

Technical Support for the Preparation of Flood Risk Management Plans for Romania
(ID: P170989)
Romania (EUROPE AND CENTRAL ASIA)

TERMS OF REFERENCE

Project Management Analyst– Local Hire

The Ministry of Environment, Waters and Forests (MEWF), together with the National Administration “Romanian Waters” (NARW) requested the Bank’s support in the elaboration of the next generation of the country’s Flood Risk Management Plans (FRMPs) required by the EU Floods Directive. Twelve plans must be prepared (one for each of the country’s eleven River Basins, and an additional one for the Danube River Basin) to cover the 2022-2027 period. The plans will include Programs of (structural and non-structural) Measures and significantly influence the country’s investment programs in floods control structures for the next EU programming period. The preparation and implementation of these plans will increase Romania’s capacity for flood management and support the country in taking a water secure development path for its people, its economy and its environment.

Objective of the Assignment

The consultant will assist the World Bank Team in overall project management, support the coordination and implementation of project activities, as well as provide assistance to the development of written outputs and deliverables including document management and storage. In her/his role, the consultant will contribute to smooth overall project implementation and to achieving the project’s overall development objectives.

Background

As a country in transition and a new EU member, Romania faces a particular set of challenges to ensure a water secure future for its people, its economy and its environment. On one side, climate change, demographic, economic and technological trends have led to dramatic shifts in water quality and quantity demands and risks. On the other hand, compliance with the complex body of EU water legislations is proving challenging and costly. Climate change is expected to have a major impact on water resources availability and water-related risks in Romania. Among the Danube basin countries, Romania is expected to be one of the most affected by climate change overall, resulting in an increase in frequency and magnitude of extreme events, such as floods, including flash floods, and droughts.

The Government of Romania has previously prepared two cycles of River Basins Management Plans (RBMPs) under the Water Framework Directive, covering 2010-2015 and 2016-2021 respectively, with one FRMP covering the same latter period. While these Plans were prepared in accordance with EU requirements, a number of gaps and delays have challenged their effectiveness, the implementation of proposed measures and the ability of the GoR to prepare the next iteration of RBMPs and FRMPs. The next generation of plans should further

enhance the country's strategic approach to water management, ensuring that decisions on water management measures balance competing priorities, are evidence based and take into account the interests of different stakeholder through appropriate mechanisms of engagement between public bodies, local stakeholders and the wider public.

Given this context, the GoR has requested World Bank Group (WBG) support for the development of the second cycle FRMP, accelerating ongoing planning processes, and guaranteeing quality and consistency with EU requirements and best practices. This support will further develop existing capacities of the Ministry and of NARW to carry out future FRMPs.

Scope of Services

Given the complexity and the high amount of activities and tasks under this project, the World Bank is seeking a project management assistant to support the Task Team in overall project management, provide assistance in the coordination of the many parallel project activities and contribute to the in-time delivery of the project's outputs.

It is foreseen that work is carried out mainly in Bucharest. If local travelling will be required, the Bank will be responsible for the logistics and travel costs.

The detailed Services to be provided by the consultant include:

A. Assist overall project management:

The consultant will assist in the development and up-dating of the project's overall work program, monitor progress made in activities and alert the core team for any delays or deviations. In particular, the consultant will monitor and coordinate the in-time delivery of outputs and intermediate products of Short-Term-Consultants and consulting firms contracted by the project. Ideally, she/he will successfully make use of a project management software (for example Microsoft Project, Microsoft Team or OpenProject).

B. Support coordination and implementation of project activities:

- Preparing and organizing internal project coordination meetings with local and international STC, as well as of meetings and workshops with relevant stakeholder, drafting minutes of these events and follow-up on agreed activities.
- Creating and Maintaining distribution and phone lists for the project's team members and key project partner.
- Distribute documents and ensuring flow of information and knowledge sharing among all team members.
- Creating, implementing and maintaining an internal document management and storage policy for the RAS project including file naming conventions and folders structure diagram based on content classification taxonomies.
- Quality review and formatting of Terms of References for STC and consulting services.
- Supporting in the quality review of products from STC and consulting firms.
- Other tasks as agreed with the World Bank Task Team Leaders related to the implementation of these ToR.

C. Contribute to the development of project's outputs:

- Assist and support the technical team with research, review, editing, proofreading and formatting the technical reports.
- Consolidate the input from different team members and support the development and formatting of the project's main reports, including the stocktaking report (output 1), and the report on the review and update of methodological guidance provided to the Ministry of Environment, Water and Forests (Output 2).
- Provide detailed research support for presentations and key project documents.
- Realize translation of minutes and other short project-related documents and coordinate the professional translation of longer documents and formal reports.

Due to the large extent of the project, the World Bank Team consists of several local and international experts with different areas of expertise all related to flood management. The consultant is expected to actively interact and collaborate with the team members and identify, if needed, further expertise to be contracted within the project.

Qualifications

The successful consultant would be expected to have the following qualifications:

- Degree in management, economics, business or public administration, or other relevant area;
- At least 5 years of relevant professional experience in project management;
- experience in relationship management in public and/or private sector/technical advisory services is a plus;
- Familiarity with project management software environment (e.g. Microsoft Project) and advanced user level proficiency in Microsoft Office Suite (PowerPoint Excel, Word);
- General knowledge of Romanian and EU water and flood risk management policy;
- Experience in document management and storage (developing and implementing policies).
- Excellent written and verbal communication skills;
- Excellent command of the Romanian and English language;
- Ability to juggle tight deadlines, be proactive, and work collaboratively in teams. Proven sense of initiative, results orientation as well as effective teamwork skills.

Arrangements

The consultant will be remunerated with a time and material contract.

The consultant will work closely with the World Bank team out of the World Bank office in Bucharest. She/he will participate upon request in the necessary meetings with the MEWF, ANAR, INHGA, and other institutions and organizations.

The consultant is expected to be working under the guidance of the World Bank Sr. Water Resources Management Specialists Amparo Samper Hiraldo and Chris Fischer and will formally report to the World Bank Task Team Leader (TTL) Raimund Mair.

Timing and Duration

Expected start date is March 1, 2019. The conclusion of the contract is June 30, 2020. This assignment covers a total of up to 80 days of work during the expected start date and conclusion of the contract.