

## **Terms of Reference and Scope of Services**

### **Ministry of Transport and Roads of the Kyrgyz Republic**

First Phase of the Central Asia Road Links Project (CARs-1), financed by World Bank

#### **Director, IPIG WB**

#### **Background**

1. Within the framework of Central Asia Regional Economic Cooperation (CAREC) Program, the countries of Central Asia are working together to increase regional transport connectivity by coordinating investments in transport infrastructure and aligning respective policy and regulatory reforms to make the impacts of those investments sustainable. This is to improve the region's competitiveness, reduce poverty and expand trade, both among Central Asian economies, regionally, and globally. CAREC program focuses on investment and other activities along six transport corridors that link north, south, east and west through Central Asia. Specifically, the Governments of Tajikistan and the Kyrgyz Republic approached the World Bank to consider financing for the Osh-Khujand road corridor as part of a regional program. The objective of the First Phase of the Central Asia Road Links Program (CARs-1) is to increase transport connectivity between the Kyrgyz Republic and Tajikistan along priority cross-border road links in Batken Oblast, whilst supporting improvements in road operations and maintenance practices.

2. The Ministry of Transport and Roads (MOTR) of the Kyrgyz Republic as the Executing Agency has established an Investment Projects Implementation Group (IPIG) which is responsible for the day-to-day administration of project activities for the Central Asia Road Links Program (CARs Program) financed by the World Bank. WB IPIG's responsibility include, *inter alia*: (i) the management of designated accounts; (ii) financial management and reporting on the overall project; (iii) ensuring the execution of the audit of the project; (iv) preparation of quarterly financial and bi-annual progress reports; (v) the management of the environmental and social safeguards aspects; and (vi) undertaking all procurement and contract management activities for all components.

3. The Executing Agency requires a **Director for the IPIG WB** to lead and manage day-to-day administrative and implementation activities related to the Central Asia Regional Links Program (CARs Program) financed by the World Bank as well as projects parallel financed by JICA. The IPIG WB was established based on the order #182 (dd. May 23, 2017) of the Ministry of Transport and Roads of the Kyrgyz Republic.

#### **Objective of the assignment**

The key objective of the assignment is to ensure proper operation and performance of the IPIG WB in managing and overseeing all activities related to the preparation and implementation of the CARs program financed by the World Bank as well as projects parallel financed by JICA, as per the orders and resolutions issued by the Minister of Transport and Roads of the Kyrgyz Republic (hereinafter named "the Minister").

### **Scope of services and responsibilities:**

- Performs overall management of the IPIG WB activities related to the CARs Program financed by the World Bank and parallel financed by JICA and based on the IPIG Regulations, as per the orders, instructions and resolutions issued by the Minister of Transport and Roads of the Kyrgyz Republic (hereinafter named “the Minister”);
- Represents IPIG WB and the Ministry (by order of the Minister) at institutions and organizations of the Kyrgyz Republic, foreign states and international organizations with regard to the questions that fall within the CARs Program, financed by the World Bank and parallel financed by JICA;
- Manages formal correspondence and telephone communication with representatives of the foreign states, international organizations, companies and individual physical persons in compliance with established rules regarding questions related to the CARs Program financed by the World Bank;
- Distributes responsibilities among IPIG WB consultants and assigns execution of tasks and functions on the issues that fall within IPIG competence related to the CARs Program financed by the World Bank and parallel financed by JICA;
- Upon agreement with the Minister of Transport and Roads of the Kyrgyz Republic reviews the performance of IPIG WB consultants financed by the CARs Program and submits recommendations on performance, contract signing/extension/dismissal, tasks re-assignment;
- Provides support to the World Bank during preparation mission, supervision missions, project implementation completion missions and other special missions;
- Submits necessary materials on the preparation and implementation of investment projects and technical assistance projects financed by the World Bank and JICA for consideration of the Ministry’s management and board, and participates in the meetings of the Ministry’s Board in relation to those investment projects;
- Supervises daily operation and activities pertaining to the CARs Program financed by the World Bank and JICA and prepares/presents required information per requests of the co-operating units of the Ministry of Transport and Roads of the Kyrgyz Republic, other organizations, ministries and agencies of the Kyrgyz Republic with regard to the issues that fall within the competence of the IPIG WB;
- Performs daily control over progress and quality of site works, supervises compliance with safety requirements, labor safety requirements, traffic safety requirements, and timeliness of execution of works by the Contractor and Supervision Consultant within the area of civil works;
- Verifies and attests interim and final certificates of payment, certifies the quantities of executed works, reviews and approves Variation Orders, contractors’ claims for extension of time, reviews and agrees to design changes;
- Performs control over proper filing and keeping of project documentation and records, timely submission of project implementation reports and live data from the site, and supervises schedule of project implementation;
- Inspects construction sites, at least, once per quarter during intensive construction season, participates in on-the-site meetings;
- Prepares and timely submits adequate information on the works progress on the site, and reports on a timely and immediate basis about any delays, if any, to the deputy Minister/Minister of Transport and Roads, and the World Bank and JICA;
- Prepares and submits draft decisions and recommendations for review and approval by the deputy Minister and/or by the Minister of Transport and Roads, including analysis and monitoring of civil works compliance with the approved work schedules;

- Participates in meetings, seminars, conferences, and other events organized by the World Bank and programs of economic development with respect to questions that are related to the World Bank financed program and projects;
- Liaisons with 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 CARs program financed by the World Bank and parallel financed by JICA (within the competence of the IPIG WB);
- Continuous communication with the World Bank and JICA with regard to preparation and implementation of administered investment and technical assistance projects;
- Review and approval of all reports subject to submission to the World Bank to ensure their accuracy and quality;
- Provide support to and participate in all missions, videoconferences, teleconferences, workshops and trainings of the World Bank and JICA;
- Prepare and submit to the World Bank procurement plans, disbursement schedules and other reporting requirements (as per the Financing Agreements) for CARs Program financed by the World Bank;
- Be responsible for fiduciary and safeguards oversight on CARs Program financed by the World Bank.

### **Reporting Relationship**

The Director of the IPIG WB will be frequently updating and reporting to the Minister/ Deputy Minister of Transport and Roads of the Kyrgyz Republic.

### **Qualifications and Experience:**

- Higher education (Master's Degree) in civil engineering, economics, management and other related fields; education in road construction is an asset;
- General work experience (not less than 7 years) and proven good track record in recent years (not less than 3 years within the past 10 years) in managerial positions in donor-funded projects and/or in governmental organizations interacting with international financial institutions;;
- Proven track record of good knowledge of donors' policies, procedures, and guidelines on procurement, financial management and safeguards, in particular the World Bank's policies, procedures and guidelines;.
 

5 years of recent work experience in the (road) transport sector as well as knowledge of FIDIC and ASSHTO (relevant certificates are an asset) would be an advantage;
- Good knowledge of written and spoken English; fluency in Russian and Kyrgyz;
- Good computer skills, all Microsoft Windows office application.

### **Duration of the assignment**

The duration of assignment is until April 30, 2019. The terms of engagement may be extended by mutual agreement of the parties involved.