

TERMS OF REFERENCE

Contract			
Project	Kyrgyz Republic: CAREC Corridor 3 (Bishkek-Osh Road) Improvement Project, Phase 4		
Expertise	Coordinator ADB		
Source	National	Category	Independent Consultant
Objective/Purpose of the Assignment: Coordinator ADB coordinates ADB funded projects to ensure objectives and goals are implemented on time and are in line with the procedures and requirements as agreed between MOTR/Government and the funding agency/donor.			
Reports to IPIG Director			
Scope of services and responsibilities <ol style="list-style-type: none">1. Reviews all project documentation;2. Responsible for project budget update;3. Coordinate with the Finance Provider in operational matters affecting the portfolio of the Finance Provider,4. Supervise the Project Teams to ensure that all obligations are met as vis-à-vis the Government, Finance Provider and the general population5. Coordinate with the Communication Expert on matters related to Public Disclosure,6. Addressing the issues of IPIG general matters of daily operation and overall supervision of IPIG staff performance;7. Preparation and presentation of required information general IPIG matters per requests of the co-operating units of MOTD KR, other organizations, ministries and agencies of KR with regard to the issues that fall within the competence of IPIG;8. Preparation of draft decisions, orders, and regulations that fall within the competency of general sectors of IPIG for review of the governing body of the MOTD KR;9. Participation in meetings, seminars, conferences, and other events organized by multilateral financial institutions and programs of economic development with respect to the questions that come within IPIG competence;10. Participation in preparing materials and other operational information about implementation of investment projects for publication in mass-media with regard to the questions that are within the competence of IPIG;11. Coordination of work of 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 issues that are within the competence of IPIG;12. Constant communication with donors with regard to preparation and implementation of administered investment projects;13. Assist ADB in conducting the mission reviews, project completion missions or any other special missions.14. Execution of other official commissions of the IPIG Director related to the portfolio.			
In cooperation with the sectorial departments of Ministry of Transport and Roads of the Kyrgyz Republic: <ol style="list-style-type: none">1. Facilitation of compliance with Borrower's loan obligations before the donors in accordance with the signed investment projects international treaties;2. Participation in preparation of a joint review of country portfolio in cooperation with the Ministry of Economic of the Kyrgyz Republic and international donors;3. Making suggestions on prioritizing particular mobilization of investment for road development within the limits of his competence, negotiating with donors regarding the matters of preparation and implementation of the investment projects;4. Taking part in elaboration of suggestions to the governing body of the Ministry of Transport and Roads of the Kyrgyz Republic regarding questions of road development.			

Qualifications and Experience:

- Higher education in Business Administration, Economics or Technical studies;
- Work experience (not less than 7 years) in international organizations or/and organizations financed by international investment institutions. Work experience in Asian Development Bank projects, Project Implementation Unit would be an advantage;
- Excellent analytical and communication skills;
- Ability to work effectively with others in a teamwork environment;
- Good working knowledge of English and fluency in Kyrgyz and Russian;
- Ability to write well- structured reports;
- Good computer skills, knowledge of all Microsoft Windows office applications.

Places of Assignment:	Days/Months	Estimated Dates
Principal place of services is the IPIG office at the Ministry of Transport and Roads of the Kyrgyz Republic.		Commencement of Services is scheduled to June 2017 subject to approval of the ADB. The contract is effective till December 31, 2017.