

Terms of Reference for Short-Term Senior Transport Expert for Developing National Guideline for Driver Training, Licencing, and Certification Ministry of Transport and Roads Development, Somaliland

1. Background to SDF

The Somaliland Development Fund (SDF) was established in 2012 to provide a single vehicle through which development partners could support Somaliland's development goals. The first phase of the SDF was implemented in 2013-2017 and supported the Government of Somaliland (GoSL) filling a critical gap through funding projects that are fully aligned to the National Development Plan (NDP) while at the same time recognizing the role of GoSL in the delivery of basic services.

The Somaliland Development Fund – Phase 2 (SDF2) covers the period 2018-2024. SDF2 is conceived as an inclusive economic development program. It supports the GoSL in delivering infrastructure that is relevant for inclusive economic development. It focuses on sustainable investments that spur job creation and fast growth, while at the same time laying the foundation for long-term resilience and development, leading to a more stable and peaceful Somaliland. SDF2's support is fully aligned with government priorities as defined in the National Development Plan 2 (NDP2) 2017-2021 and reflect the priorities set out in Somaliland Vision 2030.

The objectives of the SDF2 are threefold:

1. Support increased inclusive economic growth through investment in productive, strategic infrastructure to enhance economic growth and revenue generation.
2. Strengthen and maintain the capabilities of the government of Somaliland to prioritise and manage the sustainable and equitable development of Somaliland's infrastructure.
3. Support strong government ownership of development priorities aligned with the National Development Plan.

2. Ministry of Transport and Roads Development Project

The SDF has allocated funds to Ministry of Transport and Road Development to implement the Burao-Berbera Road Rehabilitation Project. The project contains four outputs, namely:

Output 1:

The first output contains capacity development for MoTRD staff to carry out road maintenance activities and quality assurance of road constructions works. Proposed capacity enhancements are staff trainings, procurement of maintenance equipment and enhancement of maintenance unit for MoTRD, traffic safety policy and introducing highway development and maintenance management program HDM4 to utilize road cost economy, best practice design and maintenance.

Output 2:

The second output involves community engagement through creation/enhancing or formation of roads community committees in the project areas in Sahil and Togdheer regions. The purpose of these committees is to communicate project information and engage in dialogue on project issues, community project participation, inclusion, transparency, and accountability. The expected project

impact is the economic development and livelihood contribution of the rehabilitated road to the community along the project area, production industry and land transport sector.

Output 3:

The third output involves full rehabilitation of 82 km of Burao-Berbera road between Sahil and Togdheer regions in Eastern Somaliland. The project also will involve replacement of reinforced concrete bridge decks for bridges, namely Dubur, Lalays, Kalajab and Galekor, installation of new culvert pipes, reinstating of road furniture as well as road marking.

Output 4:

The fourth output involves conducting a feasibility and design scope of the road section between Erigavo city and Maydh town which is 78.7 km. The accessibility of current gravel road is very rough with mountainous terrain features. The economic contribution of the road if developed at a later stage will play a vital role in enhancing the Somaliland fisheries economy. It will specifically unlock the untapped blue economy in the Sanaag region and support economic growth. SDF1 invested in the fisheries sector in Sanaag region (Maydh, Xiis, and Lasuurweyn) to increase the fishing activities of the eastern coastal regions.

3. Scope of the assignment

MoTRD is a government institution that exists to formulate policies, plans, set standards, and build capacity to advocate, regulate, monitor, and evaluate the Transport Sector. The Ministry also provides policy and strategic guidance to parastatal bodies under its supervision, such as the Roads Development Agency (RDA). However, the Ministry is yet to develop and finalize key policies and strategies to support the regulation of the road transport service. Even those that are developed are still in draft form and are yet to be finalized due to financial and technical constraints.

One of the most important aspects of road safety, is the skills of the drivers who are charged with the responsibility for operating motor vehicles on the Somaliland roads. To reduce road accident-related deaths and injuries, it is important that Somaliland puts in place a robust system for training, licensing, and certifying drivers. MoTRD proposes to establish this system by developing a National Guideline for Driver Training, Licensing and Certification. Accordingly, MoTRD seeks to engage the services of a Short-Term Senior Transport Expert to Develop a National Guideline for Driver Training, Licencing and Certification. The guideline will focus on reducing road accidents through measures that improve driving standards and vehicle fitness testing.

4. Key Task

4.1 Task 1: Desk review, analysis, and gaps identification

- Produce high-quality inception report (max. 10 pages) articulating the road map of the assignment, Key Informants Interviews and Focus Group Discussion tools, and work plan.
- Review any existing policies, strategies, regulations, reports or documents, and other published and unpublished reports and studies in the roads sector.
- Minimum documents for review, most of which are in draft form:
 - Ministerial and Public Enterprise Regulation Act (2018, Section 25)
 - Transportation Regulation Act (2013)
 - Road Traffic Act (2013)
 - National Transport Policy
 - Somaliland Axle Load Act
 - Somaliland Road and Traffic Act
 - Motor Vehicle Inspection Act
 - MoTRD Strategic Plan

- Road Accident Reports
- Based on the above literature, summarize critical (existing) gaps in the country's road transport services.
- Review past and present trends in Driver Training, Licencing, and Certification in Somaliland.
- Assess gaps and challenges on current transport service delivery and certification of driving licenses.
- Propose a conceptual framework of the National Guideline for Driver Training, Licencing, and Certification.

4.2 Task 2: Stakeholder consultation workshop

- Conduct comprehensive consultation with the relevant stakeholders to:
 - Ensure the voices, needs, and aspirations of policy stakeholders are heard and considered in the draft conceptual framework.
 - Understand the current situation of road transport services issues and current practices, the cause of road accidents, available skills, skill gaps, and potential areas of improvement.
- Minimum stakeholders to be included:
 - MoTRD/RDA
 - Director of Transportation MoTRD
 - Municipalities in charge of transportation services
 - Police Department (specifically, department of road transport safety)
 - Driving schools
 - Transport service providers
 - Transport associations
 - Road users' association
- Stakeholder consultation will be conducted in the following forms:
 - Focal Group Discussions
 - Key Informant Interviews
 - Stakeholder workshop
- Submit a stakeholder consultation workshop report, covering at minimum findings, gaps, recommendations.

4.3 Task 3: Workshop for validation of findings

- Organize workshop for validating the findings of the stakeholder consultation workshop with selected stakeholders at the national level and other development actors – a list to be agreed on with MoTRD/RDA and SDF Secretariat.
- Present to the stakeholders key findings, gaps, critical issues, recommendations of the draft National Guideline for Driver Training, Licencing, and Certification and obtain input.
- MoTRD will be responsible for providing the required coordination and logistics of the workshop; however, the Expert will be expected to work with MoTRD/RDA to ensure the workshop's success.

4.4 Task 4: Draft National Guideline for Driver Training, Licencing, and Certification

- Based on the literature and consultation, produce a final draft National Guideline for Driver Training, Licencing, and Certification for MoTRD and SDF Secretariat review and approval.
- The guideline should cover at minimum:
 - Statement of intent
 - Principles, values, philosophies
 - Goals, objectives, and desired outcomes
 - Context: current road transport service system
 - Identification of the bases for road transport service regulations designed to promote the efficient and safe use of roads and vehicle fleets

- Roles and responsibilities among the different actors, including central and regional regulatory agencies
- Strategic interventions (policy, technical, and operational levels)
- Specific action plan
- Performance metrics, monitoring, and reporting
- The National Guideline for Driver Training, Licencing, and Certification shall be prepared in English and Somali versions.

4.5 Task 5: Workshop for validation of Draft National Guideline for Driver Training, Licencing, and Certification

- Conduct stakeholder workshop for presentation of the content of the policy document and its advantage to the sector.
- Obtain further feedback from stakeholders for refining the draft National Guideline for Driver Training, Licencing, and Certification.

4.6 Task 6: Final National Guideline for Driver Training, Licencing, and Certification

- The Expert will break for four weeks to provide space for the stakeholders to comment and input into the policy document.
- The Expert to produce the final draft policy document by incorporating comments and input of the stakeholders.

5 Duration and Locations

The duration of the assignment will be 36 working days.

6 Reporting Arrangements

The Expert will work under the overall supervision of the SDF Deputy Team Leader – Projects or designate and on day-to-day basis, will work with the PMT, especially with the Project Manager and Technical Advisor.

7 Expected deliverables

Upon completion of the policy the Expert will prepare and submit three hard copies and editable electronic copies (in Word, Excel, etc.) to the SDF Secretariat for onward distribution to the other relevant stakeholders. PDF alone is not allowed.

Activity	Deliverable	Working
Inception report outlining approach, methodology, work plan, proposed tools, proposed outline of the report and timeframes for different key assignment milestones presented to PMT, SDF Secretariat	Inception Report (max. 5 pages)	3 rd day
Proposed policy framework	Proposed policy framework draft	6 th day
Workshop on the validation of Stakeholders' consultation findings	Workshop (Task 2)	8 th day
Initial findings report including findings under task 1 and task 2	Findings Report (max. 5 pages)	10 th day
Weekly update presenting key findings, progress, and any recommendations	Weekly email with key updates	Weekly

Draft National Guideline for Driver Training, Licencing, and Certification (Task 4)	Draft National Guideline for Driver Training, Licencing, and Certification	30 th day
Workshop for validation of draft National Guideline for Driver Training, Licencing, and Certification (Task 5)	Workshop	32 nd day
Four weeks break for the Client/stakeholders' comments		
Incorporating comments	Final Draft National Guideline for Driver Training, Licencing, and Certification (Task 6)	36 th day

8 Required Qualifications, Skills and Experience

A Senior Transport Expert will deliver the assignment supported by a National Counterpart seconded by the MoTRD. The Senior Transport Expert is expected to have the following qualifications, skills, and experience.

Qualifications and skills

- Minimum of a Bachelor's degree in Engineering or other relevant degree
- Minimum of a Master's degree specialising in road transport service policy
- Demonstrated excellent command of spoken and written English

General professional experience

- Minimum 10 years working as Road Transport Safety Expert specifically in the development of guidelines, policies, standards, and strategies

Specific professional experience

- Minimum 7 years developing driver guidelines, training manuals, certification, and standard setting in similar settings
- Conducted at least 2 similar assignments in the last 5 years in a similar context
- Proven experience in facilitating at least 2 national policy/guideline workshops in the last 5 years

9. Equipment

No equipment is to be purchased on behalf of the Client/Contracting Authority as part of this service contract or transferred to the Contracting Authority or local counterparts at the end of this contract. The Expert should bring his/her equipment to complete the consultancy assignment with all the necessary software installed.

10. Fees and Allowances

- The successful candidate will be offered competitive daily fees.
- Fees will be paid on monthly basis based on agreed milestones and submission and approval of milestone report, timesheet, and an invoice.
- Final payment will be made after the completion and approval of the final report.
- The SDF Secretariat shall organise and pay for the Expert's accommodation, travel within Somaliland, and DSA as per SDF guidelines.

9 Duty of care

- The Expert will work under the overall SDF Secretariat Health, Safety and Security protocols.

- The Expert will be expected to provide own insurance for health care (which must include Medevac provision which caters for COVID-19 related evacuation), accidents, and other risks associated to the assignment. The SDF Secretariat shall be free from any liabilities arising from the same.

10 Other provisions

- **Accountability:** The SDF Deputy Team Leader (Projects) maintains the overall supervision of this assignment. However, the Expert will technically report to the Civil Engineer/Construction Specialist at the SDF Secretariat and will work on a day-to-day basis with the Project Management Team at MoTRD, specifically the Project Manager and Technical Advisor.
- **Duty post:** The work is to be performed in Hargeisa. Travel to the field if required will be arranged by the SDF/MoTRD.
- **Relevant documents:** The SDF Secretariat/MoTRD shall furnish all pertinent available data and information and give such assistance as shall be reasonably required by the Expert in carrying out provision of this Agreement.
- **Office Space:** MoTRD will provide office space for the Expert's team during their stay in Hargeisa.
- The SDF Secretariat will arrange all transport by road or air as needed.
- The SDF Secretariat will arrange accommodation.