

## **Ministry of Transport and Communications of the Kyrgyz Republic**

### **Third phase of Central Asia Road Links Project, financed by World Bank**

#### **Communication/monitoring and evaluation Coordinator, WB PIU**

### **TERMS of REFERENCE**

#### **Background**

1. The Central Asia Regional Links (CARs) program is the result of a collaborative effort initiated by client governments in the Central Asia region and is financed by the International Development Association (IDA). The overall objective of the program is to increase cross-border connectivity and enhance regional integrated development to revitalize historically active economic exchanges in Central Asia and beyond along the Silk Route. In an effort to bring transformational impact in the region, the program's projects builds synergies with other regional initiatives by multilateral or bilateral development partners such as the Central Asia Regional Economic Cooperation (CAREC) program, the EEU, the Belt and Road initiative, as well as others.

The objectives of the First Phase of the program (CARs-1), which was implemented in Kyrgyz Republic and completed in 2019, was to increase transport connectivity between Kyrgyz Republic and Tajikistan along priority cross-border road links in Batken Oblast whilst supporting improvements in road operations and maintenance practices. The road sections to be financed under CARs-1 prioritize connectivity between the Osh and Batken Oblast in the Kyrgyz Republic and Sugd Oblast in Tajikistan as they build lateral spurs from the Osh-Isfana axis to the Tajik border.

2. Third Phase (CARs-3) strives to address regional integration in a more comprehensive approach encompassing both physical and economic connectivity among neighboring countries, also unlocking economic opportunities through promoting local integrated development in a spatially identified area. It was declared effective by IDA on January 30, 2020 and the objective is to increase regional connectivity and support sustainable tourism development in Issyk-Kul Oblast. It will finance activities related to removing physical bottlenecks with neighboring countries, in particular the Republic of Kazakhstan, and addressing sector specific constraints to create market opportunities for the development of regional trade (agriculture) and tourism in Issyk-Kul Oblast. It shall be implemented by the WB PIU under following parts, (a) Regional Connections, Associated Facilities and Equipment in Issyk-Kul Oblast; (b) Aviation Safety and Service Provision, and (c) Sustainable Tourism development in Issyk-Kul Oblast.

3. The Ministry of Transport and Communications (MOTC) of the Kyrgyz Republic as the Implementing Agency has established Projects Implementation Group (PIU) which is responsible for the day-to-day administration of project activities for the Central Asia Regional Links Program (CARs Program) financed by the World Bank. WB PIU's responsibility include, *inter alia*: (i) the management of designated accounts; (ii) financial management and reporting on the overall project; (iii) ensuring the execution of the audit of the project; (iv) preparation of quarterly financial and bi-annual progress reports; (v) the management of the environmental and social safeguards aspects; and (vi) undertaking all procurement and contract management activities for all components.

The Implementing Agency requires **Communication/Monitoring and Evaluation Coordinator** to take necessary actions for the implementation of the Third Phase of Central Asia Regional Links Program, as well as subsequent phases of the CARs-3 Programm funded by the World Bank.

### **Objective of the assignment:**

The main objective of the Communication/Monitoring and Evaluation Coordinator is to monitor and assess the projects funded by WB. The Communication/Monitoring and Evaluation Coordinator ensures transparent, accurate and timely media coverage of WB PIU activities under the projects implementation. The Communication/Monitoring and Evaluation Coordinator participates in developing programs and other activities in implementation and coverage of CARs-3 Project components, including aviation and tourism components.

### **Scope of services and responsibilities**

1. Monitors and evaluates activities of working groups established under the Project to achieve agreements on the implementation of the Project activities, prevent and settle the potential difficulties;
2. Support the operation of working groups, carries out necessary meetings with stakeholders on issues related to the project components implementation;
3. Monitors and evaluates the Project progress and the project components and assesses the achievement of the Project goals and objectives;
4. Monitors the Project reports within the ongoing contracts with the consultants and consulting companies;
5. Collects data required for the monitoring of approved the Project performance indicators;
6. Analyzes and provides recommendations based on the monitoring of the Project goals and objectives;
7. Assesses progress of the Project in relation to the initial objectives specified in the international financial agreements;
8. Revises the Operational Manual prepared for CARs-3, if necessary, upon the agreement of MOTC KR management.
9. Prepares the Project reports that cover the period of one calendar semester to be submitted to the WB no later than 45 (forty five) days after the end of the period, covering this report in a format agreed with the Bank (in assistance of other WB PIU consultants).
10. Timely informs the WB PIU and MOTC KR management about the problems impeding the successful achievement of the Project goals and objectives;
11. Develops a proposal for a communication plan for the CARs-3 project. The communication plan shall include media to be used, costs of information dissemination, conflict resolution schemes and mechanisms to monitor communication efficiency. The plan should be approved by the WB and MOTC and updated annually.
12. Systematically and as required by the Head of WB PIU and MOTC KR management, prepares articles, press-releases, informational and advertising materials, preparation of contents of informational web-sites for enlightening key stages of implementation of the CARs-3 Project funded by the WB. Prepares responses to the letters and requests addressed to the WB PIU;
13. Organizes conferences, press-conferences, public hearings and other activities for various public and non-governmental organizations, consulting companies, contractors in order to ensure elucidation of project goals and informing of project implementation progress.

14. Monitors and analyzes publications in local press regarding project implementation, if needed, prepares explanatory articles regarding critique upon the MOTC KR management approval;
15. Prepares project monitoring and evaluation plans
16. Develops project indicators agreed with the MOTC KR for monitoring and evaluation of goals and objectives achieved.
17. Provides regular information to the WB PIU and MOTC KR management on project implementation and results
18. Carrying out various PR-campaigns and activities to ensure timely and full coverage of project implementation activities of MOTC and WB PIU, and development of a PR strategy for covering the implementation of investment projects financed by WB.
19. Coordinates and controls the publication of various brochures and information sheets during the implementation of projects (in Russian and Kyrgyz)
20. Maintains and provides information support for the MOTC KR, WB PIU official website and ensuring necessary documents are disclosed in a timely manner (in Russian or Kyrgyz)
21. Prepares project reports for WB, MOTC KR, and government bodies in Russian and Kyrgyz languages
22. Performance of other official orders of Head of WB PIU under the CARs program.

### **Reporting Relationship:**

Communication/monitoring and evaluation Coordinator will be reporting to the Head of WB PIU and the Deputy Minister in charge.

### **Qualifications and Experience:**

- Degree in economy, social or technical science.  
Minimum 5 years experience in monitoring and evaluation. Experience in monitoring evaluation of investment projects is an asset.
- Minimum 1 year experience in data collection and data processing.
- Excellent writing, verbal, analytical skills and presentation skills.
- Good experience in cooperating with MM and writing press releases, articles, and skills related to use of rapidly changing technology.
- Proficiency in written and spoken English.
- Fluency in Russian and Kyrgyz.
- Excellent knowledge of MS Office applications (mandatory knowledge of Power Point) and Internet Explorer

### **Duration of the assignment**

The duration of assignment is 12 months with probation period – 3 months. The term of engagement may be extended by mutual agreement of the parties involved