

TERMS OF REFERENCE FOR CONSULTANTS

Preparing the Central Cross Island Road Upgrading Project in Samoa

A. Consulting Firm

1. Project Background

1. Samoa's land transport depends on key arterial roads that serve the two main islands, Upolu where capital Apia is located, and Savai'i. Upolu is served by three cross-island roads strategically located in the east, west, and center. The Central Cross Island Road is the key arterial road connecting West Coast Road in Apia with the South Coast Road in Siumu and the Government of Samoa (the government)—furthering work initially undertaken by World Bank, has requested the Asian Development Bank's (ADB) assistance for its upgrade.

2. The project road is 20 kilometers (km) that provides access to eight villages and to the capital, Apia. The existing two-lane narrow carriageway (4 meters–5 meters wide) road with surface seal carrying up to 6,000 average daily traffic (ADT) along first 5 km, and up to 1,500 ADT thereafter, is unsafe for road users and in need of upgrading.

3. Although passable throughout the year, significant sections of the project road have fallen into disrepair and have become a safety concern for commuters as well as pedestrians walking along the roadside. This is especially an issue along the first 3 km of the road which is situated in a semi-urban area. In 2012, Tropical Cyclone Evan hit Samoa and caused significant damage to its road infrastructure. Some of the critically damaged road sections (five locations with a total of 3,720 km) have since been widened and resurfaced by the Government. The existing narrow road lanes without adequate pedestrian facilities in semi-urban areas, deficient drainage throughout the entire length, as well as unsafe horizontal and vertical alignment in hilly road sections will become a significant hazard as traffic levels increase, particularly in wet conditions.

4. The World Bank and the Government of Australia have provided support to Samoa to restore road infrastructure after the cyclone in 2012 under the Enhanced Road Access Project (ERAP). Under the ERAP, initial economic viability, technical designs, preliminary safeguards documents, costs and draft bidding documents were prepared for the Central Cross Island Road and other key road links. Initial economic evaluations suggest high rates of economic return. Initial assessments of social, economic, and land acquisition and resettlement impacts have also been prepared under the ERAP. The detailed design of the Central Cross Island Road was commissioned to the firm SMEC International. However, further assessments will be required primarily to resolve road reserve issues relating to deficiencies between the Ministry of Natural Resources and Environment's (MNRE) cadastral data and survey done under the ERAP, and ensuring road safety and climate resilience features are incorporated into the project design.

2. Objectives of the Assignment

5. The purpose of the assignment is to update feasibility studies, update due diligence, and project documentation for the Central Cross Island Road Upgrading Project in Samoa and prepare an institutional capacity improvement plan for the land transport subsector and for the MNRE for updating the right-of-way information system.

6. The assignment will build on initial economic viability, technical designs, costs and draft bidding documents prepared under the ERAP by SMEC International.

3. Scope of Services

7. The scope of work includes the following:

- (i) **Central Cross Island Road Engineering Report.** (a) review engineering, environmental, and social surveys and plans prepared under the ERAP and confirm that proposed solutions are well justified and follow best industry practices and standards and in accordance with ADB requirements and policies; and (b) for issues identified, consult with relevant government agencies and propose practical and implementable solutions with particular attention to right-of-way information information and road reserve, climate and disaster resilience, road safety, improved access for vulnerable road users and non-motorized traffic, environmental and social safeguards and poverty and gender considerations.
- (ii) **Sector Assessment.** (a) review Samoa's Transport Sector Plan (2014–2019), sector assessments by other donors, particularly World Bank and Government of Australia, as well as assessment by Pacific Region Infrastructure Facility (PRIF); (b) extract and analyze land transport sector performance; (c) propose, in consultation with relevant government agencies, sectoral strategies and policies for further institutional and operational efficiency and effectiveness measures; (d) develop a training and capacity improvement plan for staff in Land Transport Authority (LTA). Capacity assessment and improvement plan will also be undertaken for the MNRE for updating the current right-of-way information system.
- (iii) **Economic and Financial Analysis.** The consultant will undertake a due diligence to confirm and update the technical and economic feasibility of the proposed solutions prepared under ERAP in accordance with ADB's Guidelines for the Economic Analysis of Projects, and ADB's Practical Guide for Cost-Benefit Analysis for Development. The update economic analysis will: (a) assess macroeconomic factors that influence the transport sector, (ii) identify the issues within the sector that constrain functioning of markets and efficient and equitable provision of public services, (iii) carry out demand assessments for the proposed investments, including traffic counts and surveys to estimate the demand, (iv) establish the economic rationale for public sector intervention, (v) review alternatives and carry out a least cost analysis, (vi) carry out cost-benefit analysis, and determine the economic internal rate of return and net present value of the project, (vii) review the financial and institutional requirements to ensure the investments are sustained over their full design life, (viii) carry out sensitivity and risk analyses, and (ix) specify requirements for monitoring and evaluation to assess whether assumptions used for the economic analyses are valid throughout the project design life.
- (iv) **Financial Management Assessment.** Undertake the financial management capacity of the executing and implementing agencies for the road project, including

capacity and financial sustainability assessments.¹ Design fund-flow mechanisms in accordance with ADB's Loan Disbursement Handbooks (2015) with due consideration of Financial Management Assessment and financial management capacity of the executing and implementing agencies.

- (v) Based on the Social Assessment Report prepare the **poverty and social** assessments with specific attention to direct and indirect impact channels through which the poor and vulnerable groups including women will benefit from the project. Prepare Summary Poverty Reduction and Social Strategy and a gender action plan (if required)² based on the poverty and social assessment and in accordance with ADB's Handbook on Poverty and Social Analysis, and ADB's Gender Toolkit for Transport. Conduct a stakeholder analysis, in coordination with the environmental/social safeguards, and prepare a stakeholder consultation and participation plan to ensure continuing stakeholder engagement during project implementation.
- (vi) Prepare **safeguards** due diligence consistent with the technical designs for involuntary resettlement, environment, and in accordance with ADB's Safeguards Policy Statement 2009 (SPS) and country safeguard systems. The environmental assessment will be commensurate with the potential risk and level of environmental impact identified during the screening. The environmental assessment will elaborate the baseline and impacts identified in assessment prepared as part of ERAP. The assessment will clearly define and show on maps and drawings the project impact area (including potential sources of material). The due diligence will confirm or otherwise the presence of endangered (or critically endangered) species and proximity of critical habitat that may require special consideration.³ The assessment will include an environmental management plan. The structure of the report will be agreed with ADB. The initial social due diligence suggests that the project will require additional land and affect assets along the roads. This will be confirmed/finalized during the detailed design considering all the design options that would avoid or minimize involuntary resettlement and final determination of right-of-way boundaries and road reserve. The draft survey plan will be finalized based on the findings. A comprehensive and detailed resettlement plan, including detailed measurement survey/inventory of losses and indigenous peoples plan (if required), will also be prepared to address relevant safeguards requirements in accordance with ADB SPS and the country system. Due diligence will ensure meaningful consultations with all the key stakeholders including the affected persons; such consultations will be coordinated with the conduct of the poverty and social assessment and be documented in the resettlement plan and environmental assessment. Institutional arrangements and capacity building required to implement the social and environmental safeguards plans will be

¹ Technical guidance note (TGN) for Financial Management Assessment (2015), TGN (2015) for project financial reporting, and TGN (2014) for preparation of cost estimates, and eLearn module for Cost Estimates preparation and presentation. <https://www.adb.org/about/financial-management-resources>

² If the project can be categorized as effective gender mainstreaming based on possible proactive gender design, then a Gender Action Plan will be prepared.

³ The Apia Catchments key biodiversity area is known habitat for one endangered and another critically endangered bird species. The terms of reference (TOR) requires the consultant to determine the proximity of the species' habitats to the project road and impact area. Should the assessment determine the project road traverses or is adjacent to critical habitat (habitat of endangered or critically endangered species), specialist studies will be required to inform the assessment and the TOR and timeframe for such will be agreed with ADB.

defined, and costing to implement them will be provided. In consultation with Pacific Department safeguards specialists, safeguards workshops will be carried out for government staff and local authorities on ADB's SPS and the investment project safeguards framework and plans.

- (vii) **Prepare climate change vulnerability and disaster risk assessments.** Provide cost estimates for the incremental costs associated to ensure better resilience to impacts of anticipated climate change and disasters triggered by natural hazards.
- (viii) **Procurement strategy, procurement risk assessment, and bidding documents.** Review procurement classification under World Bank project and undertake a project Procurement Risk Assessment (PRA) of the LTA in accordance with the ADB "Guide on Assessing Procurement Risks and Determining Project Procurement Classification". Based on the PRA, prepare (a) procurement plans, setting out proposed civil works contract packages, consulting assignments, and appropriate modes of procurement; (b) draft bidding documents for goods, works and services contracts, as required, in accordance with ADB standard bidding documents, (c) project readiness plan including terms of reference for project management units, terms of reference for supervision consultants, and milestone dates for key procurement actions to ensure timely project implementation progress, (d) updates to bidding documents with any relevant information or data up to clearance of the bidding documents, support to the bid opening and preparation Bid Evaluation Reports and any support required during contract negotiations up to contract signing. All procurement activities shall be conducted in accordance with the ADB Procurement Policy and associated ADB Procurement Regulations: Goods, Works, Nonconsulting and Consulting Services (2017, as amended from time to time).
- (ix) **Risk Assessment and Risk Management Plan.** In accordance with ADB's format.
- (x) **Project Administration Manual** in ADB format.

4. Key Expertise Requirements

8. A firm will be engaged on an output-based terms of reference through SSS in accordance with ADB's Guidelines on the Use of Consultants (2013, as amended from time to time), following submission of a full technical proposal. In addition to these inputs, the firm is expected to include in its proposal additional expertise and administrative support as may be required. The following key expertise is required:

Table 1: Key Expertise Requirements

Position	Min. Qualification Requirements
Team Leader/Road Engineer	Degree in civil engineering or related field. At least 15 years of experience in technical assistance projects in the transport sector, with at least 5 years of experience in designing road pavement structures, and conducting assessments for pavement subgrades, and managing and leading projects and identifying material sources in constrained environments. At least 2 years in a project management role. Work experience in

Position	Min. Qualification Requirements
	the Pacific or other similar environments is required.
Social Development/ Safeguards Specialist	Degree in social sciences or related field. At least 5 years of experience in development projects preparing social, poverty and gender impact assessment, participatory planning and social safeguards and resettlement planning. Work experience in the Pacific, and exposure to Melanesian and Polynesian cultures is required.
Environment Specialist	Degree in environment science or related field. At least 7 years of experience in development projects preparing environmental assessments, environmental management plans and environmental assessment review frameworks. Work experience in the Pacific is required.
Transport Economist	Degree in transport planning and economics or other relevant degree. At least 5 years of experience in carrying out economic analysis in transport and other relevant infrastructure sectors. Demonstrated ability to conduct economic analysis in accordance with ADB guidelines.
Procurement Specialist	Degree in law, business administration, engineering, economics or related field. At least 5 years of experience in procurement capacity on development projects, with demonstrated experience working on ADB or other multi-lateral bank funded projects. Work experience in the Pacific an advantage.

5. Outputs and Deliverables

9. The firm will be required to submit the following deliverables:

Table 2: Deliverables

Deliverable Number	Report	Expected Completion (months after commencement)
1	Sector assessment report	1
2	Technical design, engineering and climate risk vulnerability assessment reports	3
3	Full safeguards documentation requirements; poverty and social assessments including SPRSS and gender action plan and Stakeholder Consultation and Participation Plan	4
4	Economic analysis, financial evaluation of project viability, financial analysis and sustainability assessment of entities, and financial management assessment	5
5	Procurement strategy, Procurement risk assessment, and Bidding documents; Risk Assessment and Risk Management Plan; Project Administration Manual	6

6. Procedure for Review and Acceptance of Outputs

10. Each deliverable will be reviewed by the ADB Project Team and the Government, who will be required to provide comments within 10 working days after submission. Upon formal acceptance as determined by ADB, the progress payments will be made according to the payment schedule specified in the contract. Deliverables will be provided as soft copies in MS Word and PDF formats, and hard copies will be provided to the Government and ADB in copies agreed in the contract.

7. Terms of the Assignment

11. All key experts will be required to travel to project sites to carry out studies, surveys, and meaningful consultations with the Government and all stakeholders in preparing the project outputs. The firm shall be responsible of renting office accommodation and necessary equipment for completing the assignment.

8. Implementation Arrangements

12. The counterpart government agency is the LTA who will provide counterpart staff. The TA consultants shall be required to work with other key government officials and stakeholders as and when required by ADB and the Government. The firm's contract will be administered by the ADB in close coordination with the Government. The TA consultant will mobilize promptly after signing the contract agreement, and will compile, prepare and submit all required reports within the timelines mentioned in the terms of reference. The consultant will respond promptly to all queries raised by ADB and the Government.

B. Individual National Consultants

13. The **Resettlement Specialist** (1 national, 8 person-months). The Resettlement Specialist is expected to hold a degree in social science, sociology or related field and at least five years of experience in undertaking resettlement planning and implementation. The Resettlement Specialist will undertake the following key tasks among others: (i) assist in preparing the final safeguards plan/s and undertaking consultations with all relevant stakeholders; (ii) coordinates the works of MNRE, LTA and other concerned government agencies in finalizing the safeguards plan/s according to ADB requirements and country safeguards system; and (iii) assist the LTA/MNRE in implementing the safeguards plan/s including negotiation with the landowners and disclosure of all relevant information.