

**TERMS OF REFERENCE**

<b>Contract</b>	CAREC 1&3/CS-IC-RG - ___ - 2022		
<b>Project</b>	Kyrgyz Republic: CAREC Corridors 1 and 3 Connector Road Project		
<b>Competence</b>	Institutional Development Specialist		
<b>Source</b>	National	<b>Category</b>	Independent individual consultant
<p><b>Objective/Purpose of Assignment:</b> Development of interaction system between entities in the road maintenance system aimed at ensuring the efficient operation of the system as a whole, development of new business processes aimed at ensuring effective decisions are made.</p> <p><b>Scope of work:</b></p> <ul style="list-style-type: none"> <li>— Conduct an analysis of the existing system of work and interaction between the Road Maintenance Department, Road Fund, SE "Kyrgyzavtozhodoru", MOTC KR (hereinafter entities);</li> <li>— Develop internal instructions for the implementation and performance of functions provided for by the provisions on the establishment of organizations, the development of management schemes, a proposal for the organization and formation of operations with the separation of responsibilities and ensuring proper interaction with related organizations;</li> <li>— Conduct a study aimed at the possibility of more effective interaction of entities in the road sector;</li> <li>— Develop and prepare functional responsibilities and distribute responsibilities between departments and units in organizations to ensure the effective operation of the system as a whole;</li> <li>— Prepare a scheme for managing and performing operations in each individual organization, taking into account the need for interaction and distribution of responsibility between entities.</li> <li>— Organize and deliver two workshops on interaction in the new management system;</li> <li>— If necessary, preparation of documents on amendments to existing Laws, legal acts and other regulatory documents;</li> <li>— The consultant should coordinate and work closely with the RAMS-2 consultant on all matters related to this assignment;</li> <li>— Assistance in the preparation and implementation of PPP projects;</li> <li>— Carry out other tasks for the successful completion of work.</li> </ul> <p><b>Deliverables:</b></p> <ol style="list-style-type: none"> <li>1. Internal instructions and regulations for the work of departments and units;</li> <li>2. Schemes of interaction with the distribution of responsibility and the sequence of functions and the indication of departments and units of organizations;</li> <li>3. Schemes of management and interaction of departments and units in organizations with an indication of functional responsibility.</li> <li>4. Conduct two workshops (on organization of interaction in the new management scheme);</li> </ol> <p><b>Reporting requirements:</b>  <b>Initial report</b> - After three weeks a work schedule is to be submitted; (every month information on execution is to be submitted);  <b>Monthly progress reports</b> of the team are to be submitted the supervising Deputy Minister (or Minister).  <b>Completion report</b> - comprehensive and complete information on the tasks performed and the results achieved with recommendations for further activities in relation to the developed and adopted documents.</p>			
<b>Location of the assignment:</b>	<b>Days/months</b>	<b>Dates</b>	
The main location for service delivery is the ADB PIU Office	Contract term is 12 months with an input of 9 months;	Services are scheduled to start on ___ October 2022, subject to ADB approval.	

at MOTC KR with periodic visits to construction sites as needed.		The contract is valid until ___ October 2023.
Contract period (specify if intermittent)	intermittent	-

**Qualification requirements:**

- Higher education in Public Administration, Law, Economics and/or Management, Master's degree in Business Administration (MBA) is an advantage.
- At least 4 years of experience as a manager in the field of public administration.
- Experience and involvement in the implementation of PPP projects is an advantage
- Experience in projects financed by international financial institutions is an advantage.
- Knowledge of the state and official languages at a level sufficient to complete the assignment.
- Experience in the development of regulatory legal acts. Knowledge of the system of public administration and budget financing.