

Terms of reference for the engagement of

Locally contracted expert – Adviser to support Transport Community Secretariat in the implementation of WBRRU Phase II and Clean Bus Platform projects

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 to 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 with the EU.

The organisation was founded with a Treaty¹ Establishing the Transport Community, signed on 9 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 fields 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 based on 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. For this purpose,

* 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>



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this Treaty sets out the rules applicable between the Contracting Parties under the conditions set out hereinafter. These rules include the provisions laid down by the acts specified in Annex I².

Phase II of the Western Balkans Register of Road Transport Undertakings (WBRRU) was required to move from preparatory work to the full implementation and operationalisation of a regional, ERRU-compliant system, including the Permit Exchange Module. While Phase I delivered the conceptual framework, legal gap analysis, and technical specifications, the region now faces the challenge of deploying, integrating, and operating the system at both national and regional levels, in line with the EU acquis on access to the road haulage profession, electronic national registers, and interoperability through ERRU.

Implementation across the Western Balkans remains uneven, with varying levels of national register maturity, resulting in fragmented data, limited cross-border enforcement, and increased administrative burdens. In response, the Transport Community's Regional Steering Committee has mandated the establishment of WBRRU as a regional interoperability platform to interconnect national registers and manage international permits as a transitional mechanism towards market liberalisation. **Western Balkans Register of Road Transport Undertakings (WBRRU) Phase II** aims to deliver a fully functional, secure, and interoperable system enabling compliance with EU standards and independent operation by Regional partners, thereby necessitating dedicated technical advisory support during implementation. More information on this project can be found at:

<https://www.transport-community.org/tenders/closed-tenders/completed-tenders/setting-up-the-western-balkans-electronic-register-of-road-undertakings-wbrru/>

Europe's revised TEN-T Regulation (2024) places new emphasis on urban nodes as catalysts for clean, digital and multimodal mobility. Articles 41–42 require urban nodes to prepare Sustainable Urban Mobility Plans (SUMP) consistent with TEN-T corridor objectives and ensure zero-emission urban fleets and intermodal connectivity by 2030/2040. For the Western Balkans, integrating these obligations into national and municipal planning is essential for alignment with the European Green Deal, the Fit-for-55 Package, and the Alternative Fuels Infrastructure Regulation (AFIR – EU 2023/1804). **The Clean Bus and Fleet Platform**, endorsed by Ministers through the Green Mobility Summit Declaration (2024), operationalises these principles regionally. However, the region lacks a unified digital environment to collect, visualise and manage data on

² <https://www.transport-community.org/wp-content/uploads/2024/07/annex-1.pdf>



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clean-fleet transition, alternative-fuel infrastructure, and SUMP implementation. Hence, the **Clean Bus / SUMP Platform** will serve as the regional digital observatory and collaboration hub for zero-emission mobility and urban-node readiness according to clean bus platform declaration.

Both above-mentioned projects started in January 2026 and will soon enter into the critical **design and implementation phases**, requiring advanced technical coordination between policy objectives, business processes, system architecture, interoperability requirements, and external EU-level digital platforms. More information on this project can be found at:

<https://www.transport-community.org/tenders/closed-tenders/completed-tenders/developing-clean-bus-platform-2/>

2. Description of the assignment

In the context of the implementation of the Transport Community Secretariat's 2025 Work Programme, the Transport Community Secretariat is implementing two strategically important digital initiatives: Establishment of the Western Balkans Register of Road Undertakings (WBRRU Phase II) and the Clean Bus/SUMP Platform. Both projects will soon enter into the design and deployment phases and require close technical knowledge to ensure alignment with EU regulatory frameworks, interoperability standards, and policy objectives.

Given the complexity of the underlying system architectures, the need for secure and reliable data exchange between national and regional systems, and the associated EU reporting and monitoring obligations, the Secretariat requires targeted technical support to oversee system design and implementation, review technical deliverables, validate interoperability and data models, and proactively identify and mitigate technical, operational, and regulatory risks throughout the implementation phase

To address these needs, the Secretariat intends to engage a **Locally Contracted Expert** to provide targeted technical advisory support throughout the implementation of both projects.

The **overall objective** of this assignment is to provide specialised technical advisory support to the Transport Community Secretariat (TCS) for the successful design, implementation, testing, and operationalisation of WBRRU Phase II and the Clean Bus/SUMP Platform, ensuring compliance with relevant EU regulatory frameworks, technical interoperability requirements, and policy objectives.



The **specific objectives** are to:

- Provide hands-on technical support to ensure the correct and timely implementation of WBRRU Phase II and the deployment of the permit's module.
- Ensure technical coherence and interoperability between WBRRU, national systems, and relevant EU-level platforms.
- Support the design and rollout of the Clean Bus/SUMP Platform, ensuring that data models, reporting logic, and system functionalities meet policy and user needs.
- Review, assess, and validate contractor deliverables to ensure they meet agreed technical, functional, and quality requirements.
- Support system testing, validation, and acceptance, identifying issues early and proposing corrective actions.

3. Scope of work

The expert will work under the supervision of the **Transport Community Secretariat** (the end beneficiary), in close coordination with other relevant stakeholders, as applicable. The assignment will consist of the following tasks:

Task 1: Western Balkans Register of Road Undertakings (WBRRU) Phase II (indicatively 25 days)

- Review/advise on system architecture and functional design in line with the EU ERRU legal and technical framework.
- Review/advise on system architecture and functional design of the permits module, including workflows, data models, and user roles.
- Advice during the system testing, validation, and acceptance procedures.

Task 2: Clean Bus / SUMP Platform (indicatively 15 days)

- Review/advise the design of the platform's data structure and system architecture, reporting logic, and analytics framework, including environmental and operational indicators.
- Review and assess contractor deliverables against policy objectives, functional requirements, and quality standards.

- Advice during testing, validation, and acceptance of the platform prior to operationalisation

The total number of engagement days shall be 40. The distribution of the days between the tasks is indicative and could be rearranged in agreement with the Contracting authority.

4. Deliverables

The expected deliverables are:

1) WBRRU Phase II and Permit Module - Design Review Report

Review and provide advice on system architecture and functional design of WBRRU Phase II including the Permit Module.

Timeline: The report shall be submitted within two weeks of receipt of the documents for review by the Transport Community Secretariat.

2) Clean Bus / SUMP Platform - Design Review Report

Review and provide advice on design of the platform's data structure, system architecture, reporting logic, and analytics framework, including environmental and operational indicators.

Timeline: The report shall be submitted within two weeks of receipt of the documents for review by the Transport Community Secretariat.

3) Advice during testing and acceptance

The review of the staging environment and the provision of written advice shall be carried out throughout the system testing, validation, and acceptance procedures of WBRRU Phase II, including the permit module and the Clean Bus/SUMP Platform, and shall be completed prior to final acceptance.

5. Qualifications and exclusion criteria

- a) A university degree (minimum 4 years) in Information Technology, Computer Science, Transport Engineering, or a closely related field is required.
- b) Candidates shall be excluded from participation if they have a conflict of interest with the contractors implementing WBRRU Phase I & II or the Clean Bus/SUMP Platform service contracts.



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c) Any professional working in the end-beneficiary institution is ineligible to apply.

6. Work experience

- a) A minimum of **six (6) years of professional experience** in the design or implementation of digital information systems, preferably in the transport, mobility, or infrastructure sectors.
- b) Proven experience working on complex IT or digital platform projects, including system architecture, data management and reporting frameworks.
- c) Experience in interoperability and data exchange between national systems or at EU-level or international platforms is an advantage.
- d) Experience in working in the Western Balkan environment or EU / EU pre-accession countries.

Reference letters/contracts confirming the professional experience should be included in the Technical Offer.

7. Languages

The working language is English.

8. Timing and Location

The assignment foresees work from home/online or if needs arise in the premises of Transport Community Secretariat in Belgrade. The assignment is expected to start in April 2026.

9. Remunerations

The assignment foresees up to 320 working hours or 40 working days of engagement for the expert with a maximum value of EUR 10,000. The payment will be made in two instalments as per the following schedule:

- 1st instalment after completion of the Design Review Report for both platforms
- 2nd instalment after completion of deliverable 3

Each deliverable will be subject to quality control and approval by the TCT Secretariat prior to payment.

Payment will be processed upon submission of all documents as stipulated in the contract

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



10. Financial Offer

The 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 a maximum of 20 points.

11. Selection and Award criteria

Selection will be done based on work experience.

Work experience	Minimum score	Maximum score
A minimum of six (6) years of professional experience in the design or development, or implementation of digital information systems, preferably in the transport, mobility, or infrastructure sectors.	20, for at least six (6) years of professional experience. Every additional year, the score will be 5 points up to the maximum score.	30
Proven experience working on complex IT or digital platform projects, including system architecture, data management and reporting frameworks.	10 for at least one (1) reference activity conducted in complex IT or digital platform projects, including system architecture, data management and reporting frameworks Every additional reference will be scored 5 points up to the maximum score.	20
Experience in interoperability and data exchange between national systems or at EU-level or international platforms	10	20

Experience in working in the Western Balkan environment or EU / EU pre-accession countries	10	10
Total	50	80

The abovementioned work experience will be scored based on the information provided in the CV and the reference letters as per point 6) of this ToR.

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

The offer with the highest score, combining work experience and offered price, will be proposed for the assignment, and the contract shall be signed.

No subcontracting is allowed for the assignment.

Ranking of tenders

The contract will be awarded to the most economically advantageous tender, i.e. the tender offering the best price-quality ratio determined in accordance with the formula below. A weight of 80/20 is given to quality and price.

Score for tender X	=	cheapest price	*	100	*	20%	+	total quality score (out of 100) for all award criteria of tender X	*	80%

		price of tender X								

