

TERMS OF REFERENCE

Director of the Investment Projects Implementation Group

Objective/Purpose of the Assignment:

IPIG Director, within the scope of its competence, ensures effective and timely preparation and implementation of investment projects of MOTR KR, and coordination of IPIG activities.

Director will be reporting primarily to the Ministry of Transport and Roads KR and supervising Deputy Minister of Transport and Roads KR.

Qualifications

- Higher education in Construction, or related field.
Higher education in construction of roads, railways, airports, aerodromes, highway and railway bridges and tunnels, in civil works, construction of urban roads and streets.
- Relevant general work experience of at least 15 years,
- Work experience (not less than 7 years) in international organizations or/and organizations financed by international investment institutions or in governmental departments for international donor relations.
- Work experience (not less than 5 years) in management positions on implementation of international projects;
- Good knowledge of funding regulations, Guidelines and other documents on procurement of works, goods, consulting and non-consulting services of the Asian Development Bank and other donors and development partners.
- Good working knowledge of written and spoken English, Kyrgyz and Russian languages.
- Good computer skills, knowledge of all Microsoft Windows office applications.

Scope of services and responsibilities:

1. Performs general management of IPIG activities based on the IPIG Regulation, in accordance with orders and instructions of the Minister of Transport and Roads of the Kyrgyz Republic (the Minister), supervising Deputy Minister of Transport and Roads KR and other Managers of the Ministry (MOTR Management);
2. Represents IPIG and the Ministry (by order of the Minister and MOTR Management) at institutions and organizations of the Kyrgyz Republic, foreign states and international organizations with regard to the questions that fall within his competency;
3. Allocate responsibilities among IPIG staff in accordance with their TOR, assigns execution of tasks and functions and issues that fall within IPIG competence;
4. Submits justified proposals on hiring, transfer and dismissal of IPIG employees, and on application the measures of encouragement and disciplinary fines to the Minister of

- Transport and Roads KR. If any vacancies appear in IPIG he shall inform the Minister of Transport and Roads KR, his Deputies and MOTR Management within 3 days;
5. Submits suggestions on changing status and IPIG staff's manning table to the Minister of Transport and Roads KR and MOTR Management for approval, based on quantity, specifics, and schedules of the investment projects under implementation;
 6. Organizes preparation of necessary materials and documents on the preparation and implementation investment projects for consideration of Ministry Board and MOTR Management and participates in holding Board.
 7. Assists investment projects donors and other development partners in conducting review and special missions, project completion missions and in any other issues within his competence.
 8. Organizes preparation and implementation of investment projects, aimed at developing of road infrastructure sector, in compliance with accepted commitments under loan agreements and contracts, timely and quality execution of works stipulated in the contracts, full and timely project financing.
 9. Ensures control of timely preparation of bidding procedures, preparation of design estimates, execution of contracts and verification of payment certificates under preparation and implementation of investment projects.
 10. In preparation for and implementation of investment projects ensures interaction of IPIG and project participants with state, administrative and municipal authorities of the Kyrgyz Republic;
 11. Preparing of submissions of the list of main IPIG works on the matters within IPIG competence.
 12. Manages formal correspondence and telephone communication with representatives of the foreign states, international organizations, companies, civil society organizations, and individual concerned persons in compliance with established rules regarding questions related to IPIG activity.
 13. Ensures preparation of contracts and agreements to be signed, endorsement of projects expenses and distribution of property allocated for IPIG, procurement of goods and services for IPIG.
 14. Ensures preparation of IPIG projects reporting in general, which involves all financing sources (allocated either by international donors or the Government of the Kyrgyz Republic), securing annual audit inspection of projects being under implementation performed by independent audit consultants.
 15. Organization of works aimed at providing IPIG employees for necessary conditions on the working place.
 16. At the instruction of the Ministry of Transport and Roads organizes preparation and implementation of investment projects, making suggestion on making changes to investment projects implementation schedules, on the proposal of the project resident engineers and on changing the priority of planned and on-going projects, based on actual situation.
 17. Inspection of construction sites in cooperation with project resident engineers and coordinators at least once per quarter, participation in on-site meetings, assessment and analysis of assignment implementation.

18. Submits procurement and financial plans for each project, as well as any update to procurement plan to the Minister or supervising Deputy Minister for approval.
19. Submits analysis and assessment of effectiveness of all IPIG operations to MOTR KR Management on a quarterly basis.
20. Coordinates IPIGs main activities and appraises IPIGs personnel and projects. Represents IPIG at fiscal and administrative authorities.
21. Ensures submission of information and other documents to administrative authorities and government officials in accordance with the Kyrgyz Republics legislation.
22. Maintain full awareness of the complete financial, statistical, and accounting records of IPIG.
23. Ensures that operating results established in the annual budget are achieved and the control of operating expenses within budget.
24. Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting
25. Approves payment orders and financial documents by authorization of the borrower.
26. Ensures preparation of the IPIG annual draft budget for MOTR Management approval.
27. Ensures preparation of cash flow forecast of investment projects.

Contract period:

The period of the contract is until June 30, 2017 with the possibility of further extension.