



EAP WORKING GROUPS

Meeting 5
(virtual)
January 24th, 2019

Summary

INTRODUCTION

The virtual meeting of the three Regional Working Groups on road safety took place on January 24th, 2019. Due to certain thematic interrelation between the RWGs' scope of work and key discussion topics of this virtual meeting, the World Bank team has invited all three RWGs members to participate in a joint meeting instead of having three separate meetings.

All six EaP countries were represented at the meeting by the relevant RWGs members. Boyan Tanev, DG NEAR, Veronika Liskova, DG MOVE C.2, Sarolta Csajbok, DG MOVE C.4 and Maria Teresa Sanz Villegas, DG MOVE C.4 represented the European Commission. The World Bank team was represented by Radoslaw Czapski (Senior Transport Specialist), Antonio Nunez (Senior Transport Specialist), Ioannis Dimitropoulos (Senior Transport Specialist), Elena Lungu (Transport Specialist), Mariya Ivchenko (Road Safety Consultant) and Dragoslav Kukic (Crash Data Systems Consultant). The full list of participants is provided in **Annex B**.

The meeting was opened by introductory remarks by DG NEAR and the World Bank. The objective of this technical discussion was to follow-up on some recent developments since the last face-to-face meeting of the RWGs in October 2018. They are, as follows:

- Presentation of the key results and outputs of the crash data system improvement activity
- Presentation of the EaP Road Safety Observatory Concept
- Follow-up on the country specific ToRs for the priority projects

Detailed meeting agenda is provided in **Annex A**.

RESULTS AND OUTPUTS OF CRASH DATA SYSTEM IMPROVEMENT ACTIVITY

During second half of 2018 the World Bank team has been providing technical and policy level advisory support to the respective individual EaP countries on improving system of crash data collection and analysis. This activity was led by Dragoslav Kukic, Crash Data Systems Expert, with extensive support of the EaP countries and core World Bank team. The first phase of this activity was finalized in December 2018 and the key results and outcomes were presented at the meeting to the EaP countries and EC.

The key outputs produced under the first phase are, as follows:

- Country Notes for each of the 6 EaP countries that present assessment of the road safety database system and recommendations for improvement
- General Guidelines for crash data collection in accordance with CADaS
- National action plans for crash data systems improvements based on three rounds of discussions/consultations with the RWGs members and other stakeholders in the EaP countries
- Draft ToR for the project aimed at adaptation of recommended CADaS data structure to the individual EaP countries' context including development of the new CADaS compatible Crash Data Form and training of traffic police on crash data collection
- Draft Concept of the EaP Regional Road Safety Observatory

The immediate next steps for the crash data systems improvement in the EaP countries are, as follows:

- Approval of the national action plans by the EaP countries
- Initiation of development of the new CADaS compatible Crash Data Form and training of traffic police on crash data collection
- Identification of suitable funding mechanisms for the implementation of these activities

At the technical level the World Bank team has been working together with the EaP RWGs to prepare the Country Notes and national action plans. However, high-level political endorsement of the key

recommendations and proposed next steps is needed to ensure their implementation at the national level and possible allocation of required resources and funding. The World Bank team is planning to submit the full set of documents produced under this activity to the relevant Ministries and public authorities in the EaP countries with a formal cover letter in February 2019. This issue will be also discussed at the next EaP Transport Panel meeting preliminary planned for April 2019.

NATIONAL LEVEL ACTIONS FOR CRASH DATA SYSTEM IMPROVEMENT

Each of the EaP countries have presented their national level activities on crash data system improvement.

Moldova

Eugeniu Cepoi, Founder & CEO of ROYAL MAP, has presented a tool recently launched by ROYAL MAP along with the General Police Inspectorate of Moldova, which allows citizens to report any violation they see in their community. With this application, the police can find out more quickly what irregularities or violations are detected by citizens in order to direct the forces in those areas. Every citizen can click on the map indicating any violation of public order and privacy by visiting <https://amenintari.politia.md>. The application can provide the necessary crash data and reports to the interested institution including accurate locations and reported violations. The online alert map can be accessed any time by anyone without a prior registration. The process is simple, consisting of several steps and can be done from mobile phone, tablet, or computer. Additionally, the platform provides online statistics on the number and types of crashes, including regions. The data collection for road crashes started in September 2017 from media sources. The cooperation agreement with police was signed in 2018 and police data has been added to the system since January 2018.

Azerbaijan

On 27th December the President of Azerbaijan approved by Decree a new five-year State Program on Road Safety. The 'State Program of Azerbaijan Republic on Road Safety 2019-2023' includes measures to improve road safety and reduce the number of road traffic crashes in Azerbaijan thereby also reducing the socio-economic damage caused by preventable road casualties in the country. The Program was developed taking also into consideration the recommendations of the World Bank regarding crash data system improvement and establishment of electronic crash database. Establishment of a single electronic-analytical information base on "Road safety" is foreseen by action 7.1.2 of the National Action Plan on State Program implementation in 2019-2021. One of the key issues for Azerbaijan is definition of road traffic fatality as a death that occurred within a week after the accident happened. This definition is different from the international definition of traffic fatality outlined as 'death within 30 days of an accident'. The number of traffic fatalities in Azerbaijan is likely to be under-reported due to differences in definitions.

Belarus

Belarus has already expressed interest to work on implementation of the national action plan and pilot project aimed at adaptation of recommended CADaS data structure and training of traffic police on crash data collection in line with the draft ToRs prepared by the World Bank team. They have prepared a list of comments in written and sent it to the World Bank team for feedback.

BolDorCentre collects data for the number of crashes only on the national roads. The national crash database that also includes data for rural and urban roads is managed by the Ministry of Internal Affairs. It is recommended to contact the Ministry of Internal Affairs for complete crash data statistics.

Armenia

Armenia has expressed interest to improve the existing crash data system in line with the World Bank recommendations. Some bilateral discussions are currently ongoing with the World Bank office in Armenia for allocating some funding to implementation of crash and broader safety information system improvements in Armenia via existing and planned loan components or grants.

Georgia

Georgia has committed to improve the existing crash data form in line with the World Bank recommendations by spring 2019. It has also expressed interest to work on implementation of the national action plan/road map proposed by the World Bank as it should have significant impact on the improvement of road safety conditions in the country. Some bilateral discussions with the EU Delegation are planned to take place to discuss additional technical and financial support for implementation in the coming weeks.

Ukraine

The Decree of the Cabinet of Ministers that will identify the procedure for crash data collection in Ukraine will be adopted in the coming months. The new crash data form will include 30 new variables from those recommended by the World Bank team to increase compatibility of data structure with CADaS requirements.

CONCEPT OF THE EAP ROAD SAFETY OBSERVATORY

The World Bank team has presented to the EaP countries and EC colleagues an approach proposed for establishment of the EaP Road Safety Observatory. It was agreed by the meeting participants to follow gradual approach to establishment of Observatory and developing the detailed concept with involvement and in agreement between key stakeholders, including IFIs who may be able to support the idea.

The World Bank team is ready to support preparation of detailed concept, action plan for establishment and initial stage of establishment of a core of the future EaP Road Safety Observatory with focus on the subject areas addressed by the active RWGs.

PRIORITY PROJECTS' TORS AND AVAILABLE FUNDING

At the VC meeting in June 2018 the World Bank team has presented four proposed project concepts for consideration by the RWGs. Countries' representatives were asked to indicate their preference (or strong preference, as relevant) among the four proposed projects for each of the WGs. Based on the countries' feedback the World Bank has identified three priority projects (one per each WG), for which the World Bank team has developed the first draft of generic Terms of Reference (ToRs) and presented it during the face-to-face meeting in October 2018.

The full text of the draft ToRs detailing key tasks as well as possible timelines and qualifications is included as **Annex D**. The WG members are expected to tailor the generic ToRs to the individual EaP countries' needs before proposing them for financing by EC or other international donors. The World Bank stands ready to assist the EaP countries for identifying suitable funding mechanisms once the generic ToRs are adjusted to the specific country context.

Boyan Tanev, DG NEAR, has presented the available funding instruments to support road safety improvements in the EaP countries. The EC support is framed along four dimensions:

- Legal approximation/governance
- Improvement of infrastructure
- Data collection

➤ Awareness raising

The full presentation is provided in Annex E.

CONCLUSIONS AND NEXT STEPS

The following points regarding scope and organization of the RWGs future work have been agreed as the results of of the meeting.

Action priorities and next steps

- The members of the WGs have undertaken to propose (i) overall modifications to the draft ToRs for the priority project that can be potentially useful to all six EaP countries and (ii) tailored country specific draft ToRs for the priority projects for each country that needs to implement them. The relevant country specific comments or modified TORs should be sent to the World Bank team, preferably by **mid-February 2019**.
- The World Bank team will promptly follow-up with countries the proposed idea of developing the EaP Road Safety Observatory. The first steps should include appointing representatives of all countries to cooperate in preparation of detailed concept for Observatory with involvement of other international stakeholders including EC and WB, so that EaP countries can jointly decide on the preferred approach. Countries are expected to confirm representatives to cooperate on establishment of EaP Regional Observatory by the **end of February 2019**.
- The World Bank team will send the full set of documents/reports on crash data system improvement for comments or feedback to the relevant Ministries and public authorities in all the EaP countries with a formal cover letter in **February 2019**.
- The RWGs members will continue working with the World Bank team on data collection for the Road Safety Country Profiles in line with the agreed “pilot” structure of the Profiles.

Project organization and communication

- The next RWGs face-to-face meeting will take place in spring 2019. The precise date and venue will be confirmed by the World Bank Team by the **end of February**.
- Achieving the objectives of the EaP Road Safety Cooperation Framework requires coordination among different stakeholders at the country level and among member countries within the scope of each working group at the regional level. The EaP countries have nominated their national coordinators. The list of nominated national coordinators is provided in **Annex C**.

ANNEXES

List of Annexes:

Annex A - Meeting Agenda

Annex B - List of meeting participants

Annex C – List of road safety national coordinators in the EaP countries

Annex D - ToRs for priority projects

Annex E - World Bank Power Point presentations – available at the EaP Collaboration website and at One Drive shared folder: <https://1drv.ms/f/s!Ag56NgyB6tQW1h1mTU0h2LVHLvO6>.

5th Regional Meeting of the EaP Working Groups on Road Safety

24th January 2019, 12.00 CET (06.00 EST/DC)

Draft Agenda

12:00 - 12:15 Welcoming speech (EC), (World Bank)

12:15 - 12:45 Presentation of the key results and outputs of the crash data system improvement activity in the EaP countries, World Bank

12:45 - 13:00 Follow up of the national action plans for crash data system improvement, possible way forward, the EaP countries (tbc)

13:00 - 13:30 Presentation of the EaP Road Safety Observatory Concept and draft action plan for it's development, World Bank

13:30 - 13.45 Follow-up discussion

13:45 - 14:15 Country specific comments/modified TORs for the priority projects for each of the RWGs (first time presented in Oct 2018 in Minsk), the EaP countries (tbc)

14.15 - 14.45 Internal structural reforms – voting for national and regional coordinators among EaP countries

14.45 - 15.00 Conclusions & next steps

- a. Summary of the outcomes of the discussion
- b. Next meeting(s) – when? where?

List of the meeting participants

EaP Regional Working Groups							
No	Country	WG	Name	Position	Organisation	Tel	E-mail
1	Armenia	WG 1	Poghos Shahinyan	Executive Director & Head	Secretariat of National Road Safety Council of Armenia	Tel: +37455557755	poghos@roadsafety.am
2	Armenia	WG 1	Vahagn Vermishyan	Advisor to the Mayor of Yerevan	City of Yerevan	Tel: +37455906555	v.vermishyan@gmail.com
3	Armenia	WG 2	Sargis Sahakyan	Senior Specialist of Road Safety Department	Ministry of Transport, Communication and Information Technologies of the Republic of Armenia	37455355389	sargis.sahakyan52@rambler.ru
4	Armenia	WG 2	Vahe Petrosyan	Deputy Head of Planning, Accounting and Analyzing Subvision	Road Police Service of the Police of the Republic of Armenia	Tel: +37411586076 , +37493186212	vpetrosyan35@gmail.com
5	Azerbaijan	WG 2	Kamran Aliyev	Chief of Department of Public Relations	Ministry Of Internal Affairs	Tel: +994503121242	international@mia.gov.az, Kamranaliyev64@mail.ru
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7	Azerbaijan	External participant	Rauf Mustafayev	Chief Engineer of Road Traffic Department of the Main State Traffic Police Office	Ministry Of Internal Affairs		
8	Azerbaijan	External participant	Rustam Talishinski	Deputy Director	Scientific Research Institute of Traumatology and Orthopedics		
9	Azerbaijan	External participant	Nargiz Gulmalyeva	Head of Analysis & Planning Sector	Baku Transport Agency		
10	Azerbaijan	External participant	Vugar Mammadzadeh	Head of Bus Stops and Taxi Stops Division	Baku Transport Agency		
11	Azerbaijan	External participant	Tarlan Safarov	Head of Traffic Management and Analytics Department	Baku Transport Agency		
12	Azerbaijan	External participant	Anar Sadikhov	Specialist, Roads Maintenance Dept./Traffic Management & Safety Unit	State Road Agency		
13	Azerbaijan	External participant	Ilqar Ojakhgulyev	Leading Advisor, Transportation Safety/Infrastructure & Tachographs Division, State Road Transport Service	Ministry of Transport, Communications & High Technologies		
14	Azerbaijan	External participant	Khayale Pashazade	Leading Advisor, Int'l Cooperation Department, State Road Transport Service	Ministry of Transport, Communications & High Technologies		
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20	Georgia	WG 3	Mzevar Gogilava	Traffic management unit	Tbilisi City Hall		m.gogilava@tbilisi.gov.ge
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World Bank Team							
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European Commission							
1			Boyan Tanev	DG NEAR	European Commission		
2			Veronika Liskova	DG MOVE C.2	European Commission		
3			Sarolta Csajbok	DG MOVE C.4	European Commission		
4			Maria Teresa Sanz Villegas	DG MOVE C.4	European Commission		

Annex C

List of Road Safety National Coordinators in the EaP countries

EaP National Coordinators								
No	Country	WG	Name	Position	Organisation	Tel	E-mail	
1	Armenia	WG 1	Poghos Shahinyan	Executive Director & Head	Secretariat of National Road Safety Council of Armenia	Tel: +37455557755	poghos@roadsafety.am	
2	Azerbaijan		to be identified					
3	Belarus	WG 3	Sergiy Leonchik	Head of Road Maintenance	Ministry Of Transport And Communications Of The Republic Of Belarus	Tel: +375173598153 +375296481817	leonchik.s@mintrans.mtk.by	
4	Georgia	WG 1	Erekle Kezherashvili	Acting Deputy Head of Transport and Logistics Development Policy Department	Ministry of Economy and Sustainable Development of Georgia	Mob: + 995 595 45 99 55	ekezherashvili@moesd.gov.ge	
5	Moldova		to be identified					
6	Ukraine	WG 1	Igor Didenko	MP, Head of the Road Safety Subcommittee of Transport Committee of Parliament Of Ukraine	Parliament Of Ukraine	Tel: +380674660917	ihorbdr@gmail.com	

ToR – WG 1

“Establishing effective data analysis and management system to ensure usage of data analysis in the determination of policy measures, allocation of resources and measuring the progress/Usage of Safety Performance Indicators – SPIs and Benchmarking of road safety progress”

1. BACKGROUND

Safety Performance Indicators or SPIs are one of the most important data for high quality road safety analysis and policy support. Safety performance indicators, well-known as SPI, are mostly recognized as: percentage of seat belt use, percentage of drivers under the influence of alcohol, percentage of drivers who drive over the speed limit, percentage of drivers on mopeds or motorcycles without properly helmets, etc. Actually SPIs mostly represents state of data related to road user behavior.

The SPIs will become the most important data on the level of the European Union which will be used for defining the goals, following the progress and measuring the current state of road safety in all European countries. Every year the European Transport Safety Council publishes the SPI data from all European countries that work on the SPI data collection.

First of all SPIs are important for Police units in charge of traffic control and regulation, such as for police enforcement. On the other side, SPIs are important for defining road safety policy measures and defining the problems in the field of road users behavior. This should also help for launching and promoting road safety campaigns in concrete field of activity. SPIs are also very important for different researchers especially in the science field of traffic and transport and of course in the road safety as a scientific discipline

Introducing Benchmarking as a road safety tool is an innovation in the field of road safety management in many of European countries. Benchmarking tool could be used for evaluating the performance of road safety systems in EaP countries, in line with defined strategic objectives of the European Commission in the field of road safety as defined in the document “Towards an European road safety area: policy orientations on road safety 2011-2020”. The Benchmarking is developed with the aim of changing traditional approach of measuring of road safety state, based on final outcomes, actually after road accident happened, and similar to SPIs, benchmarking is a proactive approach in the field of road safety.

2. OBJECTIVES

The main purposes of this project is to develop more effective road safety strategies and action plans and monitoring progress the EaP countries should consider using evidence-based and data-driven approach to road safety management. The proposed project is aimed to introduce the usage of SPIs and Benchmarking of road safety progress to track the development of road safety in the EaP countries and better understanding the areas where they can direct much more activates and efforts to improve road safety situation.

The necessary steps to achieve those objectives include nomination or recognition of the National body, Road Safety Council/Secretariat/Agency/Observatory/Ministry to be responsible for developing and further SPI data collection as well as to monitor road safety performance of country in next coming years.

This particular means launching the annually projects for data collection and publishing results to secure sustainability for both activities related to SPIs and related to Benchmarking of road safety performance of country.

3. TASKS AND SCOPE OF WORKS

The Consultant should implement the following tasks:

Task 1: Establishment of Methodological approach for SPIs data collection related to:

- % of seat belt usage,
- % of drivers who drive the vehicle over the speed limit (over speeding),
- % of mobile phone usage,
- % of driver/passengers on moped and motorcycle without helmets,
- % of driving under the influence of alcohol.

Task 2: Applying of methodological approach for benchmarking of road safety performance of countries based on indicators described in benchmarking model developed through EC project *Monitoring of the road safety strategies in SEETO members and draft a regional short term action plan (2017)*. SPIs indicators are one of the numerous indicators important for benchmarking of road safety performance of country. Applying of methodological approach should cover and necessary adaptation for each of EaP countries.

Methodological approach for benchmarking was based on EC development goals recognized and described in the EC document *Towards a European road safety area Policy Orientations on Road Safety 2011-2020*.

Task 3: SPI data collection through conducting Pilot project for SPI data collection on observed proposed area (city or municipality)

This task should cover pilot project dedicated to SPIs data collection based on developed methodological approach from Task 1. The pilot project targets at least one municipality or city in each of the EaP countries. The proposed pilot project will support collection of SPIs and analysis of data and will deliver the following outcomes:

- a. Collection of some SPIs in the selected administrative unit (municipality or city)
- b. Training of research institute or other responsible organization to collect RSPIs
- c. Improved coordination and exchange of data with the police to better understanding the road safety problems at the municipal level including development of enforcement and other activities based on data

Expected outputs of the pilot project are, as follows:

- a. Guidelines for the SPI pilot project implementation at the municipal/city level
- b. Curriculum for the training on SPI collection and analysis
- c. 2-day training of research institute or other organization who will be in charge of the pilot project launching and implementation in future
- d. Final Report on pilot project implementation

Task 4: Implementation of benchmarking model with data collection for assessment and monitoring of road traffic safety performance of the country

This task is natural continuation of Task 2. Task 4 and means conducting several meetings with representatives and officials from government and non-governmental institutions and organizations which consist road safety system of country. Presentation of methodological approach of benchmarking as well as data collection during the meetings and interviews are essential part of task 4.

Task 5: Analysis, publishing and addressing of SPIs data collection results and benchmarking results in practice – sharing the data

SPIs data collection should become continuous ordinary process. SPIs data collection need to be organize on annually level, or minimum one time per two years, with main goal to recognized baggiest problems in road users behavior. SPIs should become a part of monitoring process of benchmarking of road safety system of country as one of the most important data related to road users. Benchmarking and monitoring of road safety performance of country should be organize and conduct minimum one in two years period. Results should reflect on directing and launching road safety activities of all road safety stakeholders of country. Through task 5, consultants need to analyze and propose best model for publishing of data and addressing the main results of benchmarking and SPIs data collection on the best possible way for each of EaP countries.

4. TIME SCHEDULE AND ACTION PLAN

The above stated activities the Consultant should finish within 12 months of the date of signing of the Contract. The consultant in his proposal will submit detail plan with proposed methodology and activities with time frames for each of the activities and for whole scope of works.

Expected timeline is:

- *Task 1: Methodological approach for SPIs data collection: Consultancy start date + 2 months*
- *Task 2: Adaptation and applying of methodological approach for benchmarking of road safety performance of countries + 4 months*
- *Task 3: SPI data collection: Consultancy start date + 6 months*
- *Task 4: Data collection necessary for applying Benchmarking model for evaluation and monitoring road safety performance of countries + 10 months*
- *Task 5: Publishing of results and sharing the data + 12 months*

5. DELIVERABLES

Beside deliverables specified in Tasks and Scope of Works, the Consultant will prepare:

5.1. Technical Deliverables

- Task 1 draft: 1 month
- Task 1 final: 2 months
- Task 2 draft: 3 months
- Task 2 final: 4 months

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- Task 3 all necessary preparation: 4 months
 - Task 3 final SPIs data collection: 6 months
 - Task 4 final applying of Benchmarking model of country: 10 months
 - Task 5 draft: 10 months
 - Task 5 final: 11 months
 - Final compiled report: 12 months

5.2. Management Deliverables

- An inception report with the results of the assessment of the background information available and its reflection to ToR.
- Short, E-mail based progress reports detailing work done and to be done in next month. Monthly reports should indicate faced risks and their mitigation.
- Quarterly progress interim reports detailing the work done in the previous quarter, the detailed plan of activities to be taken in the next quarter, and an updated outline plan to be completed until the end of the project.
- A final report providing guidance on the result of the different activities with Chapter dedicated to the "Lessons learned".

The reports shall be delivered in the local country language and English in two hard copies and in the electronic format as a '*.pdf' file. Translation and interpretation costs will be borne by the Consultant.

6. GENERAL REQUIREMENTS AND QUALIFICATION

6.1. Qualifications of the Consultancy firm:

- **Firm's profile** (*organization and capabilities*)
Permanent employment of at least 30 engineers
At least two projects containing road safety activities above 300000 E in last 5 years
- **Specific experience of the firm**, relevant to the assignment or of similar nature
At least two projects undertaken in some of European countries, preferably EaP countries
- **Experience under similar conditions**
At least two projects regarding Benchmarking of road safety performance system of country, at least one SPIs data analysis and crash data analysis contained project in last 5 years

6.2. Qualifications of the Experts team:

- **Team leader:** Road safety specialist, minimum 10 y (5 years of international experience and work on road safety performance analysis. Work on benchmarking of RS performance and preparation of methodological approach in the field of road safety is an advantage. Preferably work experience at least in three EaP countries),
- **Team member:** Road safety policy specialist, minimum 5 y (of international experience and work on road safety analysis and monitoring of road safety performance on country level. Preferably work at some of EaP countries),
- **Team member:** SPIs and road accidents analysis expert, minimum 5 y (of international experience including SPI data collection and preferably work at some of EaP countries).

ToR – WG 2

“INTRODUCTION OF TRAFFIC CALMING MEASURES TO LOWER SPEED BELOW 50 KM/H LIMIT NEAR SCHOOLS, HOSPITALS OR IN RESIDENTIAL AREAS”

7. BACKGROUND

Typically, economic growth in EaP countries concerns the secondary and tertiary sectors of the economy, i.e. the industrial and service sectors. Since economic activities in these sectors primarily take place in urban areas, it is crucial to have organized and better-managed, people-friendly cities. In this regard, the transport infrastructure in cities plays a crucial role.

The urban roads in most EaP countries have a heterogeneous mix of traffic, including pedestrians, slow-moving vehicles like bicycles, freight movement, and motorized vehicles like motorcycles, cars, and public transport vehicles. The space occupied by each of these vehicles, their masses and speeds are essentially different. This state highly influences the risks and consequences of crashes.

Traffic calming is widely seen as one of the possibilities to tackle road safety problems in urban areas effectively. It involves application through traffic engineering of regulation and physical measures designed to control traffic speeds and encourage driving behavior appropriate to the environment. Traffic calming has in many cases been adopted in its narrow sense (reducing the dominance of vehicles in order to achieve a reduction in the level and severity of accidents, noise and air pollution and also the enhancement of the street environment for pedestrians) and more broadly as a means of retrieving the primary purpose of streets which has been distorted by the speed and volume of traffic.

Being an effective approach, traffic calming has become commonplace in most local authorities which consider traffic calming as an important element in their transport strategies. Today, in many Lower-Middle Income Countries there is an increasing demand from citizens for the introduction of traffic calming schemes in residential areas (with speed limits below 50 km/h) e.g. around schools, hospitals or residential areas.

[Paragraph can be inserted with country-specific context e.g. national program, part of which is the assignment in question. Reference to EaP context.].

To address traffic calming schemes in residential areas, the _____ (hereinafter “Client”) seeks to appoint firms (hereinafter “Consultant”) to implement this ToR.

8. OBJECTIVES

The main purposes of this project is improving of speed management system by introducing traffic calming measures in selected areas with speed limits below 50 km/h, such as around schools, hospitals or residential areas.

The necessary steps to achieve those objectives include:

- Preparation of "Practical Guide for implementation of typical traffic calming measures in urban areas";
- Review and update of legislation and regulation needed for implementation of traffic calming measures;

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- Pilot testing of traffic calming schemes at least five different situations;
 - Preparation of typical traffic calming measure specifications needed for tendering/contracting and assuring of funding for implementation in selected locations;
 - Developing of training courses curriculum for traffic calming measures;
 - Collecting information on all sensitive locations requiring traffic calming on national road network and prepare medium, long-term (sub)program of traffic calming in sensitive areas as a part of regular annual work program;
 - Preparing promotion of traffic calming measures on lower level roads –if applicable in cooperation with self-government partners;
 - Undertaking reviews of impact of traffic calming measures on fatalities and injuries at specific locations.

9. TASKS AND SCOPE OF WORKS

The Consultant should implement the following tasks:

Task 1: Preparation of "Practical Guide for implementation of typical traffic calming measures in urban areas"

- *Collection of good practices in traffic calming measures for sensitive areas and adopting them for use in the country*
- *Selection of typical traffic calming measures with basic requirements and expected outcomes after implementation*

Task 2: Update of legal and technical regulations

- *Reviewing and if necessary defining proposed enhancements national laws, by-laws or rulebooks, as well as other technical regulations (standards, norms, etc.) to reflect proposed traffic calming measures*

Task 3: Identification of typical priority locations for traffic calming and proposal of traffic calming measures

- *Selecting at least five typical priority locations for piloting installation of traffic calming measures (preferably of different nature) in urban areas*
- *Developing standard specifications and documents for tendering/contracting traffic calming improvements (including sketches or preliminary design proposals)*
- *Identifying funding possibilities for introduction of traffic calming measures in the selected locations*

Task 4: Sharing of traffic calming knowledge within country (creating a pool of educated specialists)

- *Developing promotion and training program for professionals designing and implementing traffic calming solutions – preferably with technical university*
- *Perform of initial training of at least 20 designers for designing of traffic calming measures on urban roads*

Task 5: Widening of traffic calming interventions on national road network

- *Collecting information on all sensitive locations requiring traffic calming on national road network*

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- *Preparing medium, long-term (sub)program of traffic calming in sensitive areas at least on national road network – it should preferably become part of regular annual work program*
 - *Preparing promotion of traffic calming measures on lower level roads – if applicable in cooperation with self-government partners*

Task 6: Follow-up and review

- *Supervision and follow-up on the implementation of traffic calming measures, in case of implementation of the detailed designs and improvement works in the selected locations or similar locations [for a unit price]*
- *Undertaking reviews of impact of traffic calming measures on fatalities and injuries at the selected locations or similar locations and evaluation of effects [for a unit price]*

Notes:

Consultant is obliged to establish communication and to have consultations with relevant institutions/organizations (e.g. with national road administration/local road managers as main supporters of project, national and local traffic police, training body, etc.) in all tasks at stages where some of agreements between different stakeholders or decisions should be made.

10. TIME SCHEDULE AND ACTION PLAN

The above stated activities the Consultant should finish within 12 months of the date of signing of the Contract. The consultant in his proposal will submit detail plan with proposed methodology and activities with time frames for each of the activities and for whole scope of works.

Expected timeline is:

- *Task 1: Preparation of Practical Guide: Consultancy start date + 2 months*
- *Task 2: Proposed enhancements of legal and technical regulations: Consultancy start date + 3 months*
- *Task 3: Identification of typical locations and proposal of sketches or preliminary design traffic calming measures: Consultancy start date + 6 months*
- *Task 4: Sharing of traffic calming knowledge + 9 months*
- *Task 5: Extension of traffic calming measures on national road network + 12 months*
- *Task 6: Follow-up and review [as needed – possible downstream work]*

11. DELIVERABLES

The Consultant shall prepare the following deliverables:

5.1. Technical Deliverables

- Task 1 draft Practical Guide: 1.5 months
- Task 1 final Practical Guide: 2 months
- Task 2 draft proposal of legal and technical regulations: 2.5 months
- Task 2 final proposal of legal and technical regulations: 3 months
- Task 3 draft proposal of locations and measures: 5 months

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- Task 3 final proposal and bidding documents: 6 months
 - Task 4 draft training program: 8.5 months
 - Task 4 final training report: 9 months
 - Task 5 draft traffic calming measures on national road network: 10.5 months
 - Task 5 final traffic calming measures on national road network: 11 months
 - Final compiled report: 12 months

5.2. Management Deliverables

- An inception report with the results of the assessment of the background information available and its reflection to ToR.
- Short, E-mail based progress reports detailing work done and to be done in next month. Monthly reports should indicate faced risks and their mitigation.
- Quarterly progress interim reports detailing the work done in the previous quarter, the detailed plan of activities to be taken in the next quarter, and an updated outline plan to be completed until the end of the project.
- A final report providing guidance on the result of the different activities with Chapter dedicated to the "Lessons learned".

The reports shall be delivered in the local country language and English in two hard copies and in the electronic format as a '*.pdf' file. Translation and interpretation costs will be borne by the Consultant.

12. GENERAL REQUIREMENTS AND QUALIFICATION

6.1. Qualifications of the Consultancy firm or JV:

- **Firm's profile** (*organization and capabilities*)
At least two designs containing traffic calming measures of total value above 150,000 EUR in last 5 years
- **Specific experience of the firm**, relevant to the assignment or of similar nature
At least two projects undertaken in EaP countries
- **Experience under similar conditions**
At least two projects regarding traffic calming activities and at least one project involving crash data analysis in last 7 years

6.2. Qualifications of the Experts' team:

- **Team leader:** Road infrastructure safety management specialist, minimum 10 y (5 years of international experience and work with traffic calming measures. Preferably work experience at some EaP countries).
- **Team member:** Road traffic management specialist, minimum 5 y (Preferably international experience including some EaP countries).
- **Team member:** Civil engineer, road designer specialized in traffic calming solutions, minimum 5 y (Preferably international experience including some EaP countries).
- **Team member:** Legal expert, minimum 5 y (can be local).

ToR – WG 3

“IDENTIFICATION OF AT LEAST TOP TEN BLACKSPOT LOCATIONS AND INITIATION OF BLACK SPOT IMPROVEMENT PROGRAMS”

13. BACKGROUND

Contemporary traffic management involves highly demanding and complicate requirements for accommodating diverse types of road users. The safety of all road users, especially vulnerable ones, is a high priority for the country.

Today there are several tools developed for road infrastructure safety management (RISM) and most of them are stipulated under European Directive 2008/96/EC. The Directive calls for use of Road Safety Impact Assessment (RSIA), Road Safety Audits (RSA), Road Safety Inspections (RSI) and Network Safety Management (NSM).

Under NSM, one of the oldest but still most effective procedures in lower- and middle-income countries (LMIC) is the so-called Black Spot Management (BSM). Even though it is a generally established measure, BSM still has significant challenges when it comes to implementation, due to issues of availability, quality and/or relevance of crash data, as well as lack of clarity and/or differing approaches regarding criteria, definitions and/or methodology.

Crash data are not reliable and detailed as they should be. Sometimes crash data might consider as secret and sometimes causes of crashes are mostly connected to the penalties (e.g. speeding, not obeying the traffic rules, etc.) not to the real contributing factors. Moreover, data do not always comply with a standard format such as CADaS (**Common** Accident Data Set). When it comes to the Criteria and definition of the Black Spots situation is even worse. There are no clear and officially adopted criteria and definitions that can be implemented. Finally, modern approach to BSM (e.g. based on RIPCORD-ISEREST EU Project) is not in place in any of EaP countries, nor promoted in some of Regional Road Safety Projects (TRACECA RS II).

[Paragraph can be inserted with country-specific context e.g. national program, part of which is the assignment in question. Reference to EaP context.]

14. OBJECTIVES

The main purposes of this project is establishment of BSM as regular procedure and identification of 10 Black Spots with national program for its improvements (remedy measures with action plan for implementation).

The necessary steps to achieve those objectives include:

- Adoption of definitions of black spots at national level, harmonized as much as possible within EaP countries and with best International/Europe practice;
- Identification of initial broader set of potential Black Spots list (pre-identified locations), based primarily on crash data, regardless of the causes of accidents;
- Second level analysis of pre-identified location where locations with local road conditions as contributing factor to accidents are selected;
- Preparation of final list of black spots (selection of at least 10 locations for improvement);

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- Proposed treatments on identified locations with preferably low-cost and high-effectiveness measures;
 - Preparation of draft bidding documents for detailed design and improvement works on selected locations (Black Spots);
 - Preparation of costed and timed national program (action plan) for black spot improvement; and
 - Proposal of evaluation of implemented measures on locations and national programs.

15. TASKS AND SCOPE OF WORKS

The Consultant should implement the following tasks:

Task 1: Establishment of Methodological approach within BSM (including definition of Black Spot)

- *Analysis of current state of BSM in the country;*
- *Proposal for improvements of BSM process;*
- *Agreed definition of Black Spot including criteria and methodology.*

Task 2: Identification of black spots

- *Identification of accident black spots on the national road networks*
 - *Compilation of available data and review of their completeness, quality and relevance (with gap analysis and proposed improvements);*
 - *Analysis of available crash data including proxies as necessary (i.e. alternative methods, if crash data base does not lend itself to useful analysis);*
 - *Preparation of initial broader set of potential Black Spot list;*
 - *Second level analysis of pre-identified location where locations with local road conditions as contributing factor to accidents are selected;*
 - *Preparation of final list of black spots (selection of at least 10 locations where local road factors contribute to crashes).*

Task 3: Analysis and proposals for treatment of pre-selected black spots

- *Field surveys regarding crash contributing factors on finally selected locations (final list of Black Spots);*
- *Proposal of preferably low-cost and high-effective measures that will prevent similar accidents at analyzed locations in future; and*
- *Preparation of draft bidding documents for detailed design and improvement works.*

Task 4: Preparation of national action plan for Black Spot improvements with proposed evaluation

- *Development of national action plan for Black Spot improvement programs*
 - *Identification of legal, procedural and administrative requirements for implementation of Black Spot programs in the country and proposal for improvements if necessary;*
 - *Preparation of draft costed and timed national annual and multi-year Black Spot improvement program (including of cost-benefit analysis for locations that will be improved);*
 - *Preparation of the final national annual and multi-year Black Spot program following incorporation of road managing agency comments.*
- *Proposal of monitoring of Black Spot improvements and evaluation of measures and whole implementation of national Black Spot action plan / program.*

Note: Consultant is obliged to establish communication and to have consultations with relevant institutions/organizations (e.g. with national Traffic Police, Road Administrations in all tasks at stages where some of agreements between different stakeholders or decisions should be made.

16. TIME SCHEDULE AND ACTION PLAN

The above stated activities the Consultant should finish within 12 months of the date of signing of the Contract. The consultant in his proposal will submit detail plan with proposed methodology and activities with time frames for each of the activities and for whole scope of works.

Expected timeline is:

- *Task 1: Methodology: Consultancy start date + 2 months*
- *Task 2: Identification of blackspots: Consultancy start date + 6 months*
- *Task 3: Analysis and proposal for treatment: Consultancy start date + 9 months*
- *Task 4: Consultancy signing date + 12 months*

17. DELIVERABLES

Beside deliverables specified in Tasks and Scope of Works, the Consultant will prepare:

5.1. Technical Deliverables

- Task 1 draft: 1.5 months
- Task 1 final: 2 months
- Task 2 initial set: 4 months
- Task 2 draft final set: 5.5 months
- Task 2 final set: 6 months
- Task 3 draft proposal: 8 months
- Task 3 final proposal and bidding documents: 9 months
- Task 4 draft action plan: 10 months
- Task 4 final action plan: 11 months
- Final compiled report: 12 months

5.2. Management Deliverables

- An inception report with the results of the assessment of the background information available and its reflection to ToR.
- Short, E-mail based progress reports detailing work done and to be done in next month. Monthly reports should indicate faced risks and their mitigation.
- Quarterly progress interim reports detailing the work done in the previous quarter, the detailed plan of activities to be taken in the next quarter, and an updated outline plan to be completed until the end of the project.

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- A final report providing guidance on the result of the different activities with Chapter dedicated to the "Lessons learned".

The reports shall be delivered in the local country language and English in two hard copies and in the electronic format as a '*.pdf' file. Translation and interpretation costs will be borne by the Consultant.

18. GENERAL REQUIREMENTS AND QUALIFICATION

6.1. Qualifications of the Consultancy firm:

- **Firm's profile** (organization and capabilities)
*Permanent employment of at least 30 engineers
At least two projects containing road safety activities above 300000 E in last 5 years*
- **Specific experience of the firm**, relevant to the assignment or of similar nature
At least two projects undertaken in some of EaP countries
- **Experience under similar conditions**
At least two projects regarding Black Spot Management and at least one crash data analysis contained project in last 7 years

6.2. Qualifications of the Experts team:

- **Team leader:** Road infrastructure safety specialist, minimum 10 y (5 years of international experience and work on Black Spot improvement Projects and preparation on action plans. Preferably work experience at least in three EaP countries),
- **Team member:** Road safety policy specialist, minimum 7 y (of international experience and work on Black Spots. Preferably work at some of EaP countries),
- **Team member:** Road accident analysis expert, minimum 7 y (of international experience including CADaS and preferably work at some of EaP countries) and
- **Team member:** Civil engineer - Road Designer, minimum 5 y (of experience in Design and Construction including preparation of bidding documents. Preferably work at some of EaP countries).