

Ministry of Transport and Roads of the Kyrgyz Republic

Third Phase of the Central Asia Regional Links Program (CARs-3), financed by World Bank

Contract Administration Specialist

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 IPIG 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 Roads (MOTR) of the Kyrgyz Republic as the Implementing Agency has established an Investment Projects Implementation Group (IPIG) 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 IPIG). WB IPIG'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.

4. The IPIG requires a **Contract Administration Specialist** to take necessary measures for the implementation of Third Phase of Central Asia Road Links Program (CARs-3) and other projects implemented by WB IPIG.

Objective of the assignment

The key objective of the assignment is to provide assistance and support in contract administration for the implementation of the CARs Program and other projects implemented by WB IPIG on behalf of the MOTR.

Scope of services and responsibilities

1. Prepare draft contracts, agreements, supplementary agreements, amendments and addendums to contracts for approval;
2. Prepare and concur Contract Management Plan with MOTR KR and donors;
3. Analyze the contract risks;
4. Administer signed contracts under the project, participate in the preparation of project progress reports;
5. Maintain project documentation and records, projects reports data management, control over the schedules and projects' payment, process the data and records in the IPIG accounting system;
6. Collaborate with Consultants, Contractors and Suppliers, and control over execution of their obligations during implementation of projects;
7. Monitoring and prediction of civil works completion dates, control over observance of construction time-frames according to the calendar schedules submitted by Contractors;
8. Resolve and settle the disputes between the project stakeholders and local and republican authorities, provide conclusion on dispute settlement
9. Assistance to Contractors in settlement of questions that lie within the jurisdiction of local and state powers, control over appropriate revisions and expertise of the projects
10. Provide back-up support to the Procurement Specialist in conducting bidding: preparation of bidding documents, conducting bidding, evaluation of bids, preparation of minutes for tender committee meetings in accordance with World Bank policies and procedures, conducting contract negotiations;
11. To be part of the Evaluation of design decisions jointly with project coordinators and introduction of alterations to the designs and implementation as necessary;
12. Processing of complaints, applications, and claims from local and state authorities received during implementation of projects, including complaints and claims received from local population, arrangement of their settlement;
13. Coordination of project activities, including interactions among relevant ministries and agencies involved in implementation of projects;
14. Examination of project implementation progress and status of executing the obligation and requirements stipulated by appropriate international financing agreements, monitoring of achieved progress and assistance in settlement of ongoing obstacles during implementation of projects;
15. Provide information about the ongoing and completed contracts to the WB, other stakeholders and MOTR subdivisions, provide reports (on a quarterly basis)
16. Enter contract management data into STEP and MIS.

Reporting Relationship:

The Contract Administration Specialist will be reporting to the IPIG Director and the Deputy Minister in charge.

Qualifications and Experience:

- Degree in legal, engineering or other relevant disciplines;
- At least 3 year general work experience related to contract administration and management is mandatory;
Working knowledge of procurement practices of national and international standards with an understanding of FIDIC, as well as experience in and knowledge of Multilateral Development Bank (MDBs) contract administration guidelines shall be an asset;
- 3 years relevant work experience in projects financed by international organizations, and/or organizations financed by international donors;
- Completion of professional training, seminars or advanced courses in contract administration; Possession of FIDIC certificate is an asset;
- Adequate knowledge of state language to perform his/her duties
- Fluency in written and spoken Russian and English language;
- Good computer skills, knowledge of all Microsoft Windows applications.

Duration of the assignment

The probation period is 3 (three) months. The duration of assignment is 12-months. The term of engagement may be extended by mutual agreement of the parties involved.