

TERMS OF REFERENCE

Contract	BO4/CS-IC-13-2016		
Project	Kyrgyz Republic: CAREC Corridor 3 (Bishkek-Osh Road) Improvement Project, Phase 4 (L3056/G0366)		
Expertise	Senior Procurement Specialist		
Source	National	Category	Independent Consultant

Objective/Purpose of the Assignment:

The key objective of the assignment is to facilitate proper operation and supervise timely accomplishment of procurement tasks of the IPIG procurement sector in implementation of the CAREC Corridor 3 (Bishkek-Osh Road) Improvement Project, Phase 4 (L3056/G0366) and other ADB projects implemented by the IPIG under general supervision of the IPIG Director and his Deputies.

Scope of services and responsibilities

- (i) Preparation and administration of all procurement activities under existing investment projects, including procurement of consultancy services, civil works, equipment, contractor's services, goods and materials in accordance with conditions of respective financial agreements with the donors;
- (ii) Elaboration of reports on conducted procurements in cooperation with the engineer-consultants to the Government of the Kyrgyz Republic, donors, and the Ministry of Finance of the Kyrgyz Republic;
- (iii) Safekeeping of prequalification, tender documents, minutes of tender committee meetings, contracts, financial and audit reporting, and other documentation related to project implementation, keeping register and its systematization;
- (iv) Organization and administration of tenders on procurement of equipment, goods, and services to ensure IPIG operation;
- (v) Organization and administration of international tenders under investment projects, which involves, among other things, the below listed functions:
 - evaluation of technical and financial proposals of tender participants;
 - jointly with the consultants, development of prequalification and tender documents for contractor, consulting, and audit companies;
 - notification, invitation of organizations and companies participating in investment projects; and
 - keeping of the minutes of tender committee meetings;
- (vi) Carrying-out of an analysis of materials markets and prices for them, agreement the engagement of subcontractors by the contractors, in the cases stipulated by contracts, together with consultants and materials engineers, to control the conformance of procured materials to the required standards;
- (vii) Provide inputs when requested on the monthly and quarterly progress reports, and project completion reports;
- (viii) Assist ADB in review missions, project completion mission, or any other special

administration missions;

(ix) Keep up-to-date on ADB's Procurement Guidelines and the Use of Consultants Guidelines and provide knowledge sharing in procurement when requested; and

(x) Performing other official commissions of IPIG Director and ADB Coordinator.

Output/Reporting Requirements:

The Senior Procurement specialist will be reporting primarily to the IPIG Director and ADB Coordinator.

Qualification and experience requirements:

- University degree in economics, finance, law or an equivalent degree. Professional certificate in procurement is an advantage;
- Excellent knowledge and practical skills in procurement rules and procedures of international development organizations. Knowledge of procurement and selection procedures of the Asian Development Bank is an advantage;
- Knowledge of local procurement legislation of the Kyrgyz Republic;
- Not less than 5 years of experience in implementation of construction or road capital repair projects or similar environment, 3 of which as a procurement specialist;
- Skills in preparing reports;
- Knowledge of Russian, Kyrgyz and English languages.
- Computer skills: Microsoft applications, Excel; Internet;
- Excellent analytical and communication skills;
- Ability to work effectively in a team;
- Integrity and responsibility in all aspects of project procurement.