

Technical Assistance for the Preparation and Implementation of *Safe System* Projects

Sample Terms of Reference

Introduction

This annex provides sample terms of reference for the procurement of technical assistance services to support the preparation and implementation of *Safe System* projects. The terms of reference are aligned with the project component categories, as set out in these guidelines (demonstration projects in targeted high-risk corridors and areas, policy reviews, project management and monitoring and evaluation systems), and they are generically presented to address technical assistance objectives, core tasks and related outputs, scheduling and professional skills and experience required.

Note that the terms of reference are not exhaustive, as all projects have unique requirements and must reflect the prevailing road safety management capacity in the context concerned. However, common components have been covered to *illustrate* the broad parameters of the required technical assistance outputs and they can be used to help *tailor* a more precise specification of them in accordance with project needs.

A strong emphasis has been placed on the mentoring and training of local staff to help accelerate knowledge transfer and engender institutional capacity strengthening, and on monitoring and evaluation and the specification of ongoing initiatives designed to ensure the sustainability of successful measures taken. A key requirement is that the technical assistance team provides a package of services that integrate the delivery of project components, improves their efficiency and effectiveness, and transfers sustainable knowledge and skills to participating agencies and the national consulting industry (*refer section 4.3.8 (i), Section 2*).

**Demonstration projects in targeted high-risk
corridors and areas**

Technical assistance for **Demonstration projects in targeted high-risk corridors and areas**

Sample component 1

Safe Road Infrastructure

Objectives

The objectives of the required technical assistance services are to:

- Advise on and support the application of proactive tools and procedures for the identification of hazardous road infrastructure (e.g. International Road Assessment Programme [iRAP] surveys, safety inspections, safety audits) and the design, implementation, maintenance and evaluation of improved infrastructure safety features.
- Train road agency and associated consulting staff, in the design, implementation, maintenance and evaluation of improved infrastructure safety programs in high-risk corridors and areas.
- Support the preparation of a (national) post-project program of infrastructure safety improvements network-wide, based on successful experience in the high-risk corridors and areas.

Outputs

The outputs of the required technical assistance services are as follows:

- (a) *Advise on and support the application of proactive tools, procedures and programs for improving infrastructure safety in the high-risk corridors and areas.*

Outputs

- i. Guidelines for the conduct of iRAP, safety inspection and safety audit programs in the high-risk corridors and areas.
- ii. Guidelines for the design, implementation and maintenance of innovative mass action programs providing systematic infrastructure safety improvements in the high-risk corridors and areas (e.g. barriers, roundabouts, traffic calming, pedestrian and motorcyclist/cyclist facilities, signs and markings, lighting, etc).

- iii. On-the-job support to the application of the guidelines to improve infrastructure safety in the high-risk corridors and areas including preparation of designs for innovative mass action programs and draft bidding documents for civil works requirements.
- (b) *Train road agency and associated national consulting company staff in the use of proactive tools and procedures for improved infrastructure safety; (and provide related support to project road crash data and analysis and monitoring and evaluation systems components).*

Outputs

- i. Preparation and delivery of basic and advanced training programs in proactive tools and procedures for improved infrastructure safety; and related monitoring and evaluation procedures.
- (c) *Evaluate the efficiency and effectiveness of improved rural and urban road infrastructure safety programs in high-risk corridors and areas.*

Outputs

- i. Design and conduct of evaluations of improved infrastructure safety programs in high-risk corridors and areas (coordinated with project monitoring and evaluation component).
 - ii. Revision of the guidelines for improved infrastructure safety (developed in (a) i – ii above) based on the evaluation findings in high-risk corridors and areas.
- (e) *Prepare a (national) post-project infrastructure safety improvement program and guidelines.*

Outputs

- i. Post-project infrastructure safety improvement program, including program cost estimates and implementation schedule.
- ii. Guidelines for improving infrastructure safety network-wide.

Scheduling of tasks

The scheduling of the required technical assistance services is as follows:

- Duration of project: Support the design, implementation, maintenance and evaluation of improved infrastructure safety programs in the high-risk corridors and areas and related staff training.
- Final year of project: Support the preparation of a post-project program and guidelines for the improvement of infrastructure safety network-wide.

Professional skills and experience required

Safety Engineering Specialist(s)

One or more internationally recognized specialists with about 10 years practical experience in road safety rating and inspection (including iRAP experience) and audit, and the design of innovative infrastructure safety facilities. Experience with improving infrastructure safety in mixed-traffic/mixed speed road environments in rapidly motorizing countries is essential.

Safety Analysis Specialist

An internationally recognized specialist with about 10 years experience conducting scientific analyses of road environment, vehicle and human factors contributing to road crashes and injuries. Hands-on experience of quantitative evaluations of safety interventions and outcomes is essential. Experience of road safety analyses in developing and transitional countries is desirable.

For all team members, a demonstrated ability to work with and gain the trust of senior government officials and professional peers is essential.

Support from the International Road Assessment Programme (iRAP)

iRAP support is recommended for the delivery of these outputs.

Technical assistance for
Demonstration projects in targeted high-risk corridors and areas

Sample component 2

General Deterrence Police Enforcement Targeting Unsafe Behaviors

Objectives

The objectives of the required technical assistance services are to:

- Support the introduction and evaluation of general deterrence police enforcement targeting unsafe behaviors in high-risk corridors and areas.
- Train police staff in the implementation and management of general deterrence enforcement targeting unsafe behaviors in high-risk corridors and areas.
- Support the preparation of a (national) post-project program of general deterrence police enforcement targeting unsafe behaviors network-wide, based on successful experience in the high-risk corridors and areas.

Outputs

The outputs of the required technical assistance services are as follows:

- (a) *Support the preparation of annual police enforcement programs to achieve the general deterrence of unsafe behaviors in high-risk corridors and areas.*

Outputs

- i. Identification of unsafe behaviors in high-risk corridors and areas.
- ii. Operational strategies and tactics and related guidelines to address unsafe behaviors in high-risk corridors and areas.
- iii. Annual programs of (monthly) scheduled enforcement operations targeting unsafe behaviors in high-risk corridors and areas.
- iv. Analysis of equipment needs and specification and costing of additional equipment required to support annual enforcement programs.
- v. Draft bidding documents for the procurement of additional equipment.

vi. On-the-job support to the implementation of annual enforcement programs.

(b) Train police staff at all levels in the implementation of annual enforcement programs in the high-risk corridors and areas.

Outputs

- i. Preparation and delivery of a basic training program to upgrade the traffic safety knowledge and skills of road policing staff.
- ii. Preparation and delivery of advanced training course on general deterrence theory and practice, and related operational strategies and tactics.
- iii. Preparation and delivery of management training on the supervision of program implementation by operational staff.

(c) Evaluate the efficiency and effectiveness of police enforcement programs in the high-risk corridors and areas.

Outputs

- i. Design and conduct of evaluations of police enforcement programs in high-risk corridors and areas (coordinated with project monitoring and evaluation component).
- ii. Recommended improvements to police enforcement programs based on the evaluation findings in high-risk corridors and areas.

(d) Prepare (national) post-project police enforcement program and finalize guidelines to achieve the general deterrence of identified unsafe behaviors network-wide.

Outputs

- i. Post-project, network-wide enforcement program, including program cost estimates and implementation schedule.
- ii. Guidelines for police enforcement programs to achieve network-wide general deterrence of identified unsafe behaviors.

Scheduling of tasks

The scheduling of the required technical assistance services is as follows:

- Duration of project: Support the preparation, implementation, evaluation and revision of police enforcement programs in the high-risk corridors and areas, and related staff training.
- Final year of project: Support the preparation of post-project program and guidelines for police enforcement programs network-wide.

Professional skills and experience required

Enforcement Management Specialist

A specialist with about 10 years experience in traffic enforcement leadership, coordination and policy advice in a national Police agency operating a successful general deterrence model. A demonstrated ability to communicate road safety enforcement philosophy and tactics to a broad audience is essential. Previous experience in a law enforcement training facility is desirable.

Enforcement Operations Specialist

A specialist with about 10 years policing experience, including the line-management of traffic enforcement staff. Practical experience in the design, implementation and management of road safety enforcement strategies in a national Police agency operating a successful general deterrence model is essential. A demonstrated ability to communicate road safety enforcement philosophy and tactics to a broad audience is also essential. Previous experience in a law enforcement training facility is desirable.

Enforcement Equipment Specialist

A specialist with about 10 years experience in the specification, sourcing, evaluation and procurement of road safety equipment and tools in a national Police agency operating a successful general deterrence model. A demonstrated understanding of modern operational safety enforcement practices is essential.

Enforcement Training Specialist

A specialist with about 10 years experience in the design, implementation and evaluation of police officer and recruit training and development programs. Operational experience in a national police training college is essential.

Safety Analysis Specialist

An internationally recognized specialist with about 10 years experience conducting scientific analyses of road environment, vehicle and human factors contributing to road crashes and injuries. Hands-on experience of quantitative evaluations of safety interventions and outcomes is essential. Experience of road safety analyses in developing and transitional countries is desirable.

For all team members, a demonstrated ability to work with and gain the trust of senior government officials and professional peers is essential.

Support from the International Road Policing Organization (RoadPOL)

RoadPOL support is recommended for the delivery of these outputs, given the specialist nature of road policing and the general preference of road policing agencies to work on a peer-to-peer basis with officers from other relevant police agencies.

Technical assistance for
Demonstration projects in targeted high-risk corridors and areas

Sample component 3

Publicity and Awareness Campaigns Supporting Police Enforcement Programs Targeting Unsafe Behaviors

Objectives

The objectives of the required technical assistance services are to:

- Support the introduction and evaluation of publicity and awareness campaigns supporting police enforcement programs targeting unsafe behaviors in high-risk corridors and areas.
- Train RMTO and police staff, and associated national consultants, in the implementation and management of publicity and awareness campaigns supporting police enforcement programs targeting unsafe behaviors in high-risk corridors and areas.
- Support the preparation of a (national) post-project publicity and awareness campaign supporting police enforcement programs targeting unsafe behaviors network-wide, based on successful experience in the high-risk corridors and areas.

Outputs

The outputs of the required technical assistance services are as follows:

- (a) *Prepare annual publicity and awareness campaigns to support police enforcement programs targeting unsafe behaviors in the high-risk corridors and areas.*

Outputs

- i. Identification and prioritization of high-risk behaviors to be targeted through publicity and awareness campaigns.
- ii. Identification of road user groups demonstrating the identified high-risk behaviors and their extended social and business networks in high-risk corridors and areas.

- iii. Development of key safety messages to high-risk road user groups and their extended social and business networks.
 - iv. Identification of electronic, print media and billboard services reaching high-risk road user groups and their extended social and business networks in high-risk corridors and areas.
 - v. Annual program of scheduled publicity and awareness campaigns coordinated with police enforcement programs, targeting high-risk road user groups and their extended social and business networks in the high-risk corridors and areas.
 - vi. Monitoring and evaluation systems for annual publicity and awareness campaigns, to track message recall and relevance (coordinated with monitoring and evaluation component).
 - vii. Identification of suppliers of market research, public relations and advertising services with sufficient capacity to produce, implement and monitor specified publicity and awareness campaigns.
 - viii. Draft bidding documents for the procurement of required research, production and media services.
 - ix. Assistance with the evaluation of bids for research, production and media services.
 - x. On-the-job support to the implementation of publicity and awareness campaigns.
- (b) *Train designated road safety agency and police staff in the design and implementation of annual publicity and awareness campaigns in the high-risk corridors and areas.*

Outputs

- i. Preparation and delivery of training programs addressing the principles and practices of effective publicity and awareness campaigns for traffic safety, and related monitoring and evaluation procedures.
- (c) *Evaluate the efficiency and effectiveness of publicity and awareness campaigns supporting police enforcement targeting unsafe behaviors in the high-risk corridors and areas.*

Outputs

- i. Design and conduct of evaluations of publicity and awareness campaigns in high-risk corridors and areas (coordinated with project monitoring and evaluation component).
 - ii. Recommended improvements to publicity and awareness campaigns supporting police enforcement programs targeting unsafe behaviors (to be fed back into programs developed in (a) v above) based on the evaluation findings in high-risk corridors and areas.
- (d) *Prepare a (national) post-project publicity and awareness campaign and guidelines to support police enforcement programs targeting unsafe behaviors network-wide.*

Outputs

- i. Post-project, network-wide publicity and awareness campaigns, including campaign cost estimates and implementation schedule.
- ii. Guidelines detailing requirements for publicity and awareness campaigns supporting police enforcement programs targeting unsafe behaviors network-wide.

Scheduling of tasks

The scheduling of the required technical assistance services is as follows:

- Duration of project: Support the preparation, implementation and evaluation of publicity and awareness campaigns supporting police enforcement programs in the high-risk corridors and areas, and related staff training.
- Final year of project: Prepare a post-project publicity and awareness campaign and guidelines to support police enforcement programs network-wide.

Professional skills and experience required

Communications Specialist

A specialist with about 10 years experience in managing research-based advertising and public relations in road safety or a similar field. Previous account management

experience in an advertising agency or public relations firm is desirable. Experience with successful social marketing campaigns is essential.

Community Survey Specialist.

A specialist with about 10 years market research experience of quantitative and qualitative community attitude surveys. Experience of conducting community attitude surveys in developing and transitional countries is desirable.

Safety Analysis Specialist

An internationally recognized specialist with about 10 years experience conducting scientific analyses of road environment, vehicle and human factors contributing to road crashes and injuries. Hands-on experience of quantitative evaluations of safety interventions and outcomes is essential. Experience of road safety analyses in developing and transitional countries is desirable.

For all team members, a demonstrated ability to work with and gain the trust of senior government officials and professional peers is essential.

Technical assistance for
Demonstration projects in targeted high-risk corridors and areas

Sample component 4

Crash Victim Recovery Services

Objectives

The objectives of the required technical assistance services are to:

- Support the improvement and evaluation of crash victim recovery services in high-risk corridors and areas.
- Train crash victim recovery services staff and other first responders at crashes in improved crash victim recovery procedures.
- Support the preparation of a (national) post-project program of improved crash victim recovery services network-wide, based on successful experience in the high-risk corridors and areas.

Outputs

The outputs of the required technical assistance services are as follows:

- (a) *Prepare and support improved rescue and relief services programs in the high-risk corridors and areas.*

Outputs

- i. Identification of priorities for improved crash victim recovery services in the high-risk corridors and areas.
- ii. Annual programs of (seasonally) scheduled improved crash victim recovery services in the high-risk corridors and areas.
- iii. Specification and costing of equipment and facilities, communications systems and staffing requirements for improved crash victim recovery services in the high-risk corridors and areas.
- iv. Draft bidding documents for the procurement of equipment and facilities.

- v. On-the-job support to the implementation of improved rescue and crash victim recovery services in the high-risk corridors and areas.
- (b) *Train emergency staff and other first responders at crash scenes in the provision of improved rescue and relief services in the high-risk corridors and areas.*

Outputs

- i. Preparation and delivery of training programs for improved crash victim recovery services in the high-risk corridors and areas.
- (c) *Evaluate improved rescue and relief services programs in the high-risk corridors and areas.*

Outputs

- i. Design and conduct of evaluations of improved crash victim recovery services in the high-risk corridors and areas (coordinated with project monitoring and evaluation component).
 - ii. Recommended improvements to crash victim recovery services network-wide (to be fed back into programs developed in 35 (a) ii above), based on the evaluation findings in high-risk corridors and areas.
- (d) *Prepare (national) post-project rescue and relief services program and guidelines.*

Outputs

- i. Post-project, network-wide crash victim recovery services program, including cost estimates and implementation schedule.
- ii. Guidelines detailing requirements for improved crash victim recovery services network-wide.

Scheduling of tasks

The scheduling of the required technical assistance services is as follows:

- Duration of project: Prepare and support the preparation and implementation of improved crash victim recovery services in the high-risk corridors and areas and related staff and other first responder training.

- Final year of project: Assist the preparation of a (national) post-project crash victim recovery services program and guidelines network-wide.

Professional skills and experience required

Crash Victim Recovery Specialist

A specialist with about 10 years experience with the design, implementation and management of crash victim recovery and first responder training programs in developing and transitional countries. A thorough knowledge of international best practice and experience working with senior officials and specialist staff in national health agencies in developing and transitional countries is essential.

Emergency Medical Services Specialist

A specialist with about 10 years experience with the design, implementation and management of emergency medical services in developing and transitional countries. A thorough knowledge of international best practice and experience working with senior officials and specialist staff in national health agencies in developing and transitional countries is essential.

For all team members, a demonstrated ability to work with and gain the trust of senior government officials and professional peers is essential.

***Technical assistance for
Demonstration projects in targeted high-risk corridors and areas***

Sample component 5

Emergency Medical Services

Objectives

The objectives of the required technical assistance services are to:

- Support the improvement and evaluation of emergency medical services in high-risk corridors and areas.
- Train emergency medical services staff in the delivery of improved services in the high-risk corridors and areas.
- Support the preparation of a (national) post-project program of emergency medical services network-wide, based on successful experience in the high-risk corridors and areas.

Outputs

The outputs of the required technical assistance services are as follows:

- (a) *Prepare and support improved emergency medical services programs in the high-risk corridors and areas.*

Outputs

- i. Identification of priorities for improved emergency medical services in the high-risk corridors and areas.
 - ii. Annual programs of (seasonally) scheduled improved emergency medical services in the high-risk corridors and areas.
 - iii. On-the-job support to the implementation of improved emergency medical services in the high-risk corridors and areas.
- (b) *Train Emergency Medical Services staff in the provision of improved services in the high-risk corridors and areas.*

Outputs

- i. Preparation and delivery of training programs for improved emergency medical services in the high-risk corridors and areas.
- (c) *Evaluate improved emergency medical services programs in the high-risk corridors and areas.*

Outputs

- i. Design and conduct of evaluations of improved emergency medical services in the high-risk corridors and areas (coordinated with project monitoring and evaluation component).
 - ii. Recommended improvements to emergency medical services network-wide (to be fed back into programs developed in (a) ii above), based on the evaluation findings in high-risk corridors and areas.
- (d) *Prepare (national) post-project emergency medical services network-wide program and guidelines, for inclusion in an updated NRSAP.*

Outputs

- i. Post-project, network-wide emergency medical services program, including cost estimates and implementation schedule.
- ii. Guidelines detailing requirements for improved emergency medical services network-wide.

Scheduling of tasks

The scheduling of the required technical assistance services is as follows:

- Duration of project: Assist and support the preparation and delivery of improved emergency medical services in the high-risk corridors and areas and related staff training.
- Final year of project: Assist the preparation of a (national) post-project emergency medical services program and guidelines network-wide.

Professional skills and experience required

Emergency Medical Services Specialist

A specialist with about 10 years experience with the design, implementation and management of emergency medical services in developing and transitional countries. A thorough knowledge of international best practice and experience working with senior officials and specialist staff in national health agencies in developing and transitional countries is essential.

For all team members, a demonstrated ability to work with and gain the trust of senior government officials and professional peers is essential.

Technical assistance for
Demonstration projects in targeted high-risk corridors and areas

Sample component 6

School-Based Road Safety Education for Children

Objectives

The objectives of the required technical assistance services are to:

- Support the improvement and evaluation of school-based road safety education for children in high-risk corridors and areas.
- Train Ministry of Education staff in the implementation and further management of improved school-based road safety education for children in high-risk corridors and areas.
- Support the preparation of a (national) post-project program of school-based road safety education network-wide for children, based on successful experience in the high-risk corridors and areas.

Outputs

The outputs of the required technical assistance services are as follows:

- (a) *Prepare and support improved school-based road safety education programs for children in the high-risk corridors and areas.*

Outputs

- i. Improved curricula, teaching methods and supporting resources for school-based road safety education programs for children.
- ii. Annual programs of improved school-based road safety education in the high-risk corridors and areas.
- iii. Draft bidding documents for the procurement of supporting resources.
- iv. On-the-job support to the implementation of the improved school-based road safety education programs.

- (b) *Train teachers in the implementation of improved school-based road safety education programs in the high-risk corridors and areas.*

Outputs

- i. Preparation and delivery of teacher training program on improved curricula and teaching methods, and related monitoring and evaluation procedures.
- (c) *Evaluate the efficiency and effectiveness of improved school-based road safety education programs for children in the high-risk corridors and areas.*

Outputs

- i. Design and conduct of evaluations of improved school-based road safety education programs (coordinated with project monitoring and evaluation component).
 - ii. Recommended improvements to school-based road safety education network-wide for children (to be fed back into programs developed in (a) ii above) based on the evaluation findings in high-risk corridors and areas.
- (d) *Prepare a (national) post-project program and guidelines for a school-based road safety education program for children network-wide.*

Outputs

- i. Post-project, network-wide school-based road safety education program, including cost estimates and implementation schedule.
- ii. Guidelines detailing requirements for improved school-based road safety education programs for children network-wide.

Scheduling of tasks

The scheduling of the required technical assistance services is as follows:

- Duration of project: Support the preparation, implementation and evaluation of improved school-based road safety education programs for children in the high-risk corridors and areas, and related staff training.
- Final year of project: Prepare a post-project program and guidelines for school-based road safety education for children network-wide.

Professional skills and experience required

Education Specialist

A specialist with about 10 years experience developing curricula for road safety education in schools and training teachers in this subject. A thorough knowledge of international best practice in school-based road safety education is essential. Previous experience working with national education agencies in developing countries is desirable.

For all team members, a demonstrated ability to work with and gain the trust of senior government officials and professional peers is essential.

Technical assistance for
Demonstration projects in targeted high-risk corridors and areas

Sample component 7

Safety regulations and Procedures for Managing Commercial Vehicle Loading and the Carriage of Oversized and Dangerous Goods

Objectives

The objectives of the required technical assistance services are to:

- Review safety regulations and procedures for managing commercial vehicle loading and the carriage of oversized and dangerous goods.
- Recommend and support improvements to safety regulations and procedures for managing commercial vehicle loading and the carriage of oversized and dangerous goods in high-risk corridors and areas.
- Train police, regulatory agency and commercial operator staff in the implementation of improved safety regulations and procedures for managing commercial vehicle loading and the carriage of oversized and dangerous goods in high-risk corridors and areas.
- Support the preparation of a (national) post-project program to upgrade safety regulations and procedures for managing commercial vehicle loading and the carriage of oversized and dangerous goods.

Outputs

The outputs of the required technical assistance services are as follows:

- (a) *Review and improve current safety regulations and procedures for managing commercial vehicle loading and the carriage of oversized and dangerous goods.*

Outputs

- i. International good practice benchmarking of current safety regulations and procedures for managing commercial vehicle loading and the carriage of oversized and dangerous goods.

- ii. Recommended short-term and long-term improvements to current and planned safety regulations and procedures for managing commercial vehicle loading and the carriage of oversized and dangerous goods (including police enforcement campaigns, targeting commercial vehicle overloading and the carriage of oversized and dangerous goods, to support police enforcement and related publicity and awareness components in high-risk corridors and areas), and action plan for improvement program.
 - iii. On-the job support to the commercial vehicle safety management improvement program.
- (b) *Train police, regulatory agency and commercial operator staff in improved safety regulations and procedures for managing commercial vehicle loading and the carriage of oversized and dangerous goods in the high-risk corridors and areas.*

Outputs

- i. Preparation and delivery of training programs on improved safety regulations and procedures for managing commercial vehicle loading and the carriage of oversized and dangerous goods.
- (c) *Evaluate the efficiency and effectiveness of improved safety regulations and procedures for managing commercial vehicle loading and the carriage of oversized and dangerous goods in the high-risk corridors and areas.*

Outputs

- i. Design and conduct of evaluations of improved safety regulations and procedures for managing commercial vehicle loading and the carriage of oversized and dangerous goods (coordinated with project monitoring and evaluation component).
 - ii. Recommended improvements to safety regulations and procedures for managing commercial vehicle loading and the carriage of oversized and dangerous goods (to be fed back into programs developed in (a) ii above) based on the evaluation findings in high-risk corridors and areas.
- (d) *Prepare (national) post-project program and guidelines for introducing improved safety regulations and procedures for the management of commercial vehicle loading and the carriage of oversized and dangerous goods network-wide.*

Outputs

- i. Post-project program for the improvement of safety regulations and procedures managing commercial vehicle loading and the carriage of oversized and dangerous goods, including program cost estimates and implementation schedule.
- ii. Guidelines detailing improved safety regulations and procedures for managing commercial vehicle loading and the carriage of oversized and dangerous goods network-wide.

Scheduling of tasks

The scheduling of the required technical assistance services is as follows:

- Duration of project: Support review of safety regulations and procedures for managing commercial vehicle loading and the carriage of oversized and dangerous goods, implementation of short-term and long-term improvements, and related staff training.
- Final year of project: Prepare a post-project program and guidelines for managing commercial vehicle loading and the carriage of oversized and dangerous goods network-wide.

Professional skills and experience required

Commercial Vehicle Safety Specialist

A specialist with about 10 years experience in the area of commercial vehicle driver health and safety and commercial vehicle safety standards. Extensive experience working with commercial transport operators in the provision of safety assurance programs and related training is essential.

Safety Legislation Specialist

A specialist with about 10 years experience in transport sector legislation, with specific knowledge of traffic safety legislation and sanctions in a national policing jurisdiction. Knowledge of international legislative developments in general deterrence enforcement models is essential. Previous experience with road safety legislation in developing or transitional countries is desirable.

For all team members, a demonstrated ability to work with and gain the trust of senior government officials and professional peers is essential.

Project policy reviews

Technical assistance for Project policy reviews

Sample component 1

Driver Training, Testing and Licensing Practices

Objectives

The objectives of the required technical assistance services are to:

- Review driver training, testing and licensing practices.
- Recommend and support measures to upgrade driver training, testing and licensing practices.
- Support the preparation of a (national) post-project program to upgrade driver training, testing and licensing practices.

Outputs

The outputs of the required technical assistance services are as follows:

(a) Review and improve current driver training, testing and licensing practices.

Outputs

- i. International good practice benchmarking of current driver training, testing and licensing practices.
- ii. Recommended short-term and long-term improvements to the current and planned practices for driver training, testing and licensing, and action plan for improvement program.
- iii. On-the job support to the driver training, testing and licensing improvement program.

(b) Prepare a (national) post-project driver training, testing and licensing program and guidelines.

Outputs

- i. Post-project, network-wide driver training, testing and licensing program, including cost estimates and implementation schedule.
- ii. Guidelines detailing requirements for improved driver training, testing and licensing practices.

Scheduling of tasks

The scheduling of the required technical assistance services is as follows:

- Duration of project: Support the review of driver training, testing and licensing practices and support implementation of short-term and long-term improvements.
- Final year of project: Prepare a post-project program and guidelines for driver training, testing and licensing practices.

Professional skills and experience required

Driver Testing and Licensing Specialist

A specialist with about 10 years experience with motor vehicle driver training, testing and licensing in a national jurisdiction. A thorough knowledge of international best practice – including graduated driver licensing systems – is essential. Previous experience in the provision of advisory services to a national driver testing and licensing agency in a developing or transitional country is desirable.

Registry Management Specialist

A specialist with about 10 years experience with the management of modern registry systems for drivers and vehicles and related business procedures and technology. Extensive experience working at a senior management level in a national registry is essential. Previous experience working with a national registry in a developing or transitional country is desirable.

For all team members, a demonstrated ability to work with and gain the trust of senior government officials and professional peers is essential.

Technical assistance for Project policy reviews

Sample component 2

Vehicle Testing Practices

Objectives

The objectives of the required technical assistance services are to:

- Review vehicle-testing practices.
- Recommend and support improvements to vehicle testing practices.
- Train police in roadside vehicle inspection methods.
- Support the preparation of a (national) post-project program to upgrade vehicle-testing practices.

Outputs

The outputs of the required technical assistance services are as follows:

(a) Review and improve current vehicle testing practices.

Outputs

- i. International good practice benchmarking of current vehicle testing practices.
- ii. Recommended short-term and long-term improvements to current and planned practices for vehicle testing, and action plan for improvement program.
- iii. On-the job support to the vehicle testing safety improvement program.

(b) Train police in roadside vehicle inspection methods in the high-risk corridors and areas.

Outputs

- i. Preparation and delivery of training programs for police on roadside vehicle inspection methods (to support police enforcement component).
- (c) *Prepare a (national) post-project vehicle testing program and guidelines.*

Outputs

- i. Post-project vehicle testing program, including program cost estimates and implementation schedule.
- ii. Guidelines detailing requirements for improved vehicle testing practices and systems.

Scheduling of tasks

The scheduling of the required technical assistance services is as follows:

- Duration of project: Support the review of vehicle-testing practices and implementation of short and long-term improvements and related staff training.
- Final year of project: Prepare a post-project program and guidelines for improved vehicle testing practices.

Professional skills and experience required

Vehicle Safety Specialist

A specialist with about 10 years experience in the area of vehicle safety inspection and testing. Detailed knowledge of and experience with international standards for motor vehicles and international practice of vehicle testing and certification is essential. Previous experience working with a national vehicle testing and inspection agency, preferably in a developing or transitional country, or for a major international vehicle manufacturer is desirable.

Registry Management Specialist

A specialist with about 10 years experience with the management of modern registry systems for vehicles and drivers and related business procedures and technology. Extensive experience working at a senior management level in a national registry is essential. Previous experience working with a national registry in a developing or transitional country is desirable.

For all team members, a demonstrated ability to work with and gain the trust of senior government officials and professional peers is essential.

Technical assistance for Project policy reviews

Sample component 3

Regulations and Procedures for Managing Commercial Driver Health and Safety

Objectives

The objectives of the required technical assistance services are to:

- Review regulations and procedures for managing commercial driver health and safety, including fatigue, drugged driving and other road risk issues.
- Recommend and support improvements to safety regulations and procedures for managing commercial driver health and safety.
- Train police, Ministry of Health and commercial operator staff in the implementation and management of improved commercial driver health and safety regulations and procedures.
- Support the preparation of a (national) post-project program to upgrade safety regulations and procedures for managing commercial driver health and safety.

Outputs

The outputs of the required technical assistance services are as follows:

- (a) *Review and improve current regulations and procedures for managing commercial driver health and safety.*

Outputs

- i. International good practice benchmarking of current commercial driver health and safety practices.
- ii. Identification of commercial driver health and safety priorities.
- iii. Recommended short-term and long-term improvements to current and planned safety regulations and procedures for managing commercial driver health and safety (including fatigue and drug enforcement programs, to

support police enforcement and related publicity and awareness campaigns components), and action plan for improvement program.

- iv. On-the job support to the commercial driver health and safety improvement program.

(b) Train police, regulatory agency and commercial operator staff in improved commercial driver health and safety practices.

Outputs

- i. Preparation and delivery of commercial driver health and safety training programs.
- (c) Prepare a (national) post-project program and guidelines for commercial driver health and safety.*

Outputs

- i. Post-project program for commercial driver health and safety, including program cost estimates and implementation schedule.
- ii. Guidelines detailing requirements for improved regulations and procedures for managing commercial driver health and safety.

Scheduling of tasks

The scheduling of the required technical assistance services is as follows:

- Duration of project: Support the review safety regulations and procedures for managing commercial driver health and safety and implementation of recommended improvements and related staff training.
- Final year of project: Prepare a post-project program and guidelines for managing commercial driver health and safety network-wide.

Professional skills and experience required

Safety Legislation Specialist

A specialist with about 10 years experience in transport sector legislation, with specific knowledge of traffic safety legislation and sanctions in a national policing jurisdiction. Knowledge of international legislative developments in general deterrence enforcement

models is essential. Previous experience with road safety legislation in developing or transitional countries is desirable.

Commercial Vehicle Safety Specialist

A specialist with about 10 years experience in the area of commercial vehicle driver health and safety and commercial vehicle safety standards. Extensive experience working with commercial transport operators in the provision of safety assurance programs and related training is essential.

For all team members, a demonstrated ability to work with and gain the trust of senior government officials and professional peers is essential.

Technical assistance for Project policy reviews

Sample component 4

Road Safety Penalties and Related Management Systems

Objectives

The objectives of the required technical assistance services are to:

- Review road safety penalties and related management systems.
- Recommend and support improvements to better align penalties for unsafe behavior and practices with road safety risks, and to improve the management of fines collection and driver penalty points systems.
- Support the preparation of a (national) post-project program to improve the effectiveness of road safety penalties and related management systems.

Outputs

The outputs of the required technical assistance services are as follows:

- (a) *Review and improve current road safety penalties and related management systems.*

Outputs

- i. International good practice benchmarking of current road safety legislation and the alignment of current penalties with road safety risks.
- ii. International good practice benchmarking of effectiveness of administrative penalties, fines collections procedures, driver penalty points system, rehabilitation of serious repeat offenders, legislative drafting procedures, etc.
- iii. Recommended short-term and long-term improvements to current and planned road safety legislation, penalty structures, and related management systems, and action plan for improvement program.

- iv. On-the-job support to the implementation of improved road safety penalties and related management systems.
- (b) *Prepare a (national) post-project legislative and management reform program and guidelines.*

Outputs

- i. Post-project program for legislative and management reform, including cost estimates and implementation schedule.
- ii. Guidelines detailing requirements for improved road safety legislation, penalty structures and related management systems.

Scheduling of tasks

The scheduling of the required technical assistance services is as follows:

- Duration of project: Review current road safety penalties and related management systems, recommend short and long-term improvements, and support implementation of recommendations.
- Final year of project: Prepare a (national) post-project legislative and management reform program and guidelines.

Professional skills and experience required

Safety Legislation Specialist

A specialist with about 10 years experience in transport sector legislation, with specific knowledge of traffic safety legislation and sanctions in a national policing jurisdiction. Knowledge of international legislative developments in general deterrence enforcement models is essential. Previous experience with road safety legislation in developing or transitional countries is desirable.

Enforcement Operations Specialist

A specialist with about 10 years policing experience, including the line-management of traffic enforcement staff. Practical experience in the design, implementation and management of road safety enforcement strategies in a national Police agency operating a successful general deterrence model is essential. A demonstrated ability to communicate road safety enforcement philosophy and tactics to a broad audience is also essential. Previous experience in a law enforcement training facility is desirable.

For all team members, a demonstrated ability to work with and gain the trust of senior government officials and professional peers is essential.

Project management

Technical assistance for Project management

Sample component 1

Project Management Support

Objectives

The objectives of the required technical assistance services are to:

- Support the management of the demonstration projects in targeted high-risk corridors, related monitoring and evaluation, and policy reviews.
- Train agency project management staff in good practice management structures and processes.
- Support the preparation of a post-project program of network-wide activities, based on the evaluation findings for all components in the road safety project.

Outputs

The outputs of the required technical assistance services are as follows:

- (a) *Review and improve project agency management structures and processes in the high-risk corridors and areas (and control corridors and areas).*

Outputs

- i. International good practice benchmarking of strategic management structures and processes in high-risk corridors and areas (and control corridors and areas), including results focus, coordination and monitoring and evaluation functions.
- ii. Recommended improvements to results focus, coordination and monitoring and evaluation functions, to improve the efficient and effective delivery of interventions in the high-risk corridors and areas (and control corridors and areas).
- iii. On-the-job support to the implementation of improved strategic management structures and processes in the high-risk corridors and areas (and control corridors and areas).

- (b) *Train agency staff in good practice strategic management structures and processes in the high-risk corridors and areas (and control corridors and areas).*

Outputs

- i. Preparation and delivery of strategic management training programs, including case studies of international good practice in road management.
- ii. Organization and conduct of international good practice study tours (where relevant).

- (c) *Prepare post-project program of network-wide activities based on the evaluation findings for all components in the road safety project.*

Outputs

- i. Post-project program of network-wide road safety activities.
- ii. Targets for reductions and deaths and injuries resulting from the implementation of the post-project program network-wide.
- iii. Guidelines for implementation of post-project program network-wide.

Scheduling of tasks

The scheduling of the required technical assistance services is as follows:

- Duration of project: Review management structures and processes, prepare and deliver training programs, and support the implementation of measures to improve project management structures and processes in the high-risk corridors and areas (and control corridors and areas).
- Final year of project: Assist the preparation of a post-project program of network-wide road safety activities, related targets and implementation guidelines.

Professional skills and experience required

Safety Management Specialist

Internationally recognized road safety management specialist with about 10 years experience in the development and implementation of national road safety strategies.

Demonstrated success in working with wide range of safety-related government agencies is essential.

For all team members, a demonstrated ability to work with and gain the trust of senior government officials and professional peers is essential.

Project monitoring and evaluation

Technical assistance for **Project monitoring and evaluation**

Sample component 1

Monitoring and Evaluation Systems

Objectives

The objectives of the required technical assistance services are to:

- Support the establishment of project monitoring and evaluation systems in high-risk corridors and areas (and control corridors and areas).
- Train monitoring and evaluation agency staff, and associated national consultants, in the implementation and management of the monitoring and evaluation systems in high-risk corridors and areas (and control corridors and areas).
- Support the preparation of a (national) post-project program for the establishment of a network-wide monitoring and evaluation system, based on successful experience in the high-risk corridors and areas (and control corridors and areas).

Outputs

The outputs of the required technical assistance services are as follows:

- (a) *Design and support project monitoring and evaluation systems for the high-risk corridors and areas (and control corridors and areas).*

Outputs

- i. Specification of road safety performance measures in the high-risk corridors and areas (and control corridors and areas) to monitor risk exposure and road network characteristics, final safety outcomes, intermediate safety outcomes, and intervention outputs, plus sampling frames for the surveys required to monitor identified measures, quarterly and annual reporting procedures and formats, and evaluation procedures to assess effectiveness of interventions.

- ii. Conduct of baseline surveys in the high-risk corridors and areas (and control corridors and areas).
 - iii. Specification and costing of survey equipment, data processing and storage system, and staffing requirements.
 - iv. Draft bidding documents for the procurement of required survey equipment and data processing and storage systems.
 - v. Procedural guidelines for the conduct of surveys, data processing and quarterly and annual reporting.
 - vi. Identification of suppliers of data surveying services with sufficient capacity to undertake monitoring programs in high-risk corridors and areas (and control corridors and areas).
 - vii. Draft bidding documents for the procurement of required data surveying services.
 - viii. On-the-job support to the baseline and ongoing data surveys; data processing, storage and analysis; and the preparation of quarterly and annual performance reports.
 - ix. Review (and adjustment) of project results indicators, using the baseline measures and the first 12 months of survey data.
- (b) *Train monitoring and evaluation agency staff and associated national consulting company staff, in monitoring and evaluation systems.*

Outputs

- i. Preparation and delivery of basic and advanced training programs in the implementation and management of monitoring and evaluation systems.
- (c) *Evaluate the efficiency and effectiveness of the monitoring and evaluation systems in the high-risk corridors and areas (and control corridors and areas).*

Outputs

- i. Design and conduct of monitoring and evaluation system review.
- ii. Revision of monitoring and evaluation procedures (to be fed back into procedures developed in (a) i above) based on the review findings in high-risk corridors and areas (and control corridors and areas).

(d) Prepare (national) post-project program and guidelines for the establishment of a network-wide monitoring and evaluation system.

Outputs

- i. Post-project, network-wide monitoring and evaluation program, including sampling frames for surveys of identified performance measures, program cost estimates and implementation schedule.
- ii. Guidelines for data surveys, data processing and storage, reporting of results, and performance evaluation network-wide.

Scheduling of tasks

The scheduling of the required technical assistance services is as follows:

- Duration of project: Design and support the implementation, evaluation and revision of monitoring and evaluation systems in the high-risk corridors and areas (and control corridors and areas), and related staff training.
- Final year of project: Prepare a (national) post-project program and guidelines for the monitoring and evaluation of safety performance network-wide.

Professional skills and experience required

Monitoring and Evaluation Specialist(s)

One or more specialists with about 10 years experience in the design and implementation of traffic, vehicle and road user monitoring and evaluation systems in the road environment. Knowledge of sample design methods and related measurement equipment requirements is required. Experience of road safety monitoring and evaluation in developing and transitional countries is desirable.

Safety Analysis Specialist

An internationally recognized specialist with about 10 years experience conducting scientific analyses of road environment, vehicle and human factors contributing to road crashes and injuries. Hands-on experience of quantitative evaluations of safety interventions and outcomes is essential. Experience of road safety analyses in developing and transitional countries is desirable.

Community Survey Specialist.

A specialist with about 10 year's market research experience of quantitative and qualitative community attitude surveys. Experience of conducting community attitude surveys in developing and transitional countries is desirable.

For all team members, a demonstrated ability to work with and gain the trust of senior government officials and professional peers is essential.

Support from the International Road Traffic Accident Database Group (IRTAD)

IRTAD support is recommended for the delivery of these outputs.

Technical assistance for
Project monitoring and evaluation

Sample component 2

Road Crash Data and Analysis System

Objectives

The objectives of the required technical assistance are to:

- Support the evaluation and upgrading of the (national) road crash and data analysis system.
- Train system users in diagnostic techniques and system applications.
- Support the preparation of a (national) post-project system upgrade program.

Outputs

The outputs of the required technical assistance services are as follows:

(a) Review and improve current system capability.

Outputs

- i. Specification of the crash data requirements of all agencies engaged in the improvement of road safety.
- ii. Evaluation of current and planned procedures and systems for reporting, recording and analyzing road crashes and the extent to which they meet specified agency requirements.
- iii. Recommended improvements to current and planned procedures for reporting, recording and analyzing road crashes.
- iv. Concept plan for improving the system, including recommended hardware and software requirements with preliminary costings and all related user documentation and training needs.
- v. Recommended process to coordinate activities with project monitoring and evaluation component to ensure crash analysis tools and procedures

developed for road infrastructure safety improvements are prototyped and tested with agency users in the high-risk corridors and areas (and control corridors and areas).

- vi. Draft documents for the procurement of the information technology services and equipment, in accordance with best practice bidding procedures for complex IT system developments.
 - vii. On-the-job support to the system development and implementation process.
- (b) *Train agency staff in diagnostic techniques and system applications, and police staff in basic data entry requirements.*

Outputs

- i. Preparation and delivery of training programs in diagnostic techniques and system applications, and in basic data entry requirements.
- (c) *Prepare a (national) post-project program for further system development.*

Outputs

- i. Post-project system upgrade program, including prioritized user features and program cost estimates and implementation schedule.

Scheduling of tasks

The scheduling of the required technical assistance services is as follows:

- Duration of project: Undertake review of current system capability and support the formulation of upgraded system requirements, procurement of services and equipment for system development and system implementation, and train agency and police staff in system support and use.
- Final year of project: Prepare post-project program for further system development.

Professional skills and experience required

Crash Data Base Specialist

An IT specialist with about 10 years of road safety experience, especially with accident information systems including Microsoft Windows, SQL type databases and GIS

development. Experience with training of system users is essential. Experience with crash databases in developing and transitional countries is desirable.

IT Project Management Specialist

A specialist with about 10 years experience in managing complex information technology (IT) projects, across a range of public sector agencies and levels of administration. Experience with crash analysis systems and the administration and management of institutions related to the road sector is desirable. Experience with the management of complex IT projects in developing and transitional countries is preferred.

Database Specialist

A specialist with at least 5 years experience in the establishment, management and maintenance of database systems. A strong background in information technology and database developments and ideally experience in establishing road safety performance monitoring systems is essential. Experience of database applications in developing and transitional countries is desirable.

Safety Analysis Specialist

An internationally recognized specialist with about 10 years experience conducting scientific analyses of road environment, vehicle and human factors contributing to road crashes and injuries. Hands-on experience of quantitative evaluations of safety interventions and outcomes is essential. Experience of road safety analyses in developing and transitional countries is desirable.

For all team members, a demonstrated ability to work with and gain the trust of senior government officials and professional peers is essential.

Support from the International Road Traffic Accident Database Group (IRTAD)

IRTAD support is recommended for the delivery of these outputs.

