

SPECIFIC TERMS OF REFERENCE
Support to the Ministry of Transport in Implementation of Legislation Relating to the
Digital Tachographs in Road Transport
FWC BENEFICIARIES 2009 - LOT 2: "Transport and infrastructures"
EuropeAid/127054/C/SER/multi

1. BACKGROUND

The development of the transport sector of Azerbaijan is one of the necessary pre-requisites for further structural adjustment of the economy, increased competitiveness of transport services in international markets and the integration of the country into the dynamic international relations system.

With the aim to assist in strengthening the Ministry of Transport, the European Commission has been implementing a number of projects in the Azerbaijan transport sector under TACIS and TRACECA Programmes, which have been both considered relevant by the beneficiary country.

The Ministry of Transport has authority over the Public Transport Regulator "Avtonagلياتservice department" and has decided to restructure it with an orientation towards the EU transport policy in this specific field.

Within the process of restructuring the public transport regulator "Avtonagلياتservice department" and in order to give a new impetus to the initiative with an updated and possibly readjusted focus, the *Presidential Decree #472 dated 20th of July 2011 established State Road Transport Service and approved its new Statute.*

State Road Transport Service of the Ministry of Transport has the status of an executive body in the field of road transport. The core activity and qualification of State Road Transport Service is to act as the Regulator of Road Transport of passengers and freight in Azerbaijan.

According to the Degree of the Cabinet of Ministers of the Republic of Azerbaijan "On the approval of the structure and number of staff personnel of the State Motor Transport Service of the Ministry of Transport of Azerbaijan Republic" (# 164 18th of October, 2011) the grand total of staff of the State Motor Service is 279 persons. Headquarters involve 75 staff doing central management in Baku and 204 staff doing administration and transport inspection in Baku and in the regions.

The resolution No 241 of the Cabinet of Ministers of the Republic of Azerbaijan dated on September 10, 2009, has assigned the Ministry of Transport to develop necessary legal acts to comply with the requirements laid down in the "European Agreement concerning the work of crews of vehicles engaged in international road transport" to which the Republic of Azerbaijan has joined by the Law No110-IQ dated May 31, 1996.

All national legislative acts related the digital tachograph system are adopted but the transport control institutions are not ready yet to comply with the new legislation related to introduction and implementation of digital tachographs.

The project should contribute to capacity development through professional training of inspectors (including training of trainers) in order to enable officials of the Ministry of

Transport of Azerbaijan Republic to enforce the social legislation on driving times and rest periods. In addition, it should increase awareness of the stakeholders.

Activities intended to be implemented within the proposed Project (professional training of inspectors (including training of trainers) will improve knowledge and practical experiences of inspectors of the Road Transport Inspectorate of the Ministry of Transport of Azerbaijan Republic to comply with the appropriate EU rules and requirements on digital tachographs.

2. DESCRIPTION OF THE ASSIGNMENT

➤ Global objective

To improve quality and effectiveness of safety and social conditions relating to road transport through implementation of regulations related to digital tachograph and capacity development.

➤ Specific objectives

Strengthening the capacity of the Road Transport Service to ensure an effective and efficient control of digital tachographs, to enforce the legislation applicable to drivers, operators and vehicles, and to enable efficient functioning of appropriate control system.

➤ Requested services

The services expected from the experts are four-folds:

1. Prepare all necessary documents to train road inspectors on making an efficient use of digital tachographs
 - a. Develop, on the basis of the existing legislation and institutional framework related to tachographs in Azerbaijan, as well as on the basis of EU best practice, a training map to train 60 officials and 10 trainers on digital tachographs
 - b. Develop the relevant necessary training manuals for the 60 officials
 - c. Develop the relevant necessary training manuals for the 10 trainers
2. Deliver training sessions to 60 officials and 10 trainers
3. Provide follow-up support through on-the-job training / mentoring
4. Increase public-awareness on digital tachographs
 - a. Identify public-awareness activities in agreement with the Ministry of Transport
 - b. Implement public awareness activities
5. Ad-hoc recommendations on the legislative and regulatory framework, as well as on the internal procedures and manuals for the efficient use of digital tachographs

➤ Required outputs

As a consequence, the expected outputs from the experts are:

1. Supporting documents for the training sessions
 - a. Training map to train 10 trainers and 60 officials on digital tachographs
 - b. Training manuals for the 60 officials
 - c. Training manuals for the 10 trainers and handbooks for their future trainings
2. 60 officials and 10 trainers are trained on digital tachographs
3. Trainees are provided with follow-up support through on-the-job training / mentoring
4. Stakeholders informed about the digital tachographs through different awareness raising activities implemented

3. EXPERTISE REQUIRED

- Number of requested experts per category and number of man-days per expert or per category

2 senior experts are required for this Specific Contract. The framework contractor should designate the expert who will be the team leader.

The distribution of the working days between the experts is proposed to be equal: a maximum of 62 working days each (4 in home country, 52 days in Azerbaijan, and 6 days for travelling). However, the Framework Contractor may present in the methodology a different approach and working days repartition amongst the proposed experts, as long as it better serves to the achievement of the objectives of this assignment.

- Expertise required:

Each expert MUST have:

- Academic diploma, equivalent to at least a Masters Degree
- At least 10 years of general professional experience in EU road transport issues
- At least 5 years of specific professional experience in a field related to tachographs, of which at least 2 years should have been focused on digital tachographs
- At least 3 professional experiences related to designing or delivering training on tachographs, preferably on digital tachographs
- At least 1 year work experience in transition countries
- Fluency (both oral and written) in English.

Senior expert 1 and/or Senior expert 2 must have:

- Knowledge and expertise on EU transport legislation, and on tachographs in particular; and/or
- Knowledge and expertise on road inspections

The following assets are also considered:

- Professional experience in Azerbaijan
- Knowledge of Russian or Azerbaijani
- Experience in public awareness activities related to road transport issues, preferably on digital tachographs.

4. LOCATION AND DURATION

- Starting period and duration

The first mission to Azerbaijan should start on the first week of June 2012 (maximum one week flexibility). The contract will cover a maximum period of one year.

- Planning

Three missions in Azerbaijan are foreseen:

1) Inception and preparation mission: starting early June 2012 for 15 working days (for each expert)

2) Training mission: starting early September 2012 (exact date to be decided during inception phase with the Ministry of Transport) for a maximum of 27 working days (for each expert). This should cover for a maximum of 10 working days for the training of one group of 10 trainers, plus 15 working days for the training of the officials (maximum 5 days for each of the 3 groups of 20 officials). The remaining 2 possible working days for each expert are for reporting and public awareness activities.

3) Follow-up mission: starting February 2013 (date to be decided during inception phase with Ministry of Transport) for a minimum of 10 working days (for each expert).

The above proposed planning was designed based on the assumptions that: 1) the experts would provide the same number of working days at the same time; 2) 5 working days are

necessary for the training sessions for the officials and 10 working days for the trainers; and 3) each expert should spend about 10 working days on the field during their last mission for on-the-job training.

Nevertheless, the experts have the flexibility to organise their working days differently: e.g. less time given for the trainings and more for the on-the-job training, or only one expert comes for the last mission. In addition to the maximum budget available, the only limits are that the objectives must be achieved and that this assignment should provide at least 120 working days of senior expertise to the Ministry of Transport.

Whatever solution proposed by the Framework Contractor, it should be duly justified and substantiated in the methodology that **MUST** be submitted with the offers.

➤ Locations of assignment

The assignment will be mostly undertaken in Baku (Azerbaijan), within the buildings of the Ministry of Transport. However, part of the assignment (on-the-job training working days) will be provided throughout the country. Finally, some working days in home country are planned for each expert to work on the reports and manuals.

5. REPORTING

➤ Content

Four documents are to be prepared and submitted by the experts:

1) Inception report

This report will be submitted by the end of the first week of mission. It shall present in a concise manner (10p. max) the workplan and revised methodology for the consultancy.

2) Training map and training materials

The Training map shall be finalised by the middle of the first mission and approved before by whom the end of the first mission. It shall present clearly and concisely the training programme and modules that will be implemented during the second mission. It should also include some monitoring tools to check the impact of the training (e.g. questionnaires before the training sessions, after the training, and after the on-the-job training).

The training materials shall be drafted during the first mission and cover all necessary documentation that will be provided to the 60 officials and 10 trainers who will be trained during the second mission. Once approved, the training material will be translated in Azerbaijani, printed and distributed during the training sessions.

3) Awareness-raising proposal

This report (10p max) should include a proposal (with a workplan and a detailed budget) of activities to be undertaken in order to implement public awareness activities on the digital tachographs. It should be submitted before the end of the first mission.

4) Final report

The final report should be as concise as possible. It should cover the activities undertaken during the mission, the results and impact of the training and awareness activities organised. It should also include recommendations on the legislative and regulatory frameworks, as well as on the internal procedures and manuals to ensure the efficient use of digital tachographs in Azerbaijan for the Ministry of Transport.

It should be submitted at the end of the final mission.

➤ Language

All these reports will be drafted and submitted in English. Only the training materials will have to be translated into Azerbaijani.

➤ Submission/comments timing

The reports, training related documents and the awareness proposal must be submitted by the deadlines above-mentioned to the EUD. These will be approved by the Delegation of the EU after consultation and approval by the Ministry of Transport. All documents should be commented upon within 5 working days, apart for the final report and the training materials that will require up to 15 working days.

➤ Number of reports copies

All documents are to be submitted in electronic format to the EU Delegation to Azerbaijan: Amaury.hoste@eeas.europa.eu .

All training materials should be printed in English and in Azerbaijani. There should be 80 copies of the materials for the officials' training (75 in Azerbaijani and 5 in English) and 16 copies of the materials for the trainers' training (14 in Azerbaijani and 2 in English).

The final report, including all relevant annexes, after approval of the electronic version, should be submitted on paper to the EU Delegation in 5 copies.

6. ADMINISTRATIVE INFORMATION

➤ When in the interest of the project, possible limits to subcontracting

Subcontracting is possible within the context of this framework contract for all the logistical aspects: translation/interpretation, refreshments, public awareness activities, etc. The expertise itself (assessments, trainings, drafting of manuals, etc) cannot be the object of subcontracting.

➤ Language of the specific contract

This contract language is English.

➤ Request for methodology and supplementary documents

The offer MUST include a short methodology (max 6 pages) regarding the workplan and the number of training days proposed by the experts (e.g. why "x" days are proposed for the general training sessions and why "y" days for the training of trainers) as well as for the on-the-job training.

The offer should include some examples of training already designed and/or implemented by the proposed experts on tachographs (it can either be tables of content, training maps, manuals).

➤ Other authorized items to foresee under 'Reimbursable'

In addition to per diems and international travelling, the financial offer should provide for:

- A lump-sum of 10,000 € to implement the public awareness activities identified with the Ministry. This amount must be included without modification in the budget breakdown.
- Interpretation into Azerbaijani during the training sessions.
- Translation into Azerbaijani and multiplication of documents.
- Refreshments for 2 breaks per training day (no lunch is to be catered for).
- Local transportation costs for on-the-job trainings.

For information, the following aspects will be taken care of by the Ministry of Transport:

- Any cost related to the participants' presence (accommodation, per diems, etc).
- Venue for the trainings: conference room of the Ministry, video-projector, etc.
- Office space for the consultants to work within the Ministry.

Visas: The visas are eligible costs under reimbursables

Equipment: no equipment can be supplied via the framework contract