Terms of reference for engagement of

Locally contracted expert

on assessment of the options for the upgrade of the Transport Observatory/ Database Information System (TODIS) and preparation of Technical Specifications

1. Background

The Transport Community is an international organisation in the field of mobility and transport. It has 36 participants – the European Union Member States represented by the European Commission, the Southeast European Parties (the Republic of Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, the Republic of North Macedonia, and the Republic of Serbia - hereinafter referred at collectively as "regional partners") and the three observing participants (Georgia, Republic of Moldova and Ukraine). Transport Community is working on integrating Western Balkans' transport markets into the EU by assisting the regional partners in adopting and implementing the EU legislation in the transport field and supporting projects connecting the region and with the EU.

The organisation was founded by the Treaty[1] establishing the Transport Community signed on 9th of October 2017 by all partners (Council Decision (EU) 2019/392).

The aim of the Treaty therefore is the creation of a Transport Community in the field of road, rail, inland waterway, and maritime transport as well as the development of the transport network between the European Union and the Western Balkan Parties. The Transport Community shall be based on the progressive integration of transport markets of the South East European Parties into the European Union transport market on the basis of the relevant acquis, including in the areas of technical standards, interoperability, safety, security, traffic management, social policy, public procurement and environment, for all modes of transport excluding air transport.

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* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence

[1] https://www.transport-community.org/wp-content/uploads/2022/10/treaty-en.pdf

2. Description of the assignment

According to the Treaty, the Transport Community Secretariat should develop **Transport Information System**. The relevant legal provisions in this regard are hereby quoted, as follows:

Article 28

"The Permanent Secretariat [...] shall:

[...]

(b) act as a Transport Observatory to monitor the performance of the indicative TEN-T extension of the comprehensive and core networks to the Western Balkans."

In addition to the above-quoted reporting requirements, the TCT has also committed to monitor the core obligation the Regional Participants have pledged to implement under the Treaty, namely the transposition in their legal systems of the transport acquis that is being listed in its annexes from I.2 to I.7. Such commitment is being directly derived from the TCT obligation provided under art. 28 (a) of the Treaty, namely to *"provide administrative support to the Ministerial Council, the Regional Steering Committee, the technical committees and the Social Forum;"*

Fulfilment of all such functions has been duly considered by the Transport Community Secretariat at the time of development of the *Transport Observatory* that is being referred above.

The Transport Community Secretariat has already set in place such system, named Transport Observatory Database/Information System (TODIS)

https://www.transport-community.org/transport-observatory/transport-observatory-database-information-system/

TODIS became operational in December 2023 and serves as the main information repository in relation with the TEN-T indicative extensions in the Western Balkans, providing both static and dynamic data for the benefit of people and businesses in the region. The system is currently being maintained under a three-year contract by the system developer. The Transport Observatory includes the following functions:

- Monitoring the performance of the TEN-T Network in Western Balkans (both infrastructure quality and operation/service performance).

- Monitoring of TEN-T projects;

- Monitoring EU Acquis transposition.

Furthermore, TODIS has been used throughout 2024 by the Transport Community Secretariat, Regional Coordinators, and Regional Users across all parties to the Transport Treaty. In light of recent legal changes, including the revised TEN-T Regulation, the completion of studies by the Transport Community Secretariat, and enhancements aimed at improving user experience, the Secretariat plans to launch an upgrade of TODIS. Transport Community Secretariat has already prepared a list of potential features that will be shared with the chosen expert.

The expert that will be contracted for this assignment shall prepare for Transport Community Secretariat an assessment of different options for TODIS Upgrade and the respective Technical Specifications for the selected one.

3. Scope of work

Task 1. Propose options for TODIS Upgrade including the cost estimation and contractual obligations of each party. The options should include the following but not be limited to it:

   a. Upgrade of TODIS to include new KPIs as per revised TEN-T Regulation for all modes of transport;
   b. Upgrade of TODIS to include the results of the study on climate resilience for both road and rail (GIS-based outcomes);
   c. Upgrade of TODIS to include Market Monitoring Report for Rail (Non-GIS outcomes);
   d. Upgrade of TODIS to include improvements to the system user experience.

Duration of the task: 18 working days

Task 2. Prepare the Technical Specifications for the TODIS Upgrade tender based on the decision taken by the Transport Community Secretariat on the preferred option. The Transport Community Secretariat will provide the template following TCT's Procurement Guidelines.

Duration of the task: 15 working days

4. Deliverables

The following deliverables shall be submitted under this assignment:

1. Report on the assessment and cost estimation of each option.
2. Technical Specifications including the comments received by Transport Community Secretariat.
3. Final Report including the deliverables of Tasks 1 and 2 and Minutes of the meetings held during the execution of the assignment.

5. Qualifications

- o A university degree of minimum 4 years in Computer Science, Information Technology, Information Systems, or equivalent is required.

6. Work experience

- o A minimum of five (5) years of relevant experience with working GIS databases.
- o Working experience with databases proven with at least two (2) reference activities conducted in the past 5 years
- o Experience in working in the Western Balkan environment.
- o Experience in transport sector will be considered an asset.
- o Ability to consistently exercise discretion and confidentiality with sensitive information is essential.

7. Languages

- o Proficiency in English language is required.
- o Final Mission Report shall be submitted to TCT Secretariat in English language.

8. Timing and Location

- o The assignment foresees work from home/office of the Transport Community Secretariat. The assignment is expected to start by end of September 2024.
- o For implementation of the tasks listed above, physical presence of the expert might be required from time to time.

9. Remunerations

The assignment foresees up to maximum 264 working hours or 33 working days of engagement with a maximum value of EUR 20,000. The payment will be made in two instalments, the first one after completing Task 1 and the second one after completing the assignment with delivering outputs under

Tasks 2, submission of the Final Report and submission of payment documents. The final outputs will be subject to TCT secretariat quality control and approval before payment is executed.

Note: No other costs will be covered besides the expert cost per day.

10. Financial Offer

Financial offer should be shown in a form showing the price per working day of 8 hours.

The offer with the lowest price will be scored with maximum 20 points.

11. Selection and Award criteria

Selection will be done based on work experience.

Work experience	Minimum score	Maximum score
A minimum of five (5) years of relevant experience with working GIS databases,	20, for 5 years of relevant experience. Every additional year will be scored with 2 points up to the maximum score.	40
Working experience with databases proven with at least two (2) reference activities conducted in the past 5 years; Experience in transport sector;	20 for working experience with at least two (2) reference activities conducted in the past 5 years. Experience in transport sector will be scored with 10 points. Every additional reference activity related to type approval will be scored with 2 points up to the maximum score.	60
Total	40	80

The scoring on the abovementioned work experience will be done based on the information provided in the CV.

Total maximum score for the selection criteria is 80. Total maximum score for the financial offer is 20.

Offer with the highest score combining work experience and offered price will be proposed for assignment.