

Ministry of Transport and Roads of the Kyrgyz Republic

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

Contract Administration Specialist

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.

2. The Ministry of Transport and Roads (MOTC) of the Kyrgyz Republic has an Investment Projects Implementation Group (WB IPIG, or IPIG) which is providing consulting assistance to the Executing Agency involved in the implementation of the first phase of the World Bank financed Central Asia Road Links Program (CARs-1), which form a larger Central Asia Regional Links Program and JICA funded projects. The objective of 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.

3. IPIG is recruiting a contract administration specialist to support its day-to day administration of project activities under the CARs program and other projects implemented by IPIG on behalf of the MOTR.

Objective of the assignment

4. The key objective of the assignment is to provide contract administration support 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. Administer projects' contracts, monitor quality of delivery and adherence to contract terms with contractors;
2. participate in the preparation of project progress reports for the CARs Program;
3. Develop and closely monitor implementation of contract administration plans under major contracts;
4. Manage project-related reporting, filing of project documentation and records, control over the schedules and projects' payment amounts pertaining to the CARs Program;
5. Monitor work schedule submitted by consultants and contractors under the CARs program;

6. Support the preparation of bidding documents, attend bid opening, provide input to the evaluation of bids, prepare minutes for tender committee meetings for CARs Projects in accordance with World Bank policies and procedures;
7. Monitor implementation progress and status of obligation and requirements stipulated by the Financing Agreement of the CARs Program;
8. Provide such additional contract administration services as the IPIG Direct may request in connection with the CARs Program.

Reporting Relationship:

The Contract Administration Specialist will be reporting directly to the IPIG Director.

Qualifications and Experience:

- Higher education in legal, economic or technical disciplines;
- 5 year general work experience related to contract administration and management;
- Good knowledge of FIDIC rules;
- 3 years work experience in international organizations and/or organizations financed by international donors;
- Completion of professional training, seminars or advanced courses in law, finance, management;
- Fluency in business written and spoken English language;
- Good computer skills, knowledge of all Microsoft office applications.

Duration of the assignment

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