Standard Terms of Reference

i RAP
INTERNATIONAL ROAD ASSESSMENT PROGRAMME

About iRAP

The International Road Assessment Programme (iRAP) is a registered charity dedicated to saving lives through safer roads.

We provide tools and training to help countries make roads safe. Our activities include:

- inspect high-risk roads and develop Star Ratings and Safer Roads Investment Plans

- provide training, technology and support that will build and sustain national, regional and local capability

- track road safety performance so that funding agencies can assess the benefits of their investments.

The programme is the umbrella organisation for EuroRAP, AusRAP, usRAP, KiwiRAP and ChinaRAP. Road Assessment Programmes (RAP) are now active in more than 70 countries throughout Europe, Asia Pacific, North, Central and South America, the Middle East and Africa.

iRAP is financially supported by the FIA Foundation for the Automobile and Society and the Road Safety Fund. Projects receive support from the Global Road Safety Facility, automobile associations, regional development banks and donors.

National governments, automobile clubs and associations, charities, the motor industry and institutions such as the European Commission also support RAPs in the developed world and encourage the transfer of research and technology to iRAP. In addition, many individuals donate their time and expertise to support iRAP.

For more information

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To find out more about the programme, visit www.irap.org.
You can also subscribe to 'WrapUp', the iRAP e-newsletter, by sending a message to icanhelp@irap.org.

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Purpose

This standard Terms of Reference (TOR) is designed to assist those who want to undertake or procure iRAP-specification activities. It can be used as the basis of a project plan and/or in the process of engaging consultants to deliver services.

How to use this document

The Standard TOR is provided in the following section. Use this text to create your own TOR.

Text in *RED* is advice. Delete this text before finalising your TOR.

Other text has been provided as an example of text that can be used. Unless otherwise instructed, this text maybe adjusted to suit the specific project. For example:

- If you wish to engage a consultant to undertake a road survey and road attribute coding, then you would delete the dot points in the Scope of Work section that relate to Supporting data collection, upload file, Star Rating and Safer Roads Investment Plans (SRIP), Risk Mapping and quality assurance.

- If you wish to engage a consultant to undertake quality assurance checks of road survey and road attribute coding data, then you would delete all the dot points in the Scope of Work section except the one about quality assurance. In the quality assurance dot point, you would also delete reference to checks of supporting data collection, upload file, Star Rating and Safer Roads Investment Plan (SRIP) and Risk Mapping.

- If you wish to engage a consultant to undertake Star Ratings of road designs, then you would use the dot points in the Scope of Work section that relate to road coding, Star Rating and Safer Roads Investment Plans (SRIP), supporting data collection and Star Rating and Safer Roads Investment Plans (SRIP). You might also require road surveys (of existing roads) to be undertaken.

iRAP Project Terms of Reference

Insert project reference details, date as necessary.

Project Background

Insert text as necessary.

The following paragraph should not be deleted.

Suppliers undertaking iRAP-specification tasks play an important role in ensuring transparency and understanding of the analysis, assumptions and use of the results. Any project activities in *Country Name* should be undertaken in consultation with existing iRAP programme partners. Details of the existing programme, including contact details of the programme leader, are available at http://irap.org/about-irap/about-us.

For the purpose of this project, key stakeholders are:

- *Example stakeholders:*
- Government road agency/authority.
- Ministry of Transport.
- FIA-affiliated automobile associations.
- Non-government organisations.
- Institutes with a road safety focus.
- Universities.

Project Objectives

Insert text as necessary.

Scope of Work

Insert text / delete text / adjust example text as necessary. For example, you could specify particular meetings or training that the Supplier must lead or take part in.

The scope of work for this project is as follows:

- Road survey: complete a survey of the roads defined in the Schedule of Roads as specified in the *Star Ratings and Investment Plans: Road Survey and Coding Specification* (available at: http://irap.org/about-irap-3/specifications).
- Road attribute coding: record road attribute data (commonly referred to as coding) for the roads defined in the Schedule of Roads as specified in the *Star Ratings and Investment Plans: Road Survey and Coding Specification* (available at: http://irap.org/about-irap-3/specifications).
- Supporting data collection: collect, collate and utilise supporting data for the roads defined in the Schedule of Roads as specified in the *Star Ratings and Investment Plans: Data Analysis and Reporting Specification* and the *Supporting Data Template* (available at: http://irap.org/about-irap-3/specifications).

- Upload file: compile the road attribute coding and supporting data into an upload file as specified in the *Star Ratings and Investment plans: Upload File Specification* (available at: http://irap.org/about-irap-3/specifications).

- Star Rating and Safer Roads Investment Plans (SRIP): conduct analyses and prepare reports for the roads defined in the Schedule of Roads as specified in the *Star Ratings and Investment Plans: Data Analysis and Reporting Specification* (available at: http://irap.org/about-irap-3/specifications).

- Risk Mapping: conduct analyses and prepare crash rate Risk Maps for the roads defined in the Schedule of Roads as specified in the *RAP Road Risk Mapping Manual: Technical Specification, RAP Road Risk Mapping Manual: Design Specification*, and *RAP Road Risk Mapping Template* (available at: http://irap.org/about-irap-3/specifications).

- Quality assurance: undertake quality reviews of the road survey, road attribute coding, supporting data collection, upload file, Star Rating and Safer Roads Investment Plan (SRIP) and Risk Mapping data as described in the *Star Rating and Safer Roads Investment Plan Quality Assurance Guide* (available at: http://irap.org/about-irap-3/specifications).

- Stakeholder engagement: undertake activities such as:
  - o participation in meetings with political leaders and senior stakeholder staff to discuss the project objectives, background and results
  - o attendance at public events, such as a 'launch' of results
  - o participation in Steering Committee and Technical Working Group meetings
  - o responding to adhoc queries about the project activities from stakeholders.

- Training: provision of training for key stakeholders, consistent with iRAP specifications, manuals and guides (available at: http://irap.org/about-irap-3/specifications and http://capacity.irap.org/training/rap-courses). *Specify what type of training is required (eg road surveys, coding, using iRAP results etc…)*

Schedule of Roads

Insert text / adjust example text as necessary.

The table below details the roads to be assessed. The exact distances (or chainages) and length will be confirmed prior to commencement of activities**.**

Table 1   Roads to be assessed

State/Province	District	Road Name	Link ID	Start Point	End Point	Length (km)

Deliverables

Insert text / adjust example text as necessary.

In addition to the standard deliverables required in the specifications cited in the Scope of Work, the following deliverables are required:

- An inception report that sets out: a work plan; key milestones; and a health and safety plan.
- A brief weekly email summarizing activities undertaken during the previous week.

Timing

Insert text / adjust example text as necessary.

The table below details the key milestones for the project. The exact timing will be confirmed prior to commencement of the project**.**

Table 2   Schedule

Task	Completion date
Road survey	*Survey times can vary significantly depending road length and location. As a guide, a survey covering rural and urban roads might average 100km to 200km per day.*
Road attribute coding	*As a guide, an experienced coder can code around 20km of rural roads per day and less than 10km of urban roads per day. Normally, coding is conducted by a team of coders.*
Quality assurance	*The time required for quality assurance depends on the number of tasks being checked (eg road survey, road attribute coding etc…). As a guide, quality assurance checks are normally undertaken during and immediately after the corresponding task, and require 1-2 days for each task.*
Supporting data collection	*As a guide, this process is often undertaken at the same time as the road survey and road attribute coding.*
Upload file	*As a guide, this task often requires 1-2 days.*
Star Rating and Safer Roads Investment Plans (SRIP)	*As a guide, between 1 and 4 weeks is often required for this task.*
Risk Mapping	*This task is highly dependent on the length of road to be assessed and the availability of data. As a guide, 3 months is often required for this task.*

Inputs to be Provided by the Client

The Client will provide:

- iRAP specifications and guides (available at: http://irap.org/about-irap-3/specifications).
- *Insert text / adjust example text as necessary.*