

Terms of Reference

Contract	CAREC 1&3/CS-IC-__-2020		
Project	Loan 3432/ Grant 0496 CAREC Corridor 1 and 3 Connector Road Project		
Position	Contract Administration Specialist		
Source	Local	Category	Independent individual consultant

Objective/Purpose of the Task:

The main objective is to administer, monitor and manage contracts for the implementation of the "Connector Road, CAREC Corridors 1 and 3" project, as well as other projects implemented by the IPIG.

1. CAREC Corridor 3 (Bishkek-Osh Road) Improvement Project, Phase 4;
2. CAREC Corridors 1 and 3 Connector Road Project;
3. CAREC Corridors 1 and 3 Connector Road Project, Phase II, Additional Financing;
4. CAREC Corridor 3 (Bishkek-Osh Road) Reconstruction Project, Phase 4. Financial Agreement between Kyrgyz Republic and Eurasian Development Bank.

The Contract Administrator Specialist monitors and administers the execution of contracts performed by contractors, consultants and various suppliers to ensure that all technical and commercial terms of contract agreements are met.

Scope of work:

1. Mandatory participation in the preparation of preliminary versions of contracts, agreements, additional agreements, amendments and additions to contracts for approval;
2. Preparation and coordination of contract management plans with MoTR KR and donors;
3. Risk analysis of contracts, both active and those being prepared;
4. Administration of all contracts for IPIG projects, participation in the preparation of reports on the progress and implementation of the project (monthly, quarterly, semi-annual, annual);
5. Maintaining project documentation and reporting, processing and analyzing information in project reports, monitoring the schedule and volume of payments, processing data and documents in the IPIG system;
6. Interaction with consultants, contractors and suppliers, and control over the execution of own and their obligations in the implementation of the project and the execution of contracts;
7. Monitoring, analysis and forecasting of construction completion dates, control over the execution of construction deadlines in accordance with the calendar schedules provided by the Contractors;
8. Participation in the resolution and settlement of disputes between project participants, local and state bodies, provision of an opinion on the resolution of disputes;
9. Assistance to the Contractor in resolving issues that are within the competence of local and state bodies, control over the introduction of appropriate changes and conduct expert examinations on project;
10. Assistance to IPIG's procurement department in conducting tender processes: preparation of tender documents, holding tenders, evaluating tender proposals, preparing tender and other protocols in accordance with the procedures and policies of the Asian Development Bank, conducting contract negotiations;
11. Together with the project coordinator, participate in assessing design solutions and making changes to project documentation and project implementation;
12. Review of complaints, requests and claims of local and state bodies arising during the implementation of projects, including complaints and statements of the local population; organization and work to resolve them;
13. Monitoring the implementation of projects and the fulfillment of obligations and conditions stipulated by the relevant international financial agreements, as well as assistance in solving emerging problems during the implementation of projects;
14. Provision of information on ongoing and completed contracts to the Asian Development Bank, departments of the Ministry of Transport and Roads of the Kyrgyz Republic and other stakeholders, reporting (quarterly);
15. Monitoring and analysis of the fulfillment of obligations under credit and grant agreements, achievement of project goals under the DMF (design and monitoring framework);
16. Participation in the preparation of monthly, quarterly and annual reports on IPIG projects.
17. Initialing of draft contract agreements, amendments, additions to contracts for construction work, supply of equipment and provision of consulting services;
18. Monitoring and maintaining the PBMC contract under the CAREC Transport Corridor Improvement Project 3, Phase 4;
19. Fulfillment of other official assignments of the IPIG Director, ADB Coordinator, Chief Procurement Specialist.

Output/Reporting Requirements:

Contract Administration Specialist shall report to the IPIG Director.

Reporting requirements:

1. Preparation of quarterly and semi-annual reports on contract implementation with recommendations and risk analysis (no later than the 15th day of each quarter);
2. Preparation of comments on periodic reports of contractors, consultants and suppliers (no more than five working days after receiving the report);
3. Preparation of information materials and opinions for consideration and approval of amendments to contractual agreements arising during the implementation of the project as required;
4. Preparation of sections on overall project implementation in monthly and quarterly reports, as well as in project completion reports;
5. Other reporting as required by management.

Background and experience:

- Higher education in economics, road construction or law;
- At least 5 years of general experience in contract administration or procurement;
- At least 5 years of experience in projects funded by international organizations/donors;
- A working knowledge of local and international procurement guidelines, FIDIC standards and pro forma, as well as experience with the Multilateral Development Bank (MDB) contract administration rules, which is an asset;
- Completion of professional training, seminars or refresher courses in the field of contract administration; having a FIDIC certificate is an advantage;
- Fluency in oral and written Russian and English;
- Knowledge of Kyrgyz language is an advantage;
- Excellent computer skills in using Microsoft Word, Excel, Project, PowerPoint, Outlook, Adobe Acrobat, etc. Having a training certificate is an advantage.

Places of Assignment:	Days/Months	Estimated Dates
Principal place of services is the IPIG office at the Ministry of Transport and Communications of the Kyrgyz Republic with intermittent visits to the construction sites when required.	_____ months	Services Commencement from _____ 2021. The contract is effective till _____ 2022.

Note: The trial period is 3 months. The duration of the assignment is 12 months. The term of engagement can be extended by mutual agreement of the parties.