

Terms of Reference

Project Implementation Support: Finance/Disbursement 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 (“Babay-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-Babay Batyr of c.80.5 km (Section 2); (iii) Babay 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 aspects of financial management of the Project.

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 financial aspects of the Project.

3. Scope of services

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

- preparation of consolidated financial statements for the EBRD project,
- assist where necessary with similar reports covering the entire operations of the PIU;
- verify the accuracy and reliability of all project-related expenditures;
- prepare and submit quarterly financial reports, forecasts, and financial statements to the PIU director;
- assist in the preparation of disbursement applications and maintain the project disbursement schedule;
- assist in meeting the reporting requirements of the EBRD;
- advise on national accounting standards insofar as these impact on the Project and the PIU’s activities
- collaborate as required with the project auditors (if applicable), in particular with the preparation of necessary data and reports;

- provide other assistance as required with the strengthening of financial management/accounting / reporting / auditing of the PIU's work.
- maintain a well-organised filing system for all relevant financial documents in the programme.
- Assisting wherever necessary with the work of the other local 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 financial management and administration, the Consultant must have:

- B.Sc. degree in finance, economics or similar field;
- working experience of at least 3 years in related area, specifically in financial management, analysis and administration;
- theoretical knowledge and practical experience of IFI (specifically EBRD, WB and/or ADB) disbursement and accounting procedures.
- good written and spoken English, Kyrgyz, and Russian;
- knowledge of normal office software;
- good communication skills.

Terms of Reference

Project Implementation Support: Interpreter/Translator and Office manager

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.

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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 administrative activities associated with the Project implementation.

The Consultant will also liaise closely with the international consultants to be appointed using grant funds from the EBRD and will provide general administrative support to these consultants.

3. Scope of services

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

- translation of various documents between Kyrgyz, Russian and English while maintaining the content, context, and tone of the original text;
- Interpret for business meetings and events, conveying the message accurately and objectively.
- Schedule meetings and appointments
- Organise office operations and procedures
- Coordinate with IT department
- Ensure that all items are invoiced and paid on time
- Ensure accurate and timely reporting
- Provide general support to visitors
- Address other consultants’ queries regarding office management issues (e.g. stationery, hardware and travel arrangements)
- Plan in-house or off-site activities, site-visits, and meetings

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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

The Consultant must have:

- B.Sc. degree or a higher education;
- Fluency in English, Kyrgyz, and Russian at full professional proficiency level.
- Working experience of at least 3 years in related area, specifically in translating and administrative tasks;
- Knowledge of Office Administrator responsibilities, systems and procedures
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Hands-on experience with office machines (e.g. fax machines and printers)
- Familiarity with email scheduling tools
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem-solving skills
- Strong organizational and planning skills in a fast-paced environment
- Good written and verbal communication skills