

TERMS OF REFERENCE

Contract			
Project	Kyrgyz Republic: CAREC Corridor 3 (Bishkek-Osh Road) Improvement Project, Phase 4 (L3056/G0366)		
Expertise	Procurement Specialist		
Source	National	Category	Independent Consultant
<p>Objective/Purpose of the Assignment: The key objective of the assignment is to carry out the procurement of goods, works, services and consulting services in accordance with ADB procedures 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.</p> <p>Scope of services and responsibilities</p> <ul style="list-style-type: none"> (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: <ul style="list-style-type: none"> • 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; • evaluation of technical and financial proposals of tender participants; • keeping of the minutes of tender committee meetings; (vi) Provide inputs when requested on the monthly and quarterly progress reports, and project completion reports; (vii) Assist ADB in review missions, project completion mission, or any other special administration missions; (viii) Keep up-to-date on ADB's Procurement Guidelines and the Use of Consultants Guidelines and provide knowledge sharing in procurement when requested; and (ix) Performing other official commissions of IPIG Director and Chief Procurement Specialist. 			

Output/Reporting Requirements:

The Procurement specialist will be reporting primarily to the Chief Procurement Specialist and IPIG Director.

Qualification and experience requirements:

- Higher education. 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 3 years of experience as a procurement specialist in international projects. Experience in construction or similar environment project is an advantage.
- 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.