

TERMS OF REFERENCE

Contract			
Project	Kyrgyz Republic: CAREC Transport Corridors 1 and 3 Connector Road Project		
Expertise	Senior Procurement Specialist		
Source	National	Category	Independent Consultant
<p>Objective/Purpose of the Assignment:</p> <p>The key objective of the assignment is to facilitate proper operation and supervise timely accomplishment of procurement tasks of the Investment Projects Implementation Group (IPIG) procurement sector in implementation of the CAREC Transport Corridors 1 and 3 Connector Road Project, and other projects funded by the Asian Development Bank (ADB) (listed below) implemented by the IPIG under general supervision of the IPIG Director and the management of the Ministry of Transport and Roads (MOTR) of the Kyrgyz Republic.</p> <ol style="list-style-type: none"> 1. CAREC Corridor 3 (Bishkek-Osh Road) Improvement Project, Phase 4; 2. CAREC Corridors 1 and 3 Connector Road Project, Phase II, Additional Financing; 3. CAREC Corridor 3 (Bishkek–Osh Road) Reconstruction Project, Phase 4. Financial Agreement between Kyrgyz Republic and Eurasian Development Bank. <p>Scope of services and responsibilities</p> <ol style="list-style-type: none"> 1. Monitoring of the activities of procurement specialists and procurement assistants. 2. Preparation and administration of all procurement activities under ongoing investment projects funded by ADB, including procurement of consultancy services, civil works, equipment, contractor's services, goods and materials in accordance with conditions of respective financial agreements with ADB; 3. Preparation of procurement reports in cooperation with the Consultant Engineer to the Government of the Kyrgyz Republic, ADB, and the Ministry of Finance of the Kyrgyz Republic; 4. Development and preparation of procurement plans for projects under implementation and regular updating to reflect any changes, monitoring of the procurement plan implementation for all projects under implementation; 5. Preparation and publication of Invitations for bid and Expressions of Interest and other documents related to invitations for bid; 6. Safekeeping of prequalification, tender documents, minutes of tender committee meetings, contracts, financial and audit reporting, and other documentation related to project implementation, keeping register and its systematization; 7. Organization and administration of tenders on procurement of equipment, goods, and services to ensure IPIG operation; 8. Organization and administration of international tenders under investment projects, which involves, among other things, the following functions: <ul style="list-style-type: none"> • evaluation of technical and financial proposals of bidders; • jointly with the consultants, development of prequalification and tender documents for contractors, consultants, and audit companies; • notification, invitation of organizations and companies participating in investment projects; participation in meetings for contracts finalization and signing; and • keeping of the minutes of tender committee meetings; 			

9. Monitoring of the project budget together with the financial sector;
10. Monitoring and analysis of contracts and agreements for compliance with ADB requirements and Kyrgyz legislation;
11. Preparation and development of draft amendments and additions to contracts within the framework of implemented projects;
12. Organization and delivery of short-term seminars for tender committees members, IPIG staff and other involved parties on procurement issues under projects;
13. Preparation of analytical materials based on the results of tenders, organization of publication and disclosure of information in cooperation with the public relations specialist.
14. Maintaining a clear and accurate file and information system on procurement and ensuring access to information in case of an urgent need;
15. General administration of concluded contracts for projects, as well as participation in the development of projects implementation annual programs, monitoring of timely contract execution, monitoring of the contract budget execution, monitoring of the proper contract implementation;
16. Control and review of calculation and payment of cost adjustments for all types of contracts within the framework of implemented projects;
17. Development of internal guidelines for proper compliance with ADB procurement rules and procedures in ADB-funded projects implemented by the IPIG;
18. Development of Terms of Reference, specifications, requirements of the MOTR as part of the bidding and tender process;
19. Provide inputs when requested on the monthly and quarterly progress reports, and project completion reports;
20. Assist ADB in review missions, project completion mission, or any other special administration missions;
21. Performing other official commissions of the IPIG Director and MOTR management.

Output/Reporting Requirements:

1. Preparation and updating of procurement plans for projects under implementation - every six months;
2. Procurement report - within 20 days after the contract conclusion date;
3. Quarterly procurement report (including information on works performed and planned for the next quarter, detailed description of existing delays, if any, and proposals to address existing problems);
4. Report on complaints and claims in case of receipt;
5. Summary report on the short-term seminar for Tender Committee members - for newly established Tender Committees, within one week after the establishment, for the operating TCs - not less than once in six months.
6. Procurement Specialists Performance Report and recommendations for modifications to TORs.
7. Preparation of analyses on ongoing and completed procurements, recommendations for improvement of the existing system for external publication, as required, but not less than once every six months.
8. Senior Procurement Specialist should ensure timely following of deadlines set out in PAI 2.05 and 3.04

Placed under the responsibility of:

Senior Procurement Specialist shall report to the IPIG Director and MOTR management.

Qualification Requirements

- Higher education in Business Administration, Economics, Law or Technical studies (such as Civil Engineering), additional trainings/certificates in procurement; Master's degree in similar fields is preferred
- At least 7 years of experience in procurement and contract management, 5 years in ADB or other projects funded by multilateral development banks, out of them at least 3 years on senior or management positions;

- Practical experience of procurement and administration (minimum 3 projects) of large civil works (above \$10 millions) and consultancy contracts (above \$1 million);
- Experience of work as a procurement specialist in ADB projects is preferred;
- Fluency of Kyrgyz, Russian and English languages, good communication skills.
- Knowledge of the legislation of the Kyrgyz Republic "On public procurement" (availability of certificate) and knowledge of procurement procedures of multilateral development banks (availability of certificate).
- Good working skills with Microsoft Windows office applications.

Places of Assignment:	Days/Months	Estimated Dates
Principal place of services is the IPIG office at the Ministry of Transport and Roads of the Kyrgyz Republic.	6 (six) months, with the possibility of further extension The trial period is 3 months.	Commencement of Services is scheduled to _____20 subject to approval of the ADB. The contract is effective till _____20.
TOTAL CONTRACT PERIOD (state if Intermittent)	-	-