

Terms of Reference

Ministry of Transport and Roads of the Kyrgyz Republic

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

WB IPIG Director

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), as well as projects funded by JICA. 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 Executing Agency requires WB IPIG **Director** for day-to-day management and implementation activities related to the Central Asia Regional Links Program (CARs Program) financed by the World Bank as well as projects parallel financed by JICA. The WB IPIG was established based on the order #182 (dd. May 23, 2017) of the Ministry of Transport and Roads of the Kyrgyz Republic.

Objective of the assignment

The key objective of the assignment is to ensure proper technical guidance, operation and performance of the WB IPIG in confirming, managing and overseeing all activities related to the preparation and implementation of the CARs program financed by the World Bank and JICA programs, as per the orders and resolutions issued by the Minister of Transport and Roads of the Kyrgyz Republic.

Scope of services and responsibilities:

1. Performs overall management of the WB IPIG activities related to the CARs-3 project and JICA project based on the IPIG Regulations, as per the orders, instructions and resolutions issued by the Minister of Transport and Roads of the Kyrgyz Republic (hereinafter named “the Minister”);
2. Represents WB IPIG and the Ministry (by order of the Minister) at institutions and organizations of the Kyrgyz Republic, foreign states and international organizations on the issues related to the WB IPIG projects;
3. Manages formal correspondence and telephone communication with representatives of the foreign states, international organizations, companies and individual physical persons in compliance with established rules and procedures related to the WB IPIG projects;
4. Distributes responsibilities among WB IPIG consultants and assigns execution of tasks and functions on the issues that fall within IPIG competence;
5. Upon agreement with the management of the Ministry of Transport and Roads of the Kyrgyz Republic reviews the performance of WB IPIG consultants and submits recommendations on performance, contract signing/extension/dismissal, tasks re-assignment;
6. Provides support to the World Bank and JICA during preparation mission, supervision missions, project implementation completion missions and other special and participate in all missions, videoconferences, teleconferences, workshops and trainings of the World Bank and JICA;
7. Confirm and submits necessary materials on the preparation and implementation of investment projects and technical assistance projects financed by the World Bank and JICA for consideration of the Ministry’s management and board, and participates in the meetings of the Ministry’s Board in relation to those investment projects;
8. Provides open information upon requests of the units of the Ministry of Transport and Roads of the Kyrgyz Republic, other organizations, ministries and state bodies of the Kyrgyz Republic with the knowledge of MOT management;
9. Performs daily control over progress and quality of site works, supervises compliance with safety requirements, labor safety requirements, traffic safety requirements, and timeliness of execution of works by the Contractor and Supervision Consultant within the area of civil works;

10. Verifies and attests interim and final certificates of payment, certifies the quantities of executed works, reviews and approves Variation Orders, contractors' claims for extension of time, reviews and agrees to design changes;
11. Performs control over proper filing and keeping of project documentation and records, timely submission of project implementation reports and live data from the site, and supervises schedule of project implementation;
12. Inspects construction sites, at least, once per quarter during intensive construction season, participates in on-the-site meetings;
13. Review and guide preparation and timely submission of adequate information on the works progress on the site, and reports on a timely and immediate basis about any delays, if any, to the Deputy Minister/Minister of Transport and Roads, and the World Bank and JICA;
14. Prepares and submits draft decisions and recommendations for review and approval by the deputy Minister and/or by the Minister of Transport and Roads, including analysis and monitoring of civil works compliance with the approved work schedules;
15. Participates in meetings, seminars, conferences, and other events organized by the World Bank and programs of economic development with respect to questions that are related to the World Bank and JICA financed program and projects;
16. Liaisons with specialists from other units, consultancy companies, organizations, contractors, suppliers, etc., as necessary, in order to obtain data required for preparation of draft management decisions as well as management of correspondence related to the CARs program financed by the Bank and JICA projects;
17. Continuous communication with the World Bank and JICA with regard to preparation and implementation of administered investment projects;
18. Review and approval of all reports subject to submission to the World Bank and JICA to ensure their accuracy and quality;
19. Review and submit to the World Bank procurement plans, disbursement schedules and other reporting requirements (as per the Financing Agreements) for CARs 3project;
20. Be overall responsible for fiduciary and safeguards oversight on CARs 3 Project in supervising the respective WB IPIG Specialists.

Reporting Relationship

The WB IPIG Director will provide updated information and be reporting to the Minister and Deputy Minister of Transport and Roads of the Kyrgyz Republic in charge.

Qualifications and Experience:

- Higher education road construction (Bachelor's degree, Master's degree in road construction is an asset);
- General work experience (not less than 10 years) with experience in management, coordination within government or private sector, and supervision of staff
- Minimum 5 years of experience in international or government institutions and/or projects funded by government or international financial institutions;
- Minimum 3 years of experience in managerial positions;
- Proven track record of good knowledge of donors' policies, procedures, and guidelines on procurement, financial management and safeguards, knowledge of the World Bank policies, procedures and guidelines is an asset (certificate);

- Experience in the road sector, government systems and policies, knowledge of FIDIC, GOST and SNiP and possession of relevant certificates is an asset;
- Fluency in Russian and Kyrgyz. Good knowledge of written and spoken English is an asset;
- Good computer skills, knowledge of Microsoft Windows office application.

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.