

## **Terms of Reference**

### **Project Implementation Support: Procurement specialist**

#### **1. Background**

The Government of the Kyrgyz Republic (“GoKR”) has requested a loan from the European Bank for Reconstruction and Development (“EBRD”) of up to EUR 44.2 million (“Loan”) to finance reconstruction of an estimated 30 km section (“Balbay-Batyr-Karakol”) along the Issyk-Kul Lake ring-road (“Project”). The Project will be implemented by the Ministry of Transport and Communications (the “MoTC”), which has overall responsibility for the organisation and management of the transport sector in the KR.

Issyk-Kul Lake ring-road is divided into five sections: (i) Balykchy-Korumdu of c. 104 km (Section 1); (ii) Korumdu-Balbay Batyr of c.80.5 km (Section 2); (iii) Balbay Batyr – Tyup – Karakol of an estimated 30 km, excluding a 3 km road section within Tyup village financed from state budget (Section 3); (iv) Karakol – Barskoon of c. 79 km (Section 4); and (v) Barskoon – Balykchy of c. 141 km. These sections are financed by different sources and thus correspond to five contract packages that will be procured separately.

The GoKR now wishes to engage consultants to assist with implementation of the Project. The consultant will be working as part of Project Implementation Unit (“PIU”) established in the MoTC.

#### **2. Objectives of the consulting services**

The aim of the assignment is to advise and assist the PIU with all procurement aspects associated with the Project implementation. The procurement of all goods and works under contracts must follow EBRD’s Procurement Policies and Rules (“PPR”).

The Consultant will also liaise closely with the international consultants to be appointed using grant funds from the EBRD and will assist these consultants with all aspects of procurement and contract administration.

#### **3. Scope of services**

The tasks of the consultant, with assistance from Project Implementation Support consultants, will include but may not be limited to:

- regular monitoring of each procurement process using the EBRD Client e-Procurement Portal (“ECEPP”);
- preparation and publication of the General Procurement Notice and its annual updates;
- provision of assistance with the prequalification phase for works contractors, preparation of prequalification documents, application evaluation reports, notification of results, etc;
- assistance with evaluation of consultant Expressions of Interest;
- preparation of tender documents and requests for proposals for the procurement of goods, works and consulting services;
- preparation and publication of necessary announcements in relevant newspapers, etc;
- cooperation with relevant internal project agencies and committees especially for obtaining technical documents for timely preparation of the tender documents, requests for proposals, contracts, etc;

- organisation of tenders and receipt of submitted tenders/proposals;
- coordination of the evaluation of tenders/proposals and preparation of evaluation reports in the required format;
- preparation of responses to any requests for clarification of tender documents, RFP documents, etc;
- preparation and distribution of minutes of tender and financial proposal openings;
- correspondence with EBRD to ensure the required reviews pursuant to the accepted guidelines, and obtaining “no objections” on all relevant documentation and materials during the procurement process;
- attention to all matters relating to integrity and transparency;
- preparation of contract documentation and participation in the contract award/signing process;
- preparation of periodic reports and documents needed for review by the GoKR, EBRD, and other donors, and coordination with the financial manager and PIU director as required;
- maintain a well-organised filing system for all relevant procurement documents in the programme;
- assist wherever necessary with the work of the other consultants who are employed under this EBRD programme.

#### **4. Implementation arrangements**

##### ***Location***

The Consultant will be based in the offices of the Project PIU at the following address: Isanova street, 42, Bishkek.

##### ***Duration***

The assignment will be initially for 12 months (on a full-time basis), renewable subject to satisfactory performance and the continued availability of funds.

##### ***Reporting***

The consultant will report to the PIU director.

##### ***Qualifications and experience***

In addition to demonstrable previous experience of procurement and contract administration, the Consultant must have:

- B.Sc. degree in civil engineering, law or similar;
- working experience of at least 3 years in related area, specifically in procurement and contracting, and claims assessment, preferably for road construction projects;
- theoretical and practical knowledge and experience of IFI (specifically EBRD, WB and/or ADB) procurement rules;
- good written and spoken English, Kyrgyz, and Russian;
- knowledge of normal office software;
- good communication skills.