**Assignment/Objectives:**

The main objective of the consulting services is to assist and advise Ministry of Transport and Roads of Kyrgyz Republic (MOTR KR) with implementing Asian Development Bank (ADB) financed and co-financed investment project on matters related to:

 1. Administering civil works and consulting service contracts;

2. Technical assistance in monitoring Contractors’ and Consultants` performance in order to determine the efficient use of available resources;

3. Assistance in developing Employer/Client`s requirements to be recommended for inclusion in the Bidding Documents for civil works and consulting services;

4. Activities aimed at preventing disputes and disagreements with Contractors and Consultants, providing the greatest possible protection of MOTR KR interests, where this occurs;

5. Review and analyze addendums, amendment to the contracts, preparation of activities strategy for various contracts;

6. Clarifying disputable issues related to FIDIC contracts, specifications.

**Scope of Works for the International Road Engineer:**

1. Review of Civil Works Contracts for the following projects:
2. CAREC Corridor 3 (Bishkek-Osh Road) Improvement Project, Phase 4;
3. CAREC Corridors 1 and 3 Connector Road Project;
4. CAREC Corridors 1 and 3 Connector Road Project, Phase II, Additional Financing;

with preparation of information about possible problems, and provision of recommendations to prevent possible negative consequences for the Employer (MORT KR);

1. Assistance to the Employer in preparing the introduction of necessary amendments and addendums to contract agreements already signed with Contractors and Consultants to ensure efficient and proper protection of the Employer’s interests.
2. Assistance at all bidding documents preparing stages, contract agreements with Contractors and Consultants to ensure an appropriate level of protection of the Employer’s interests.
3. Development of effective protection mechanisms against unfair actions of Contractors and Consultants, consideration of the possibility to create effective levers and mechanisms for the effective contracts management.
4. Review and participation in contract agreements preparation, participation in contract negotiations. Assistance in preparing strategies and approaches to conduct contract negotiations/ finalization meeting with Contractors and Consultants. Analysis of reasons and implications of protracted contract negotiations.
5. Analysis of the monitoring of the proper execution of clauses of the contract agreement by Contractors and Consultants. Assistance to the IPIG staff in monitoring of the Engineer`s and the Contractor`s activities in terms of compliance with contractual obligations with respect to the Employer.
6. Provision of clarifications of various FIDIC contracts clauses for MOTR, IPIG staff, and others.
7. Assistance to IPIG staff in the issues related to the projects preparation and administration, the provision of informative and consultative support, if needed;
8. Preparation of strategic analytical materials and other latest update on the progress of the administered investment projects for the MOTR and the IPIG management.
9. Assistance to the IPIG and Employer’s staff in checking the interim and final payment certificates, review and agree Variation Orders, Engineer`s and Contractor`s requests for time extension, review and agree design changes, preparing recommendations and opinions on the above documents;
10. Consulting assistance to the Tender Committee upon the Employer’s request and as needed.
11. Recommendations and proposals on reforming and restructuring the IPIG to ensure the most efficient functioning aimed at efficient and timely implementation of projects;
12. Assistance in developing and preparing various regulatory documents governing the IPIG functioning.
13. Conducting training sessions aimed at IPIG staff and MOTR staff capacity building in administering international financing institutes’ investment projects, contract management, and etc.
14. Preparation and keeping materials to ensure appropriate level of document submission in case there are disputes and disagreements between Contractor and the Employer. Preparation of recommendations to ensure the maximum protection of the Employer’s interests.
15. Development of recommendations on appointing and performance of the Dispute Board (DB) with respect to the protection of the Employer’s interests and support at DB proceedings stages under the ongoing projects.
16. Assessment and preparation of recommendations on the Engineer`s technical solutions.
17. Development of IPIG Administration Manual (Provision) including procedures for IPIG staff performance evaluation, upon agreement with MOTR KR.

**Reporting requirements:**

1. Report on the review of Civil Works contracts’ contents indicated in item 1 of the Scope of Works, including expected problems and possible solutions;
2. Development of instructions and methodology to evaluate the adequacy and review the methodology of Contractors at the Contractors` procurement stage;
3. Development of instructions and methodology to evaluate the impact on the contract, Addendums, Amendments.
4. Development of draft amendments to the Special Conditions of Contracts to ensure maximum protection of the MOTR KR interests in Civil Works and Consulting Contracts.
5. Development of a strategy to administer the Civil Works Contracts, preparation of necessary materials to ensure proper monitoring of contracts and identification of existing and potential problems in the early stages.
6. Development of the IPIG Administrative Manual, including the procedures for IPIG staff performance evaluation.
7. Preparation of analytical materials for ongoing projects.
8. Other deliverables upon the management request

**Qualification and Experience:**

* Bachelor's degree of an accredited university specializing in transport infrastructure planning, design, and construction, Master's or higher degree related to project management and training in FIDIC contract administration shall be an advantage.
* Engineering Certification from a recognized international institute or government organization;
* General work experience (not less than 15 years) in successful implementation and administration of large donor-funded road infrastructure projects
* Strong knowledge of ADB policies, guidelines, and project administration instructions with at least 10 years of work experience in successful preparation and completion of ADB financed projects;
* Certificates confirming FIDIC knowledge;
* Thorough knowledge of FIDIC MDB and other forms in the FIDIC rainbow suite, especially related to contract variations, time extensions, claims, and dispute resolution.

**Assignment duration:**

The first round will include work in the Kyrgyz Republic, with the main place of work in Bishkek for the duration of about 1.5 months, with intermittent visits to the construction sites. The second round includes Consultant’s input for about two weeks each quarter (in the Kyrgyz Republic) and about 10 days of home office input for the period of 12 months.

Expected commencement date is April 2020.