

## Section 7. Terms of Reference

TECHNICAL ASSISTANCE TO THE GENERAL DIRECTORATE OF TRANSPORT OF CAPE VERDE

Study for the reorganization of DGTR

Terms of reference

## 1. Background

Under the law that structured the current Government, the Directorate General of Road Transport (DGTR) is the Department of the Ministry of Internal Administration (MAI), which is responsible for:

- Propose, implement and enforce policy on road transport in the areas of traffic and prevention;
- Supervise compliance with road traffic safety regulations;
- Determine the technical characteristics of the vehicles.

Within this framework, the DGTR brings together two fundamental functions: (i) responsibility for technical regulation and oversight of compliance; and (ii) road safety. In addition, it is also responsible for some of the functions of an economic regulator, such as the approval of tariffs for interurban road transport.

A new Highway Code that is expected to be approved briefly, will establish, i.a., a new axle load control system.

The Government of Cape Verde, through the Ministry of Internal Administration, intends to carry out a reorganization of the DGTR, namely redefining functions and calling into question the correctness of its current institutional framework.

The DGTR generates a large volume of revenue through the fees charged in the course of its activity but sees its management autonomy limited by the current institutional framework, its lack of autonomy as a limiting factor for a more efficient operation.

Recently the DGTR has developed computer applications that allows it to have a strong source of information organized and still in the development phase. The new means of information processing, coupled with the political re-framing of the DG's own mission by the government, require a reassessment of its organizational and functional structure, of the existing decentralization system, a re-conception of the internal functioning, and some reprofiling of the technical characteristics of its staff.

## 2. Objectives of Technical Assistance

The purpose of technical assistance is to prepare a proposal for a reorganization of the DGTR, following an analysis of the advantages and disadvantages of contrasting institutionalization scenarios. For the approved scenario, the Consultant shall draft the legislative text defining the

role and organization of the new DGTR, and produce the necessary organizational and operational manuals.

### 3. The consultant's task

The Consultant will perform the following tasks

- Assessment of the existing organization, including, in particular:
  - i. Legal qualifications of the DGTR and possible new policy guidelines for the road sector;
  - ii. Adequacy of the organization chart, functions and competences to the needs arising from the accomplishment of the Mission of the DGTR;
  - iii. Quantitative and qualitative analysis of the existing staff according to the competences and statutory functions;
  - iv. Information systems: strengths and weaknesses.
- Proposed reorganization, involving in particular:
  - i. Institutional framework - comparison of alternative solutions (DG, Public Institute, Agency, for example);
  - ii. Mission and objectives of the proposed institution;
  - iii. New organization chart - departmental structure, skills and functions;
  - iv. Proposed new Statutes;
  - v. Draft of the legislative text defining the role and organization of the new DGTR
  - vi. Manuals of Procedures for the main activities;
  - vii. Human resource profiles for each function and level of responsibility;
  - viii. Plan for the recruitment, training and technical training of staff;
  - ix. Plan for the development of information systems, integrating the current systems (computer applications, in particular) with a comprehensive perspective of phased development.
- Workshop presenting and discussing the results of the work developed.

### 4. Profile Required

The Consultant should be a consulting firm with proven skills in road transport regulations and institutional road safety organization and/or Administrative Law. Information technology skills are also needed. General qualifications and experience in the field of mission should be indicated, as well as a list of the key professional staff required to carry out the mission. The minimum requirements for professional staff involved in the mission shall include:

- Economist or transport engineer very familiar with the regulation of road transport;
- Jurist with experience in the drafting and regulation of road sector laws;
- Specialist in organization and methods;
- Specialist in information technology and information systems

The transport economist / engineer will be the project leader. He must have at least 5 years of experience in this field. Any important and relevant requirements for the execution of the mission (experience in the transfer of knowledge, experience in the Region and / or in the country and command of the Portuguese language) will be valued.

## 5. Estimated duration

The expected duration of this technical assistance is 5 person \* month to be fulfilled in a maximum period of 4 months.

## 6. Reports

The Consultant will produce the following Reports:

- Project start-up report, proposing the detailed schedule of activities, describing possible problems and proposals for adaptation of the development and methodology to be followed - up to the third week from the beginning;
- Progress report, up to 2 months after start, including the Diagnosis and proposal of new organizational chart, competencies and functions;
- Final Report Draft, in the third month, containing the results of the work developed, which will serve as the basis for the discussion to take place during the Seminar;
- Final Report, incorporating the results of the Seminar and possible observations of the DGTR. All Reports will be delivered in digital format and on paper and written in Portuguese and English or French.

## 7. Facilities to be provided by Customer

The DGTR should provide a work place for consultants containing printer and Internet access. It will provide all necessary statistics as long as they exist in INE or in its databases.