



## Technical Assistance for collecting Road Safety KPIs on Seat Belt and Child restraint Systems in the Western Balkans region

PS/SRV/KPI/006/2023

### TECHNICAL SPECIFICATIONS

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## 1. Introduction

This document includes all the requirements based on which each Tenderer will prepare its tender (Technical Proposal and Financial Proposal) for the performance of the services that are the subject of the Contract resulting from this procedure.

The Contracting Authority is the Transport Community through the Permanent Secretariat of the Transport Community.

The Permanent Secretariat of Transport Community is one of the institutions set up under the Transport Community Treaty (“Treaty” or “TC Treaty”). The Transport Community is an international organisation in the field of mobility and transport, consisting of 33 participants – the EU and the Western Balkans regional partners, established by the Treaty establishing the Transport Community.

The permanent Secretariat of Transport Community provides administrative support to the other institutions of the Transport Community, acts as a Transport Observatory to monitor the performance of the indicative TEN-T extension of the comprehensive and core networks to the Western Balkans and supports the implementation of the Western Balkans’ Connectivity Agenda aiming to improve links within the Western Balkans as well as between the region and the European Union. It also reviews and monitors the implementation of the obligations under the Treaty.

**Address:** Beogradjanka building, Masarikova 5/8, 11000, Belgrade, Serbia

Contact: [procurement@transport-community.org](mailto:procurement@transport-community.org)

Website: <https://www.transport-community.org/>

## 2. Background

### 2.1. Information about the Contracting Authority

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 South East 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<sup>1</sup> establishing the Transport Community signed on 9<sup>th</sup> of October 2017 by all partners (Council Decision (EU) 2019/392).

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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

<sup>1</sup> <https://www.transport-community.org/wp-content/uploads/2022/10/treaty-en.pdf>

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.

## **2.2. Information about the context which has made necessary the procurement of the services**

Upon the establishment under the provisions of the Treaty of the Technical Committee on Road Safety, a short-term action plan was drafted and endorsed at the Ministerial Council of Transport Community on October 2019. Carrying out of a Pilot Project for collecting (at least one) road safety Key Performance Indicators based on EU Methodology is one of the priority measures included in the Road Safety Action Plan<sup>2</sup>.

Road Safety Key Performance Indicators (KPIs) are an integral part of the “Safe System” approach, which underpins the Commission’s Road Safety Policy Framework 2021-2030<sup>3</sup>. In order to gain a clearer understanding of the different issues that influence overall safety performance, the Commission elaborated, in close cooperation with Member States, a first set of 8 KPIs for road safety which were defined in the above-mentioned framework.

The EU road safety KPIs are provided below:

<b>KPI area</b>	<b>KPI definition (European Commission 2019)</b>
Speed	Percentage of vehicles travelling within the speed limit
Safety belt	Percentage of vehicle occupants using the safety belt or child restraint system correctly
Protective equipment	Percentage of riders of PTWs and bicycles wearing a protective helmet
Alcohol	Percentage of drivers driving within the legal limit for blood alcohol content (BAC)
Distraction	Percentage of drivers not using a handheld mobile device
Vehicle safety	Percentage of passenger cars with a Euro NCAP safety rating equal to or above a threshold
Infrastructure	Percentage of distance driven over roads with a rating above an agreed threshold
Post-crash care	Time elapsed between the emergency call following a collision resulting in personal injury and the arrival at the scene of the collision of the emergency services

In order to support the progress of the measures of the road safety action plan, Transport Community with the support of the European Commission, FIA and World Bank created the Western Balkans Road Safety Observatory (WBRSo)<sup>4</sup>. The establishment of the Western Balkan Road Safety Observatory was announced on 5 July 2021 at the 4th Transport Community Ministerial Conference, held in Brdo pri Kranju, Slovenia.

<sup>2</sup> <https://www.transport-community.org/wp-content/uploads/2020/11/Road-Safety-Action-Plan.pdf>

<sup>3</sup> [https://www.europarl.europa.eu/doceo/document/TA-9-2021-0407\\_EN.html](https://www.europarl.europa.eu/doceo/document/TA-9-2021-0407_EN.html)

<sup>4</sup> <https://www.transport-community.org/wbrso/>

WBRSO is basically an IT platform aiming to offer a tailored solution, monitor road safety targets, and contribute to the improvement and harmonised road safety data in the region. Improved knowledge of road safety performance is a crucial element for the design of road safety strategies and measuring the progress towards reducing road casualties.

The ultimate goal in establishing WBRSO aims to offer a regional platform for the exchange of information and strategies, action plans and initiatives in road safety at a regional level and the collection of timely, objective and reliable information that effectively contributes to achieving a reduction in road traffic casualties. It will build knowledge on the improvement of the national crash data systems and harmonization of the data with CADAS protocol. One of the main goals of the WBRSO is to ensure road safety data in the regional partners reaches enough quality and breadth of coverage to facilitate a smooth transition into European Union's CARE database.

### **2.3. Objectives (Information about the expected benefits)**

The **general objective** of the project is to support road safety-related sustainable development goals and targets, by facilitating the implementation of the Road Safety Action Plan committed to by the regional partners.

The **specific objective** of this Technical Assistance will be to collect, and analyse a round of data and produce the results of surveys for KPIs on the Seat Belt and Child Restraint System. The outcome shall provide a solid basis for monitoring progress in joint road safety work at Western Balkans regional partners' level, as well as at the local level.

More specifically, the funding will assist regional partners' authorities in the collection and harmonised reporting of KPIs and contribute to building their capacity in this regard, whereas they have currently little or no experience in collecting KPIs. The action will also enable regional partners to exchange experience on the use of KPIs at the national/state level for policymaking and will be used to develop methodologies for possible target setting, in cooperation with the TCT Secretariat.

### **2.4. Other programs associated with this procurement of services**

N/A

### **2.5. Stakeholders**

Implementation of this Technical Assistance will require meetings and engagement of relevant institutions at the level of all the regional partners (i.e. Ministries of Transport, traffic police, and local authorities). Transport Community will steer and facilitate the communication between the Contractor and the Western Balkans regional partners through its nominated contacts of the Technical Committee on Road Safety and members of the Western Balkans Road Safety Observatory.

## **3. Description of the services**

### **3.1. Description of the present situation**

KPIs in Western Balkans are a well-known exercise in Serbia and in one of the entities constituting Bosnia and Herzegovina (Republika Srpska). Other regional partners have not yet started to collect any of the 8 EU KPIs, however, they foresee that as future actions in their new Road Safety Action Plans.

Given the fact that EU Baseline Project offered the methodology for collecting EU KPIs, the Transport Community secretariat recommends that the Western Balkans use the same methodology in order to reach a harmonised level of data and indicators.

Hence, TCT Secretariat is offering Technical Assistance for collecting KPIs on Seat Belt and Child Restraint Systems in the Western Balkans regional partners based on the Baseline Project.

### **3.2. General objective to which the services shall contribute**

The overall objective of the pilot project of which this contract will be a part is to contribute to the improvement of the road safety data in the region and their harmonisation. To define the gaps and provide evidence-based data to policymakers in order to reduce the number of serious injuries and road traffic deaths. The service has a direct link to the measure of the Road Safety Action Plan of the Transport Community named "Pilot Project on collecting (a least) on KPI in Western Balkans based on a harmonised (EU) Methodology".

### **3.3. Specific objective to which the services shall contribute**

The specific objective of this service contract is to support, update and enhance the Western Balkans Road Safety Observatory. Work will focus on compiling data and information and drafting a series of detailed reports on road safety. The WBRSO target audience is largely policymakers and road safety professionals at Western Balkans, national and local level although some WBRSO reports should also cater for the media and non-specialist audiences.

The services should cover all Western Balkans Regional Partners.

### **3.4. Services and activities to be performed**

The action will focus largely on collecting comparable and quality data for the current set of KPIs on Seat Belt and Child restraint Systems, as laid down in the Commission's Road Safety Policy Framework 2021-2030, though each indicator will be subject to review. The methodological guidelines for this KPI, as defined in Baseline, will be the basis and starting point.

For achieving the above-mentioned objectives, the Contractor is requested to perform the following activities/tasks:

1. Inception phase;
2. Project management and coordination (both at the regional level and at the regional partners' level), including drafting and issuing relevant reports;
3. Data collection work, including fieldwork/roadside surveys, where appropriate;
4. Data processing, analysis, calculation of KPIs and provision of datasets in a harmonised format;
5. Training of personnel involved in the data collection, data cleaning and data processing;
6. Dissemination and use of the results.

### **3.5. Expected results/outcomes following the performance of the services**

The period of performance of the contract is 7 months. During such time, the Contractor will produce a series of activities and road safety reports/publications as follows:

#### **a) Inception stage**

During the Inception Phase, a detailed review of the Terms of Reference requirements and related documentation (reports, existing data, data collection and processing methodology, key stakeholders, legislation, etc.) will be undertaken. This task will also include the development of a detailed work plan for the successful implementation of the project comprising all phases of the project implementation including the project management and coordination (both at the regional level and at the regional partners' level). The Contractor shall also (a) review and further develop its risk mitigation strategy, (b) issue the data collection strategy/detailed planning and (c) draft the Training Plan.

The overall duration of the inception phase shall not exceed 2 months, and the task will conclude with the delivery of the Inception Report.

**Delivery:** Inception Report

**Deadline:** Commencement plus 2 months

#### **b) Surveys, data collection, cleaning, and calculation of KPIs**

Upon establishing contact with the relevant stakeholders/data owners at the level of each regional partner, the Contractor will initiate the effective data collection process in line with the strategy and planning defined at inception stage and the applicable methodological approach (see point 5 below). This will also imply surveys/fieldwork, the costs of which are deemed fully included in the Contract's price. The Contractor should be fully aware that the level of data availability, knowledge and implication at the level of relevant stakeholders may vary significantly between regional partners and different/tailor-made approaches might be needed for each.

Upon carrying out the roadside surveys in all regional partners and data, the Contractor will have to do:

- The quality control of collected data. Quality control of the collected data shall be based on evaluating missing data, range of values and consistency as well as the validity of the data, biases, and reporting level.
- Calculation of KPIs: to create a database for the purpose of the project in order to easily clean, weigh and aggregate the data collected. Within this activity shall be developed the necessary metadata to be used for the comparison of KPIs values among Western Balkans regional partners.

**Delivery:**

- Progress Report on the processed data and KPIs calculations

**Deadline:** Commencement plus 5 months

### **c) Road Safety Thematic Report – Seat Belt and Child Restraint Systems**

Under this task, the Contractor shall prepare 7 thematic Road Safety Reports with regard to the collected data on the seat belt and child restraint systems use, as follows:

- one for the Western Balkans region;
- one for each Regional Partner of the Western Balkan.

**Delivery:** 7 Road Safety thematic reports

**Deadline:** Commencement plus 6 months

### **d) Road safety brochure**

A brochure with facts and figures for the Western Balkans region including separate facts and figures for each regional partner.

The brochure shall be digital (no hard copies), designed by the contractor and shall contain infographics. The Contractor shall work with Transport Community Secretariat and define together the final outcome of the brochure.

**Delivery:** Road safety brochure

**Deadline:** Commencement plus 6.5 months

### **e) Training and institutional support**

The scope of this task is to increase the capacity and knowledge of human resources in the Western Balkans Regional Partners in collecting, analysing and using the performance indicators, in this case, KPIs on Seat belt use and Child Restraint Systems

To this end, the Contractor will deliver the training sessions (for each Regional Partner). Training will take place before starting the surveys/fieldwork in each capital city in the region. The training sessions shall be part of the preparatory work for starting the roadside surveys/fieldwork.

**Delivery:** 6 training sessions and accompanying training protocols

**Deadline:** Before the start of the roadside surveys/fieldwork

Deliverables under **3.5 c) Road Safety Thematic Report – Seat Belt and Child Restraint Systems** and **3.5 d) Road safety brochure** will be used in the dissemination and use of results. The Contractor will advise and suggest to the Transport Community on the best ways how to use the results and take future measures/actions. The dissemination will be performed by Transport Community Secretariat in its Institutional Structures i.e. Steering Committee, Technical Committee on Road Safety, Western Balkans Road Safety Observatory. The results will be published in the Transport Community website and will be disseminated via Transport Community social networks.

### **3.6. Duties and responsibilities of the parties**

The Contractor shall be fully responsible for:

- ensuring resource planning in relation to the deliverables under the Contract and the estimated schedule for the performance of the contract, as presented in this document;
- fulfilling its obligations, in compliance with the best practices in the field, the relevant legal and contractual provisions, as well as with a full understanding of the complexity related to the successful execution of the Contract, so as to ensure the fulfilment of the established objectives, ensuring that the activities performed, and the obtained results are at the required quality parameters;
- ensuring the validity of all authorisations and certificates that might be required for the performance of the services (if the case);
- ensuring a certain degree of flexibility in the performance of services according to the objective needs of the Contracting Authority at any time during the course of the contract. This might include slight adaptations of the schedule of performing the services, to bring it in line with challenges on the ground.
- collaborating with the assigned staff of the Contracting Authority.

The Contracting Authority shall be responsible for:

- facilitating contacts with relevant stakeholders in all regional partners;
- taking over the deliverables and paying the contract price at the time and in the manner prescribed in the contract.

### **4. Assumptions and risks**

The Contracting Authority will facilitate the initial contact with relevant stakeholders. The Contractor will be responsible to continue the consultation process throughout the data collection process to ensure maximisation of the benefits for all parties. The Contractor should be well aware of the risk of low responsiveness and cooperation from some stakeholders and take appropriate mitigation measures.

### **5. Approach and methodology**

Collection of data with a harmonised method or protocol is foreseen as a must when aiming for the comparison with other countries (i.e. EU Member States). The Baseline Methodological Guidelines shall be considered for the estimation of the minimum required sample per regional partner. The contractor shall elaborate the proposal on the minimum requirements as follows:

1. Definition of correct use, no use, and misuse
2. Minimum sample size
3. Observation methods
4. Coverage of road types
5. Selection of locations
6. Methods for observations for different road types
7. Observation sessions
8. Other requirements and options to be considered



- a) Vehicle types and occupants to be considered
- b) Temporal requirements
- c) Optional breakdown by region ( where applicable)

**KPIs values to provide:** The main KPIs value to provide is the percentage of vehicle occupants using the restraints correctly across all times and all locations. At a minimum, the percentage of correct use of safety belts by passenger car front occupants, safety belts by passenger car rear occupants, and child restraint systems should be provided. The equivalent percentages in goods vehicles are desired. Results should also include the unweighted number of drivers the result is based on. A report should be submitted that describes the specificities of the methodology of the fieldwork and the statistical techniques used to weigh and analyse the results and calculate the KPIs.

An overview per each regional partner of the data collection method and conditions including time of the year when data was collected shall be provided.

## 6. Work plan for activities/services

No.	Activity	Description
1	Kick-Off Meeting (commencement + 30 days)	A kick-off meeting will take place in TCT Secretariat premises (or online), at the latest 30 days following the entry into force of the contract, in order to settle all the details of the work to be undertaken.
2	Inception Report (commencement + 2 months)	The contractor submits an inception report at the latest 2 months after the entry into force of the contract.
3	Progress Report (commencement + 5 months)	A first report showing the progress of the work and covering months 1 to month 5 including the appropriate deliverables shall be submitted to the TCT Secretariat at the latest 5 months after the entry into force of the contract.
5.	Road Safety Thematic Report – Seat Belt and Child Restraint Systems (commencement + 6 months)	Road Safety Reports with regard to the collected data on the seat belt and child restraint systems use, as follows: - One for the Western Balkans region - One for each regional partner of the Western Balkan
6.	Road Safety brochure (commencement + 6.5 months)	A brochure with facts and figures for the Western Balkans region including separate facts and figures for each regional partner.
7	Final Report commencement + 6.5 months	A final report showing the progress of the work and covering month 1 to month 6.5 shall be submitted to the TCT Secretariat at the latest 6.5 months after the entry into force of the first contract.

## 7. Approval of deliverables

Contracting Authority’s feedback shall be submitted within 14 days upon receipt of the draft version of a deliverable and may take one of the following forms:

- a. Unconditioned approval;

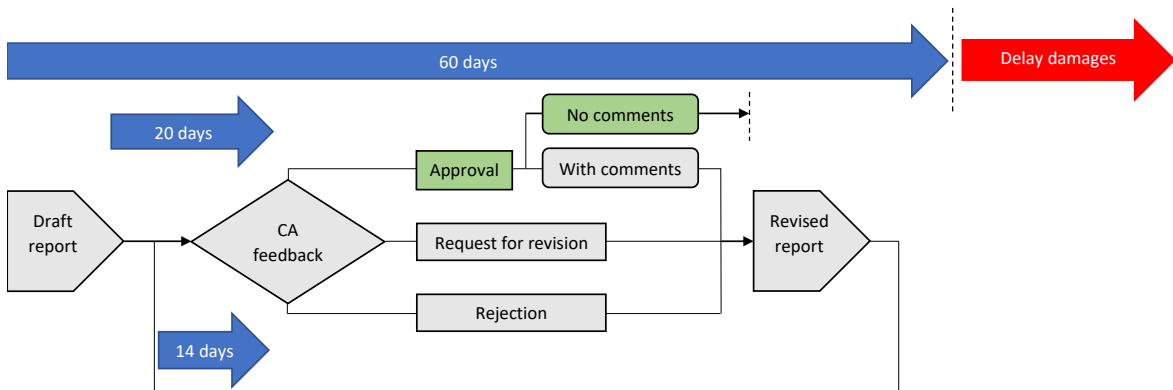
- b. Approval with comments;
- c. Request for revision (in case the deliverable needs quality and/or content improvement);
- d. Rejection (in case the minimum contractual requirements on the deliverable’s content and quality are not met).

In cases listed at points b, c and d above Contracting Authority’s decision shall be accompanied by a list of comments that the Contractor will have to consider when preparing a revised version of the deliverable. The Contractor shall submit the revised version as soon as practically possible, and the Contracting Authority shall provide its feedback within 14 days from such submission.

Notwithstanding the Contracting Authority’s entitlement to reject or request a revision of a deliverable until its feedback is properly addressed, failure of the Contractor to have its reports approved within 40 days from the initial submission would trigger delay damages applicable, starting from the first day following such deadline.

Contracting Authority’s failure to send feedback within the time limits set under this article would result in the reports being deemed approved starting from the day following the date such feedback was due.

The typical sequence of report approval events is presented graphically below:



**8. Place and duration of activities/services**

**8.1. Place and duration of activities/services**

The contractor shall perform the surveys on the field. The initial meeting with the stakeholders shall be performed in each Regional Partners premises while other meetings with them can be held online. Other services will be performed at the Contractor’s premises.

**8.2. Commencement date and completion date for the execution of the services or the Time/Period for Completion of the Services**

The period of performance of the Contract is 7 months. Subject to the procurement procedure being concluded on time, the **indicative** month for contract commencement is July 2023.

Fieldwork for the collection of KPIs on seat belts and Child Restraint Systems shall be carried out preferably in early Autumn 2023, in September and October. November shall be considered only if the Contractor will not be able to cover all the locations in the region within 2 months. A detailed/updated schedule of surveys shall be included in the Inception Report.

## **9. Staff**

The team should include experts of sufficient qualification and capacity to perform in a timely manner all the obligations of the Contractor described in this Technical Specifications throughout the term of the contract.

The team delivering the services should include, as a minimum, the profiles provided under Annex 1 - Instruction to Tenderers.

Experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract including minimum requirements with regard to qualification and skills, specific professional and project related experience are provided below:

- Team Leader/Project Manager: At least 7 years' experience in project management, including overseeing project delivery and quality control of delivered service on a similar position (Team Leader/Project Manager or equivalent), in two projects of a similar size and scope of work with experience in the management of a team of at least 3 people.
- Expert(s) in road safety: minimum 5 years of general professional experience in road safety data management and specific professional experience with a minimum of 3 years within similar in scope of work of to this project.
- Expert(s) in statistical analysis: minimum general 5 years of professional experience in road safety data management and specific professional experience with a minimum of 3 years within a similar scope of work to this project.

The Contractor is responsible to select, hire and/or use any other experts whose inputs might prove necessary for the proper delivery of services without seeking Contracting Authority's prior approval in this regard.

The costs for other experts, backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

## **10. Meetings and phone conferences**

The Contractor is expected to participate in the following meetings and phone conferences:

- Kick-off meeting at the latest 30 days following the commencement of the contract (in person);
- Kick-off meetings with each regional partner (in person);

- Ad-hoc and/or regular progress review meetings with the Contracting Authority's personnel for ensuring proper management and monitoring of the services delivery (in person or online).

Meetings will be held virtually or in TCT Secretariat Premises in Belgrade.

The Contractor shall provide minutes for each meeting or conference call. The minutes should be drafted by the Contractor within 3 working days following the meeting or call and need to be agreed among the participants.