**DRAFT TERMS OF REFERENCE**

**CONSULTING SERVICES FOR ROAD SAFETY MANAGEMENT CAPACITY REVIEW**

1. **Background**
   1. In February 2020, the third Global Ministerial Conference on Road Safety was held to mark the end of the United Nations Decade of Action for Road Safety 2011-2020 and a starting point for future collaboration up to 2030. The Stockholm Declaration coming from the conference noted that road traffic deaths remain a major public health problem with broad social and economic consequences. While commending the achievements of the 2011-2020 Decade of Action, particularly enhanced global coordination on road safety, greater civil society engagement, and the inclusion of road safety targets in the Sustainable Development Goals (SDGs), the Declaration further noted that 1.35 million preventable deaths continue to occur annually due to road traffic crashes. Over 90% of those deaths occur in low- and middle-income countries, and such crashes are the leading cause of death for children and young adults aged from 5 to 29 years. The World Health Organisation (WHO) estimates that globally, 3% of Gross Domestic Product (GDP) is lost to traffic deaths and injuries.
   2. In respect of the Borrowing Member Countries (BMCs) of the Caribbean Development Bank (CDB), only two of the eleven BMCs participating in the 2013 Global Status Report on Road Safety showed consistent decreases in the fatality rate per 100,000 population over the period to the 2018 Global Status Report. The rate for Barbados fell by 23.5% from 7.3 to 5.6 and the rate for Trinidad and Tobago fell by 21.2% from 15.4 to 12.1. Two other BMCs also showed decreases, while four showed increased fatality rates. Three of the eleven did not participate in the 2018 report. Considering the total population and total estimated fatalities in BMCs participating in the 2018 report, the estimated fatality rate across the countries was 15.5 per 100,000 population. The data presented in the 2015 and 2018 reports shows most BMCs with fatality rates well above the levels of high-income countries and several with rates above averages corresponding to their income level in other regions.
   3. The need for additional support to the BMCs to improve road safety, and therefore social accessibility and mobility, was highlighted in the reports on CDB’s Transport Sector Policy and Strategy. CDB’s Strategic Plan 2020-2024 notes the Bank’s commitment to supporting BMCs to close infrastructure gaps in the road transport sector, identifying the provision of safe, sustainable infrastructure among the corporate priorities.
   4. In January 2009, the World Bank’s Global Road Safety Facility published its Country Guidelines for the Conduct of Road Safety Management Capacity Reviews and the Specification of Lead Agency Reforms, Investment Strategies and Safe System Projects. Such reviews are recommended as a necessary first step for establishing a multi-sectoral framework for the participation of diverse stakeholders in national road safety. The procedures promoted by the Guidelines are intended to accelerate knowledge transfer and improve road safety results.
2. **Objective**
   1. The objective of the consultancy is to review safety management capacity in selected BMCs in accordance with the operational guidelines set out in the World Bank Transport Note TN-1 and related current guidance; and reach consensus with the governments of the respective BMCs on a multi-sectoral investment strategy for improving road safety management capacity which could be included in an investment project, and short-term measures to overcome revealed capacity weaknesses.
3. **Scope of SERVICES**
4. The services are to be conducted in accordance with generally accepted international standards and professional practices acceptable to CDB and the BMCs. The scope of work is understood to cover all activities necessary to accomplish the objectives of the consultancy, whether or not a specific activity is cited in these Terms of Reference (TOR). A participatory and consultative approach is to be adopted in the conduct of the services. The Consultants shall aim to contribute to enhancement of a safe, environmentally sound and gender-equal road transport system.
5. The BMCs within the scope of the project will be confirmed at the Request for Proposal stage.
6. The Consultant shall, among other things:
7. Define a detailed work plan for the study, in an Inception Report, to meet all the study objectives and set out all review steps.
8. Conduct safety management capacity reviews in the selected BMCs, as specified in the (revised) World Bank Transport Note TN-1. These will involve a combination of desk research, to ascertain relevant road safety studies pertaining to the BMCs, together with field visits and detailed interviews. It is expected that road safety practitioners, industry representatives, community leaders, high level officials and ministers, together with other relevant stakeholders, will be consulted. The focus of the reviews will be multi-sectoral and the level of investigation strategic.
9. Gather data concerning population groups disaggregated by age group, gender, disability status, etc. Throughout the conduct of the services, attention shall be given to the differential impacts of road safety issues on these groups and opportunities for engaging these groups in strategies for road safety improvements and the potential impacts on their lives of implementing effective road safety strategies.
10. Prepare, in consultation with each respective Governments, a qualitative investment strategy and short-term action plan to improve road safety management capacity. This could include a combination of institutional and physical measures to address identified capacity weaknesses. The results of this work, together with the earlier work will be presented in a Draft Final Report, which will be reviewed by the BMCs and CDB. This review will recommend any improvements and investigations to be undertaken to finalise them.
11. Specifically consider capacity for immediate post-crash care and enforcement options.
12. Conduct a seminar with appropriate Government officials and key stakeholders to present the findings of the Draft Report and seek feedback on the conclusion.
13. Identify and recommend improvements to the country capacity checklist and the operational guidelines set out in World Bank Transport Note TN-1. This assessment should include, but not be restricted to, the effectiveness of the safety management capacity reviews in generating country, ‘ownership’ of revealed capacity weaknesses, the identification of measures to overcome them, and their value in identifying/generating investment projects. Consideration should also be given for any measures required to tailor this approach for wider implementation amongst CDB’s BMCs.
14. **QUALIFICATIONS AND EXPERIENCE**
    1. The Consultant must have excellent written and oral communication skills and be fluent in English. Team members should have proven skills, knowledge, and ability with regard to all areas covered by the scope of services. The consulting team must include the following key experts:
15. **Key Expert 1: Road Safety Specialist**

1. Education: At least a Bachelor’s degree in civil/traffic engineering or related discipline.
2. Experience: A minimum of 7 years of relevant professional experience in undertaking similar assignments; and experience in various aspects of road safety management including the design, implementation, and management of national road safety strategies at senior agency and ministerial levels.
3. **Key Expert 2: Institutional Specialist**

1. Education: At least a Bachelor’s degree in social sciences, public policy, governance or related discipline.
2. Experience: A minimum of 7 years of relevant professional experience in undertaking similar assignments; and experience in various aspects of road safety management including the design, implementation, and management of national road safety strategies at senior agency and ministerial levels.
   1. The consulting team shall also include other experienced personnel with competencies in gender analysis and communication.
3. **OUTPUTS/DELIVERABLES**
   1. The Consultants will be required to submit their reports in PDF format as complete documents, as well as in Microsoft Word and Excel, AutoCAD, and/or other formats used in their creation. The reports shall be submitted in draft for comment, prior to the submission of final versions. Three weeks shall be allowed for the submission of comments by CDB. Electronic copies of all data used in the preparation of the reports shall also be submitted to CDB. In respect of each BMC, the Consultants shall provide the following:
4. Inception Report: to be presented 14 days after the signing of the contract, and will include: initial findings, including any comments on these TOR; consultants’ work schedule and methodology; and proposed outline for the interim and final reports.
5. Draft Final Report: to be submitted 60 days after acceptance of the Inception Report. This report would be expected to include the following components:
   1. a review of safety management capacity in the selected BMCs, in accordance with the operational guidelines set out in the World Bank Transport Note TN-1, as revised;
   2. multi-sectoral strategies for improving road safety management capacity including identification of proposed Lead Agency;
   3. short-term measures and associated cost estimates to overcome revealed capacity weaknesses; and
   4. a qualitative investment strategy and short-term action plan as agreed with government and senior officials.
6. Presentation of Draft Final Report: within 14 days of submission of the Draft Final Report.
7. Final Report:  within 14 days of receipt of comments from CDB on the Draft Final Report, the Consultants shall present the Final Report.
8. **DURATION**
   1. It is estimated that the assignment will be undertaken over a period of six months.
9. **IMPLEMENTATION ARRANGEMENTS**
   1. The Consultants shall report to CDB’s Division Chief, Economic Infrastructure Division (EID) or his designate. The staff of EID will assist the Consultant to coordinate activities including the planning of meetings, the stakeholder’s workshops, interaction with the BMCs agencies and representatives and general administrative matters.
   2. The BMCs will provide office accommodation for the Consultants during country visits. The BMCs will also provide local transportation for surveys, site visits and work meetings. The Consultants will be required to provide computers for the conduct of the services.