

Ministry of Transport and Roads of the Kyrgyz Republic
CAREC Corridor 3 Improvement Project (Bishkek-Osh Road), Phase 4
financed by the Asian Development Bank

Director

TERMS OF REFERENCE

Description

The Kyrgyz Republic received financing from the Asian Development Bank (ADB) to implement the *CAREC Corridor 3 Improvement Project (Bishkek-Osh Road), Phase 4, CAREC Corridors 1 and 3 Connector Road Project, and CAREC Corridors 1 and 3 Connector Road Project, Phase 2 - Additional Financing*. These projects will (i) improve national and regional connectivity by reconstructing and rehabilitating critical road sections between the cities of Bishkek and Osh and a part of the North-South Alternative Corridor; (ii) help Ministry of Transport and Roads [MOTR] in reforming road sector by enabling a regulatory and institutional frameworks related to road funding, road maintenance and road safety; and (iii) build capacity in project implementation and management through preparing administrative guidelines and operational manual for the project implementation unit.

The MoTR, as the Executing Agency, established the ADB Investment Project Implementation Group (ADB IPIG) responsible for the day-to-day management of project activities to implement the above projects financed by ADB, as well as other projects co-financed by the Eurasian Development Bank (EDB) and Export Import Bank of China (EICB)

The Executive Agency requires a Director of the ADB IPIG to responsible delivery of the project activities.

Objective/Purpose of the Assignment:

The main objective of the assignment is to ensure effective management of the ADB IPIG activities in the implementation of ADB and co-financed projects.

Scope of services and responsibilities:

1. Performing general management of ADB IPIG activities based on the ADB IPIG Regulation, in accordance with orders and instructions of the Minister of Transport and Roads of the Kyrgyz Republic (the Minister), the supervising Deputy Minister of Transport and Roads KR and other Managers of the Ministry (MOTR Management);
2. Representing the ADB IPIG and the Ministry (by order of the Minister and MOTR Management) at fiscal and administrative authorities, institutions, and organizations of the Kyrgyz Republic, foreign countries, and international organizations on issues within his/her competency;
3. Coordinates ADB IPIG main activities and evaluates ADB IPIG employees and projects. Distributes responsibilities among ADB IPIG staff and employees in accordance with their functional responsibilities, entrusts the performance of tasks and functions and issues falling within the competence of the ADB IPIG;
4. Making proposals to the Minister for the recruitment, relocation and dismissal of ADB IPIG staff and for incentives and disciplinary sanctions to be applied to them. Informing the Minister, the deputy ministers and the Ministry management in a timely manner within 3 working days if vacancies become available;

5. Submitting to the Minister and the Ministry management for agreement and approval proposals on amendments to the ADB IPIG Regulation and the ADB IPIG staffing table, based on the number, specifics and schedules of investment projects being implemented;
6. Organizing the preparation of necessary materials and documents for processing new investment projects for consideration of the MOTR Board and MOTR Management and other agencies reviews and approvals, participates in the Board. In preparation and implementation of investment projects ensures interaction of ADB IPIG and project parties with state, administrative and municipal authorities of the Kyrgyz Republic;
7. Assisting the ADB and EDB missions in conducting project reviews in any other issues within his/her competence;
8. Organizing the implementation of the ongoing investment projects in accordance with the commitments under financial agreements and contracts conditions;
9. Ensuring the timely preparation of bidding documents, project documents, and timely execution of contracts and disbursements;
10. Preparing proposals on the list of main works of the ADB IPIG on the issues within ADB IPIG competence;
11. Ensuring preparation of contracts and agreements to be signed by EA, agreement upon projects expenses and distribution of property allocated for ADB IPIG, agreement upon procurement of goods and services for ADB IPIG needs;
12. Ensuring the timely submission of the project progress reports and financial audit reports to ADB and EDB. Ensuring the accuracy, integrity, and timeliness of all financial accounting and reporting. Ensuring control of financial, statistical, and accounting statements of ADB IPIG;
13. Enabling necessary working conditions for ADB IPIG employees;
14. Inspecting the construction sites jointly with coordinators and project resident engineers at least once a quarter, participating in the project review meetings, assessing and analyzing the progress of works against the approved schedules and plans;
15. Submitting procurement and financial plans for each project as well as any update to the plans to the Minister or supervising Deputy Minister for approval.
16. Submitting performance analysis and assessment of all ADB IPIG operations to MOTR KR Management on a monthly basis.
17. Ensuring submission of information and other documents to public and administrative authorities and government officials in accordance with the Kyrgyz Republics legislation.
18. Ensuring Contract Award and Disbursement targets as approved in the annual budget are achieved, and the control of operating expenses within the budget.
19. Approving payment orders, withdrawal applications and signing all financial documents based on the detailed design and signed invoices.
20. Preparation of an annual work plan for the execution of CW and consulting services by the contractors and consultants, and monitor the implementation.
21. The IPIG Director shall bear personal responsibility for the overall activities of the IPIG;
22. Ensuring proper execution of the public investment budget for the implemented projects;
23. Preparation of opinions on additional scope of works, project works;
24. The IPIG Director shall have the right to issue internal orders within the scope of his/her authority.

Reporting

The Director shall report to the Minister of Transport and Roads of the Kyrgyz Republic and to the supervising Deputy Minister of Transport and Roads of the Kyrgyz Republic.

Qualifications and Experience

- Higher education in the field of road and civil engineering (Bachelor and higher); at least 5 years of experience in the road sector over the last 10 years;
- At least 5 years of experience in preparation and/or implementation of projects financed by international financial institutions based on FIDIC contracts over the last 10 years (as an Employer or a Consultant in preparation of contracts, design estimate documentations, feasibility studies). For purposes of institutional development of the MOTR staff, with all other conditions being equal, a current MOTR employee with at least 3 years of experience will have preference.
- At least 3 years of experience in a leadership position over the last 10 years (positions starting with a head of a sector shall be considered as leadership positions);
- Knowledge of Kyrgyz legislation related to all aspects of international and business activities (design estimate documentations, feasibility studies, valid technical standards, and regulations for public investment management);
- Fluency in Kyrgyz and Russian; knowledge of English is an advantage.

Duration of the assignment

The trial period shall be 3 (three) months. The duration of the contract shall be 12 (twelve) months. The duration of the consultant contract may be extended by mutual agreement of the parties each year.