management Manual for Local Government Units
2. Conduct of training, workshops and related activities towards increasing knowledge and skills of CMGP provincial engineers and roads specialists of PLGUs on road asset management
3. Training modules and tools for PLGUs on Road Asset Management
4. Pilot-test and workshop towards the enhancement of the road asset management manual, modules and tools

C. Scope of Work

The Roads2SDGs Project Manager and the Roads Manager shall have direct supervision of the Road Asset Management Specialist. They may assign a focal person who shall coordinate with the Vendor. The Vendor shall undertake the following:

1. Conduct a survey/research of road asset management policies, guidelines and practices published locally or internationally, and which may be relevant in designing a road asset management framework for provincial local government units;
2. Conduct technical meetings and focus group discussions among UNDP, DILG-CMGP Project Management Office and other relevant government agencies and institutions such as the Commission on Audit, Department of Budget and Management, Department of Public Works and Highways, League of Provinces, among others;
3. Draft a road asset management manual for LGUs, preceded by a draft road asset management framework;
4. Organize the conduct of trainings and related activities to build capacities on road asset management to be participated by CMGP provincial engineers and other identified participants;
5. Draft and pilot-test the road asset management manual, training modules and tools on road asset management for PLGUs;
6. Organize the conduct of workshops and related activities to consolidate learning, suggestions and proposed enhancements on the manual, modules and tools on road asset management; and,
7. When necessary, engage in fieldwork to identify capacity development needs of stakeholders on road asset management

D. Expected Outputs and Deliverables

The Vendor shall deliver the following outputs for the Project, with the corresponding timeline:

Activity	Deliverable/Output	Responsible party/ Approving party	Proposed timeframe/ Submission date
Conduct survey/research and planning for interventions and development of manuals, training modules and tools on road asset management	Inception Report which includes relevant policies, guidelines and practices on road asset management	IC, Project Manager, Roads Manager	November 2018
Organize technical meetings, consultations and related activities on road asset management	Road Asset Management Framework	IC, Project Manager, Roads Manager	November 2018
Draft the road asset management manual for LGUs	Draft Road Asset Management Manual	IC, Project Manager, Roads Manager	November – December 2018
Conduct training on Road Asset Management for CMGP provincial Engineers and road specialists of provincial LGUs	Training on Road Asset Management	IC, Project Manager, Roads Manager	December 2018

Develop training modules and tools on road asset management	A set of training modules and tools on road asset management for roll-out capacity building activities	IC, Project Manager, Roads Manager	January 2019
Pilot testing of the training modules and tools	Learning sessions and/or training activities among select PLGUs	IC, Project Manager, Roads Manager	January – February 2019
Conduct a workshop to consolidate learning, comments and suggestions towards enhancement of the manual, modules and tools	Consultation-Workshop on the Enhancement of the Manual, Modules and Tools on Road Asset Management	IC, Project Manager, Roads Manager	March 2019
Submit final drafts of manual, training modules and tools on road asset management for PLGUs	Final Draft of Road Asset Management Manual, Modules and Tools	IC, Project Manager, Roads Manager	April 2019

E. Institutional Arrangements

The Roads2SDGs Project Manager and Roads Manager shall directly supervise the Vendor. They may assign a focal person to coordinate with the Vendor in relation to the project. UNDP, through the Roads2SDGs Project, shall be responsible for the following:

- Make available to the Vendor all necessary information concerning the Roads to SDGs project, including background reference materials;
- Review, provide comments and recommendations, and approve all submissions of the Vendor on a timely basis;
- Arrange meeting/s with the Contractor particularly concerning the review of deliverables

Further, the Vendor shall be responsible for the following:

- Organize and attend technical meetings and focus group discussions on road asset management for DILG CMGP/UNDP Roads2SDGs road projects;
- Engage in field work to determine capacity development needs of stakeholders on road asset management and conduct other necessary field visits;
- Draft a road asset management manual for LGUs;
- Organize training activities, workshops and meetings in relation to building capacities of DILG-CMGP provincial engineers and provincial local government units on road asset management;
- Develop training modules and tools on road asset management for roll-out to PLGUs;
- Pilot the manual, modules and tools; consolidate learning and suggestions and enhance them based on the results of the activities related to the pilot test;
- Respect the confidentiality of information as may be deemed necessary by UNDP, partners, and informants;
- Report to the Project Manager and Road Sector Manager, promptly and in writing, matters that may affect the conduct of the workshop and quality and timely submission of the reports and/or other deliverables; and,
- Attend meetings as may be arranged by UNDP, particularly concerning the review of deliverables and presentation of findings.

F. Duration of Work

- The engagement is for a total of 60 days, minimum of 10 days of reporting per month spread out in 6 months and will commence upon signing the Notice of Award.
- The target start and completion dates shall depend on the actual date of hiring of the road asset management specialist and may change depending on what have been finalized and sealed by UNDP Procurement Unit and other logistical considerations.

G. Duty Station - Manila

The engagement is output-based and will not require physical and daily reporting to UNDP. The Vendor may be requested to attend meetings for activities related to the project. Equipment, transportation, communications cost and rental fees required for carrying out the assignment shall be borne by the Vendor. Taxes will not be withheld by UNDP and shall likewise be borne by the Vendor.

H. Qualifications of the Successful Individual Contractor

Qualification	Points Obtainable (100 points)
<u>Education and Qualification</u> with University or Bachelor's degree in Engineering, Social Development, Business Administration, Law, Finance and other relevant Courses. Masters Degree in Development Studies, Public Administration and local governance.	25
<u>Experience and relevant training</u> <ul style="list-style-type: none">• With 10 years progressive relevant international and local experience asset management and at least 5 years of experience in asset valuation, inventory, M&E, management or similar assignment	(75) 25
<ul style="list-style-type: none">• With experience in writing manuals, policy papers, training modules and/or other technical writing work	10
<ul style="list-style-type: none">• Has demonstrated capacities in providing and facilitating capacity building interventions and technical assistance on road asset management	10
<ul style="list-style-type: none">• Has been engaged in work, program, agenda and initiatives in the areas of governance, public administration, and service delivery	10
<ul style="list-style-type: none">• Has demonstrated flexibility and ability to operate in different cultural settings and with a variety of stakeholders	10
<u>Language</u> <ul style="list-style-type: none">• Can speak and write English and Filipino fluently	10
	100

I. Scope of Price Proposal and Schedule of Payments

The Vendor shall be paid the total amount of all-inclusive to cover for the actual professional services rendered, inclusive of allowances for land transport, air tickets, meals during travel, and communication of the Vendor to perform tasks and accomplish the deliverables for this engagement will include taxes.

Payments shall be processed and paid in tranches upon acceptance by the Roads2SDGs Project Manager of the following deliverables submitted by the Vendor:

TRANCHING		DELIVERABLE
1 st tranche	20%	Upon signing the contract and submission of inception report.
2 nd tranche	10%	Upon submission of the road asset management draft framework and outline of the manual
3 rd tranche	20%	Upon submission of the draft road asset management manual
		Upon conduct of road asset management training/workshop
4 th Tranche	30%	Upon submission of training modules and tools on road asset management
		Upon completion of the pilot activities for PLGUs on the road asset management manual, modules and tools and conduct of the workshop to consolidate learning, suggestions and proposed enhancements
5 th Tranche	20%	Upon submission of the final draft of the road asset management manual, training modules and tools

J. Recommended Presentation of Offer

To ensure the use of the same criteria for all the offers, the applicants are requested to present the following documents for uniformity:

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP as shown in the Annex;
- Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Brief description of why you consider yourself as the most suitable for this assignment;
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

K. Criteria for Selection of the Best Offer

To select the best offer for this post, the combined scoring method will be used where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%.

L. Annexes to the TOR

- a. Letter of Confirmation of Interest and Availability
- b. P11