

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

First Phase of the Central Asia Road Links Project (CARs-1), financed by World Bank

### **Coordinator**

### **TERMS of REFERENCE**

#### **Background**

1. Within the framework of Central Asia Regional Economic Cooperation (CAREC) Program, the countries of Central Asia are working together to increase regional transport connectivity by coordinating investments in transport infrastructure and aligning respective policy and regulatory reforms to make the impacts of those investments sustainable. This is to improve the region's competitiveness, reduce poverty and expand trade, both among Central Asian economies, regionally, and globally. CAREC program focuses on investment and other activities along six transport corridors that link north, south, east and west through Central Asia. Specifically, the Governments of Tajikistan and the Kyrgyz Republic approached the World Bank to consider financing for the Osh-Khujand road corridor as part of a regional program. The objective of the First Phase of the Central Asia Road Links Program (CARs-1) is to increase transport connectivity between the Kyrgyz Republic and Tajikistan along priority cross-border road links in Batken Oblast, whilst supporting improvements in road operations and maintenance practices.

2. The Ministry of Transport and Roads (MOTR) of the Kyrgyz Republic as the Executing 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 Road Links Program (CARs Program) financed by the World Bank. 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.

3. The Executing Agency requires a **Coordinator** to support its day-to-day administrative and implementation activities related to the Central Asia Road Links Program (CARs Program) financed by the World Bank

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

The key objective of the assignment is to ensure proper operation and performance of the IPIG in managing and overseeing all activities related to the preparation and implementation of the CARs program financed by the World Bank, as per the orders and resolutions issued by the Minister of Transport and Roads of the Kyrgyz Republic (hereinafter named "the Minister").

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

- Performs overall management of the IPIG activities related to the CARs Program financed by the World Bank and 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");

- Represents IPIG and the Ministry (by order of the Minister) at institutions and organizations of the Kyrgyz Republic, foreign states and international organizations with regard to the questions that fall within the CARs Program, financed by the World Bank;
- Manages formal correspondence and telephone communication with representatives of the foreign states, international organizations, companies and individual physical persons in compliance with established rules regarding questions related to the CARs Program financed by the World Bank;
- Distributes responsibilities among IPIG consultants and assigns execution of tasks and functions on the issues that fall within IPIG competence related to the CARs Program financed by the World Bank;
- Upon agreement with the Minister of Transport and Roads of the Kyrgyz Republic reviews the performance of IPIG consultants financed by the CARs Program and submits recommendations on performance, contract signing/extension/dismissal, tasks re-assignment;
- Provides support to the World Bank during preparation mission, supervision missions, project implementation completion missions and other special missions;
- Submits necessary materials on the preparation and implementation of investment projects financed by the World Bank 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;
- Supervises daily operation and activities pertaining to the CARs Program financed by the World Bank and prepares/presents required information per requests of the co-operating units of the Ministry of Transport and Roads of the Kyrgyz Republic, other organizations, ministries and agencies of the Kyrgyz Republic with regard to the issues that fall within the competence of the IPIG;
- 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;
- 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;
- 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;
- Inspects construction sites, at least, once per quarter during intensive construction season, participates in on-the-site meetings;
- Prepares and timely submits adequate information on the works progress on the site, and reports on a timely and immediate basis about any delays, if any, to the IPIG Director and/or Minister of Transport and Roads, and the World Bank;
- Prepares and submits draft decisions and recommendations for review and approval by the IPIG Director and/or by the Minister of Transport and Roads, including analysis and monitoring of civil works compliance with the approved work schedules;
- 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 financed program and projects;
- 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 (within the competence of the IPIG);

- Continuous communication with the World Bank with regard to preparation and implementation of administered investment projects;
- Review and approval of all reports subject to submission to the World Bank to ensure their accuracy and quality;
- Provide support to and participate in all missions, videoconferences, teleconferences, workshops and trainings of the World Bank;
- Prepare and submit to the World Bank procurement plans, disbursement schedules and other reporting requirements (as per the Financing Agreements) for CARs Program financed by the World Bank;
- Be responsible for fiduciary and safeguards oversight on CARs Program financed by the World Bank.

### **Reporting Relationship**

The Coordinator will be reporting to the IPIG Director and/or the Minister/ Deputy Minister of Transport and Roads of the Kyrgyz Republic.

### **Qualifications and Experience:**

- Master's degree in economics, transport planning, engineering, law and related fields;
- Excellent track record as coordinator, advisor or deputy/director level (at least 5 years) in relation to donor-funded projects and/or in governmental organizations interacting with international financial institutions. The track record shall be confirmed with three references from direct supervisor (e.g. Ministry/agency staff or the like).
- 5 years of work experience in the (road) transport sector would be an advantage;
- Excellent analytical and communication skills;
- Ability to work independently as well as effectively with others in a teamwork environment;
- Fluency in Russian; good oral and written English skills would be an advantage;
- Ability to write well- structured reports in Russian; in English would be an advantage.
- Good computer skills, knowledge of all Microsoft Windows office applications.

### **Duration of the assignment**

The probation period is 6 (six) months. The duration of assignment is until April 30, 2019. The term of engagement may be extended by mutual agreement of the parties involved.