

Moldova Road Sector Program Support Project

Consulting services

Detailed Terms of References (TORs) for preparation of

National Environmental Road Handbook

(Environmental Road Handbook)

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Public awareness activities

1. General information. The proposed consultancy will provide assistance to Moldova's Road Sector Program Support Project. It will take a programmatic approach, i.e., and will finance one part of a wider road's program in the country, financed by the International Development Association (IDA), the European Bank for Reconstruction and Development (EBRD), the European Investment Bank (EIB) and the Government of Republic of Moldova and it could potentially attract other financial resources. The Project is envisaged to be the first phase of the two-phased operation lasting 6-7 years. It will include two types of activities: (i) physical rehabilitation works; and, (ii) technical assistance and capacity building. The physical works will be focused on those roads whose basic structure is still essentially intact, and which can be saved by spending a relatively small amount per km of road. The works under the Project will consist only of periodic maintenance and light rehabilitation, though some improvements might be undertaken within the existing right-of-way of roads (ROW). No land acquisition or resettlement will be under the Project and thus no social safeguards will be triggered. Although project activities supporting rehabilitation of the existing roads are not expected to generate significant adverse environmental effects, they will present a moderate environmental risk and therefore the Project was classified as category B (defined as limited and reversible environmental impact).

Under the Project was elaborated Sectoral Environmental Assessment (SEA) as an annex to the Project Operations Manual. The SEA includes an assessment of policy, a legal and administrative framework; an institutional strengthening plan in this area; and recommendations for sector-wide regulatory changes, as well as mitigations measures. It includes also an Environmental Assessment and Management Framework (EAMF) which provides details of potential environmental issues and guidelines on how to prepare Environmental Management Plans (EMPs) for selected road segments to be rehabilitated, thus serving as a template to undertake appropriate environmental analysis for road subprojects yet to be identified. The EAMF describe the screening process for identifying subprojects having potentially significant issues that would need to be addressed in a subproject EIA. The Environmental Guidelines includes a general assessment of potential impacts, along with the proposed generic mitigation measures to be undertaken for identified subprojects. The SEA specifies also a series of activities including elaboration of an Environmental Road Handbook.

A key objective of the handbook is to integrate environmental requirements into road's planning and management, and to improve communication among different disciplines and interest groups, which often use the different concepts and terminology.

The handbook is to provide a description of practical methods which are useful in designing and executing effective environmental assessment (EAs) to those who are involved in various aspects of road projects, from planning to construction and maintenance.

The handbook will be primarily concerned with specific road projects, ranging from major works on new alignments to minor rehabilitation and maintenance activities on existing roads. The techniques discussed can be applied to in-depth environmental assessment studies, or to modest action plans in dealing with environmental aspects of small road rehabilitation projects.

Various representatives of project proponents, government agencies, NGOs, research groups, and community organizations, as well as any others whose input is desired in both the project development and EA processes, will be all intended handbook users.

The other activity included in SEA is to provide public awareness activities. It was planned in the project to produce several environmentally oriented leaflets / booklets or placards, reflecting major environmental findings obtained during the project implementation and designated to provide information for public and NGOs community.

Part A.

The TOR is structured in two specific tasks:

- (1) Consulting services for elaboration of Environmental Road Handbook
- (2) Consulting services for conducted Public awareness activities

1. Consulting services for elaboration of Environmental Road Handbook

1.1. Objectives of the assignment. The Consultant will prepare full version of Environmental Road Handbook.

1.2. Specific tasks. The Consultant shall:

- Study similar documents from other countries and international institutions;
- Prepare a detailed outline of the handbook to be approved by the State Road Administration (SRA)
- Prepare full version of Environmental Road Handbook;
- Submit reports and handbook for revision and approvals to SRA and WB;
- Report periodically to SRA on the progress in developing mentioned documents;
- To appoint specific meetings with different specialists from Ministry of Environment, Ministry of Transport and Roads Infrastructure, Technical University, Transport

College, Moldova State University, Institute of Geography & Ecology of Academy of Science of Moldova, Road Design companies, etc.

1.3. Basic documents for preparing the Handbook.

In order to prepare the Environmental Road Handbook, the Consultant has to take into consideration the following national, international and World Bank's documents:

- National laws and/or regulations on environmental assessments, including: (a) Law on Ecological Expertise and Environmental Impact Assessment (1996); (b) Guidelines for conducting State Ecological Expertise (2003); (c) Regulation concerning public access to environmental decision making (2001); (d) Civil Code; (e) Penal Code; (f) Environmental Codes : Water, Forestry, Sub-Soil, etc;
- National and international Environmental manuals and.
- World Bank Operational Policy 4.01: "Environmental Assessment";
- World Bank Operational Policy OP 4.12 "Involuntary Resettlement";
- World Bank Involuntary Resettlement Sourcebook: Planning and Implementation in Development Projects, 2004;
- World Bank Social Analysis Sourcebook: incorporating social dimensions into Bank supported projects;
- World Bank Disclosure Handbook (December, 2002);
- World Bank Pollution Abatement handbook (1998); and
- World Bank Technical Paper No 376: Roads and the Environment (a Handbook), 1997.
- Relevant EU's documents;
- **Temporary Construction Norms 9-79.** Guide for environment and land tenure protection measures for reconstruction of roads in Moldova, 1979;
- **Construction Rules D.02.01-96.** Roads and bridges: Requirements for environmental protection during design, construction, rehabilitation, repairing and maintaining the roads and bridges, 1996,
- **Temporary Construction Norms 18-74(84).** Instructions on architectural and landscape designing of roads, 1975)
- Environmental guidelines in the road sector from other countries.
- Environmental Best practice for road projects in the World.

2. Consulting services for elaboration of public awareness publications

2.1. **Objectives of the assignment.** The Consultant will prepare several environmentally oriented leaflets, booklets and placards, reflecting major environmental findings obtained during the project implementation and designated to provide information for public and NGOs community.

2.2. **Specific tasks.** The Consultant shall:

- Study similar leaflets, booklets and placards from other road projects and environmental activities;
- Prepare a detailed design of the leaflets, booklets and placards (templates) to be approved by the State Road Administration (SRA);
- Prepare draft versions of the leaflets, booklets and placards;
- Submit for revision and approvals to SRA and WB (using WB's logo, text etc.);
- Report periodically to SRA on the progress in developing mentioned publications;
- Print on high quality typography the materials after final approving by SRA.

2.3. **Basic documents for preparing the public awareness materials.**

In order to prepare the **public awareness materials**, the Consultant has to take into consideration the following national, international and World Bank's documents and materials:

- World Bank Disclosure Handbook (December, 2002);
- World Bank Pollution Abatement handbook (1998); and
- World Bank Technical Paper No 376: Roads and the Environment (a Handbook), 1997.
- Environmental leaflets, booklets and placards in the road sector from other countries.
- Environmental Best practice for public awareness campaigns road projects.
- Leaflets, booklets and placards produced by the other WB projects in Moldova

Also SRA will allow access of consultant to SRA available pictures for booklets. Will provide support for documents regarding this assignment.

Part B.

Report languages and presentation.

The Consultant will report to the Project Coordinator and to the Environmental specialist of SRA. He/she will prepare the draft and final versions of the documents, the final report of his/her activities which should be approved by Project Coordinator and the World Bank Task Team Leader.

For Environmental Road Handbook

All the reports must be in both English and Romanian languages (1 copy in each language), while draft Environmental Road Handbook document – in Romanian (3 hard copies and an electronic copy). The electronic copy will be sent two days early, and will use standard software, such as Microsoft Word&Excel and Adobe Reader.

Number of reports: 2 (two) – a draft report and a final report.

For Public Awareness Activities

All the reports must be in both English and Romanian languages (1 copy in each language).

The electronic copy will be sent two days early, and will use standard software, such as Microsoft Word&Excel and Adobe Reader. The produced materials as leaflets, booklets and placards will be attached in Photoshop / PageMaker or other specific graphic format including a copy in PDF.

Number of reports: 2 (two) – a draft report and a final report.

The reports will be submitted by the Consultant and will be endorsed and countersigned by the Contractor (who will make additional comments if necessary).

The expected number of copies of public awareness documents is around 500 but the exact number will be specified in the contract.

Consultant selection process and qualifications required. This activity is to be implemented by individual engineering/environmental consultants. The Consultant will be selected on the basis of the qualifications for the assignment. The Consultant should have significant experience in working with environmental, road or engineering issues, and coordination of law or manuals, handbooks, feasibility studies, researches in Moldova and/or other countries, as well as knowledge about the local and EU's roads and environmental issues, administrative system, and government organizations. It is expected that the Consultant will possess experience in working with the World Bank or other international agencies. The experience in elaboration of environmental policies will be considering an advantage. The Consultant should possess an advanced university degree in related field (e.g., environmental sciences, environmental policy, roads construction, engineering), and shall have a good working knowledge of the Romanian and English languages. The Consultant should be Computer literate and have access to modern computer equipment with e-mail access.

The evaluation panel appointed by the Client will evaluate the CVs in accordance with Terms of Reference, applying the following criteria:

	Points
(i) Specific experience of the consultant related to the assignment	30
(ii) General qualifications	40
(iii) Adequacy for the assignment	30
Total	100

Appendix A to Terms of Reference

1. Consulting services for elaboration of Environmental Road Handbook

The handbook is intended primarily for:

- Road managers, who need to broaden the skills and capabilities of their organizations in order to deal with evolving issues such as the natural environment, social impact analysis, public involvement, landscape design and environmental law;
- Road engineers, planners and contractors, who need to increase their awareness of environmental issues at all stages of their work;
- Environmental specialists, community groups, academics, development organizations and others with an interest in the relationship between roads and the environment.

Description of the Proposed Activities. Description of the proposed activities is to be in the framework of WB's requirements and national legislation.

The handbook will contain but will not be limited on:

- **The environmental assessment process** : roads, the environment, and the need for environmental assessment; new versus existing project types; the environmental assessment (EA); EA and road project development; environmental assessment at the strategic level; the sectoral EA;
- **EA and institutional development** ; developing the policy and legal directives; conducting the EA studies; implementing the environmental management plan (EMP); selection of preferred project (solution) and identification the EA type to be applied; evaluation of potential impacts for alternative solutions; consultation process; preparation of the project terms of reference; key steps involved in undertaking an environmental assessment; public involvement in EA;
- **Environmental impacts:** types of environmental impacts; impacts on : soils, water, air, flora and fauna, communities, impacts from land acquisition and resettlement; their mitigation and their economic valuation;
- **Appendices** : example of environmental management plan, maps, templates of useful documents etc.;
- **References and Bibliography;**
- **Other.**

Appendix B to Terms of Reference

Time frame of the Project activities

Time Schedule

The services shall commence upon Contract signature and will be completed in **6 months**.

An indicative work-plan

Time frame of the Project activities (in months)

Activity	1	2	3	4	5	6
Public awareness activities						
Study similar leaflets, booklets and placards from other road projects and environmental activities;						
Prepare a detailed design of the leaflets, booklets and placards (templates) to be approved by the State Road Administration (SRA);						
Prepare draft versions of the leaflets, booklets and placards;						
Submit for revision and approvals to SRA and WB (using of WB logo, text etc.)+ draft report;						
Print on high quality typography the materials after SRA's final approval						
Final report on public awareness materials						
Elaboration of Environmental Road Handbook						
Documentation / assessment process with similar documents from other countries, WB & international institutions documents.						
Prepare detailed outline of the handbook						
Preparation of Environmental Road Handbook						
Preparation of Draft documents + consultations + Intermediary report						
Preparation of Final documents						
Final reporting						

Time frame

Duration of contract: **6 months** from the date of signing the contract.

Starting date: Immediately after signature of contract

Completion date: **6 months** after signature of contract

Date of submission for Preparation of Environmental Road Handbook

- Draft document will be submitted within **5 months** from the Contract signing date. Draft report will contain detailed information no **less than 80%** of consulting services.
- Final implementation report with the attached Environmental Road Handbook will be submitted within **6 months** from the Contract signing date. The reports will be endorsed and countersigned by the Employer who will make additional comments if necessary. Electronic version will be provided within **7 days early**.

Date of submission for Public Awareness Materials

- Draft document will be submitted within **1,5 months** from the Contract signing date. Draft report will contain detailed design and coordinated design of **all publications** of assignment.
- Final implementation report with the attached **printed publications** will be submitted within **2 months** from the Contract signing date. The reports will be endorsed and countersigned by the Employer who will make additional comments if necessary. Electronic version will be provided within **7 days early**.

Budget

Payment of the lump-sum fee will be as follows:

- 20% – upon signing of the Contract;
- 50% – upon acceptance of the Draft Report;
- 30% – upon acceptance of the Final Report.