

TERMS OF REFERENCE

Contract			
Project	Kyrgyz Republic: CAREC Transport Corridors 1 and 3 Connector Road Project		
Expertise	Procurement Specialist		
Source	National	Category	Independent Consultant
<p>Objective/Purpose of the Assignment: The key objective of the assignment is to carry out procurement of goods, works, services and non-consulting services in accordance with Asian Development Bank (ADB) procurement and other related guidelines during implementation of the CAREC Transport Corridors 1 and 3 Connector Road Project, and other ADB-funded projects(listed below) implemented by the IPIG under general supervision of the IPIG Director and the management of the Ministry of Transport and Roads of the Kyrgyz Republic (MOTR).</p> <ol style="list-style-type: none"> 1. CAREC Corridors 1 and 3 Connector Road Project, Phase II, Additional Financing; (PS#1) 2. CAREC Corridor 3 (Bishkek-Osh Road) Improvement Project, Phase 4; (PS #2) 3. CAREC Corridor 3 (Bishkek–Osh Road) Reconstruction Project, Phase 4. Financial Agreement between Kyrgyz Republic and Eurasian Development Bank. (PS#2) 			
<p>Scope of services and responsibilities</p> <ol style="list-style-type: none"> 1. Preparation and carrying out of all procurement activities under ongoing investment projects funded by ADB, including procurement of consulting services, civil works, equipment, goods and materials in accordance with terms and conditions of respective financial agreements with ADB; 2. Preparation of reports on conducted procurements in cooperation with the Consultants-Engineers to the Government of the Kyrgyz Republic, ADB, and the Ministry of Finance of the Kyrgyz Republic; 3. Safekeeping of prequalification, tender documents, minutes of tender committee meetings, contracts, financial and audit reports, and other documentation related to project implementation, keeping register and systematization; 4. Organization and administration of tenders on procurement of equipment, goods, and services to ensure IPIG operation; 5. Organization and carrying out of international tenders under ADB-funded investment projects that involves but not limited to the following: <ul style="list-style-type: none"> • development of prequalification and tender documents for contractors, consultants, and audit companies, jointly with the consultants; • notification, invitation of organizations and firms for participation in investment projects, participation in contract negotiations; • evaluation of technical and financial proposals of bidders; • keeping the minutes of tender committee meetings; 6. Provide inputs when requested for review of the monthly and quarterly progress reports, and project completion reports; 7. Development and preparation of procurement plans for ongoing projects and regular updating to reflect changes, monitoring of procurement plan execution for all projects under implementation; 8. Monitoring of project budget implementation jointly with the financial sector; 9. Monitoring and analysis of contracts and agreements for compliance with ADB requirements and Kyrgyz laws; 10. Preparation and development of draft amendments and addenda to contracts within the framework of implemented projects; 11. Organization and delivery of short-term seminars for tender committees members, IPIG staff and other involved parties on procurement issues under projects; 12. Preparation of analytical materials based on the results of tenders and biddings, organization of publication and disclosure of information in cooperation with a public relations specialist. 13. Maintaining a clear and accurate file and information system on procurement and ensuring 			

- access to information in case of an urgent need;
14. General administration of concluded contracts for projects, as well as participation in the development of annual projects implementation programs, monitoring of timely contract execution, monitoring of the contract budget execution, monitoring of the proper contract execution;
 15. Control and review of calculation and payment of cost adjustments for all types of contracts within the framework of implemented projects;
 16. Development of internal guidelines for proper compliance with ADB procurement rules and procedures in projects implemented by the IPIG;
 17. Development of Terms of Reference, specifications, requirements of the MOTR as part of the tender process;
 18. Initialing of draft contracts, amendments to contracts, addenda to contracts for construction works, equipment supply, and consulting services.
 19. Assist ADB in review missions, project completion missions, or any other special administration missions;
 20. Keep up-to-date on ADB's Procurement Guidelines and the Use of Consultants Guidelines and provide knowledge sharing in procurement when instructed by MOTR; and
 21. Performing other procurement related official commissions of the MOTR management, IPIG Director, and the Senior Procurement Specialist.

Reports to:

IPIG Director and Senior Procurement Specialist.

Output/Reporting Requirements:

1. Preparation and updating of procurement plans for projects under implementation - every six months;
2. Procurement report - within 20 days after the contract conclusion date;
3. Quarterly procurement report (including information on works performed and planned for the next quarter, detailed description of existing delays, if any, and proposals to address existing problems);
4. Report on complaints and claims in case of receipt;
5. Summary report on the short-term seminar for Tender Committee members - for newly established Tender Committees, within one week after the establishment, for the operating Tender Committees - not less than once in six months.
6. Procurement Specialist should ensure timely following of deadlines set out in plans and guidelines

Qualification requirements and experience:

- Higher education in Business Administration, Economics, Law or Technical studies (such as Civil Engineering), additional trainings/certificates in procurement are an advantage;
- At least three years of experience in procurement and contract management, and 2 years in the projects funded by ADB or other multilateral development banks;
- Knowledge of procurement procedures of multilateral development banks (must be a certificate), and knowledge of the legislation of the Kyrgyz Republic "On public procurement" (must be a certificate);
- Fluency in Kyrgyz, Russian and English languages, good communication skills, report writing skills.
- Good working skills with 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.	12 (twelve) months, with the possibility of further extension The trial period is 3 months.	Commencement of Services is scheduled to _____20 subject to ADB's approval. The contract is effective till _____20.
TOTAL CONTRACT PERIOD	-	-