

Terms of Reference

Contract			
Project	Loan 3432/Grant 0496: Connecting road project, CAREC Corridor 1 and 3		
Position	Project monitoring and public relations specialist		
Source	Local	Category	Independent individual consultant

Objective/Purpose of the Task:

The main task of the project monitoring and public relations specialist is to conduct monitoring and evaluation during the implementation of the Projects financed by ADB, as well as other projects implemented by IPIG. Ensure open, authoritative and timely media coverage of the activities of IPIG in project implementation. Participation in the development of programs and other works in the implementation and coverage of ADB projects' components including the road safety component according to the ADB requirements, in particular in accordance with the Public Communications Policy (PCP), as well as other projects and initiatives implemented by IPIG and financed by ADB.

Placed under the responsibility of:

ADB IPIG Director and Coordinator.

Scope of work:

- Preparation of project monitoring plans (including safeguards and road safety);
- Development of project indicators, monitoring and evaluation of goals and objectives achieved;
- Participation in the preparation of monthly, quarterly, semi-annual and annual narrative reports related to project implementation (including safeguard and road safety).
- Monitoring of project reports within the framework of existing contracts with consulting companies;
- Monitoring of institutional components of projects, as well as their evaluation in accordance with the goals and objectives;
- Evaluation of technical and financial progress, covering the operational, technical, financial, social and environmental management aspects of the Project with respect to the initial objectives set out in the international financial agreements;
- Determination of the success of the IPIG in achieving its goals and objectives, and the level of its impact on the social environment and potential of the beneficiary;
- Provide regular information to the IPIG management and other stakeholders on project implementation and results (in Russian or Kyrgyz);
- Work with the Ministry of Transport and Roads departments on project activities;
- Development of proposals for a communication plan. The communications plan should include the types of media to be used, information dissemination costs, conflict resolution schemes and mechanisms to ensure monitoring of communication effectiveness. The plan is subject to approval by the IPIG Director, Coordinator, and the MOTR management.
- Determination of problems and identification of obstacles in the project implementation (grievances received through GRM need to be carefully analyzed to obtain information on the problems);
- Carrying out various PR-campaigns and activities to ensure timely and full coverage of project implementation activities of MOTR and IPIG, and development of a PR strategy for covering the implementation of investment projects financed by ADB;
- Analysis of the effectiveness of the conducted PR campaigns and development of strategies for further improving the effects of the campaigns run, coordination of the contractor's activities taking into account the suggestions of local communities;
- Participation in the development and implementation of road safety programs/companies, interaction with all involved parties, and ensuring monitoring of the implementation of tasks under this activity;
- Preparation of press releases, press conferences, articles, promotional and informational materials, preparation of the content for information sites on coverage of key points in the projects implementation (in Russian or Kyrgyz);
- Assist in organizing and coordinating workshops, conferences, and press tours;
- Coordination and control over the publication of various brochures and information sheets during the implementation of projects (in Russian and Kyrgyz);
- Monitoring and analysis of publications in the local press regarding the projects, and preparation of clarification articles in response to criticisms if necessary (in Russian or Kyrgyz);
- Maintaining and providing information support for the MOTR KR, ADB IPIG official website and ensuring necessary documents are disclosed in a timely manner (in Russian or Kyrgyz);
- Assist safeguards teams in organizing public consultations and other related public

communications activities conducted in ADB-financed projects in accordance with ADB Access to information Policy 2018 which became effective since January 1, 2019;

- Preparation of project information reports for ADB, MOTR KR, and government bodies in Russian and Kyrgyz languages, and
- Execution of other work assignments of the IPIG Director and Coordinators.

Reporting requirements

It is expected that the Project Monitoring and Public Relations Specialist will prepare and submit to IPIG the following deliverables: preparation of project monitoring plans (including safety reports, monitoring of project reports for assessment of achieved goals and objectives, development of project indicators) within the framework of existing contracts with consulting companies, as well as monitoring of institutional components of projects; communication plans; press releases (electronic and print media); news (electronic and print media); ad-hoc articles (printed media); maintaining the Company's website; reports on organization of round tables; reports on organization of conferences; presentations; reports on organization of social events; information materials (booklets, brochures).

Background and experience:

- Higher education in humanities and social sciences (journalism, advertising, marketing, psychology and sociology), economics;
- Minimum three years of work experience in international organizations and/or organizations financed by international investment institutions, or minimum three years of work experience in press services of government agencies (preferably);
- Excellent skills in preparing and organizing public relations campaigns, media planning, establishing relationships with the population, working with NGOs;
- Excellent knowledge and practical skills in monitoring and preparation of analytical documentation;
- Excellent verbal and written communication skills in English and fluency in Russian and Kyrgyz;
- Good computer skills, knowledge of all Microsoft Office applications.

Place of performance of work:	Days/months	Date
The main place of performance of services is the office of the IPIG in the Ministry of Transport and Roads of the Kyrgyz Republic with periodic visits to construction sites, if necessary.		The services are scheduled to begin on April 1, 2019 subject to the approval of ADB. The contract is valid until June 30, 2019 with the possibility of extension, in case of a positive result of the specialist's work