

TERMS OF REFERENCE**CONSTRUCTION COORDINATOR**

Contract	NCS-04		
Project	G1039-KGZ Project: Almaty-Bishkek Economic Corridor Regional Improvement of Border Services		
Qualification	Construction Coordinator		
Source	National	Category	Independent

Goal / task of the task:

The State Border Service of the Kyrgyz Republic has received a Loan and Grant from the Asian Development Bank (ADB) for the implementation of the project "Almaty–Bishkek Economic Corridor Regional Improvement of Border Services" (ABEC RIBS). The Project Management Unit (PMU) under the State Border Service of the Kyrgyz Republic is responsible for project implementation in the period 2026-2030.

The project provides for the construction of three state border crossing points Ak-Tilek in Chui, Karkyra in Issyk-Kul and Kichi-Kapka in Talas oblasts of the Kyrgyz Republic. The project aims to eliminate restrictions related to transport and tourism at border crossings caused by (i) poor infrastructure and road crossing infrastructure; (ii) lack of modern border control technologies, which leads to a slowdown in border control procedures; and (iii) lack of knowledge and experience in using modern border control procedures and equipment, based on risk assessment, from border services. By addressing these key constraints, the project will simultaneously contribute to (i) improving climate resilience and green infrastructure at checkpoints and cross-border transport operations; and (ii) reducing the risk of human trafficking and improving border crossing conditions for vulnerable travelers.

The PMU Construction Coordinator will be a national consultant (hereinafter referred to as the "Consultant"), who is the subject of this Terms of Reference.

Scope of work:

The consultant will coordinate and monitor the activities of the Consulting Companies involved in the development of DED (Detailed Engineering Design) and author supervision, technical supervision and contractor organization for the construction of project facilities, as well as provide technical support to the State Border Service of the Kyrgyz Republic in reviewing and adopting detailed projects and cost estimates. At the stage of procurement of works, the Consultant will share expert technical knowledge in the preparation of the "Client Requirements" section in the Bid documentation. The consultant is accountable to the PMU Director and will assist the PMU in preparing/submitting a monthly progress report for the project.

Detailed tasks:

Detailed tasks of the Consultant include the following:

1. Coordination of the review of the final detailed design and estimate documentation prepared by the DED consulting company.
2. Coordination of interaction with authorized state bodies on issues of state expertise and approval of design and estimate documentation, as well as in the framework of construction and project implementation.
3. Coordinate and assist in the collection of information for the preparation of technical recommendations and reporting materials on issues related to the design and construction work of the project.
4. Assistance and coordination of interaction with consultants and contractors on issues within the competence of local and national authorities.
5. Coordination of interaction with the EA when collecting and updating information for the "Customer Requirements" section, evaluation criteria and qualification requirements of the tender documentation.

6. Coordination of interaction between contractors, technical and design supervision consultants in order to ensure information exchange and coordination of actions within the project implementation.
7. Coordination of information interaction on the progress of construction works and the activities of technical and design supervision within the framework of information exchange and general support of the process without performing the functions of management, quality control and technical decision-making.
8. Participate in the preparation of materials for submission to local and national authorities on land allocation for quarries, bases, parking lots, as well as on changes in design decisions and other issues within the scope of the PMU's activities.
9. Participation in an introductory review of the reporting materials of contractors and consultants for technical and author supervision in order to inform about the progress of work.
10. Coordination of interaction with local departments of the BS and representatives of local self-government bodies, assistance in resolving emerging organizational issues, as well as informing these bodies about the current progress of the project.
11. Coordination and participation in the organization of consulting seminars, workshops and trainings within the project.
12. Participate in the preparation and consideration of proposals for possible changes to the scope of work, schedule and materials without making decisions and approving them.
13. Coordination of interaction with contractors and consultants regarding the elimination of identified deficiencies and defects within the framework of the Contract provisions and decisions of the relevant commissions, without performing supervisory, evaluation and confirming functions.
14. Coordination of the collection, systematization and transfer of construction documentation to the responsible parties of the project without performing the functions of official storage, verification, confirmation of authenticity and approval of documents.
15. Participation in organizational support of object acceptance procedures and interaction of project participants without performing technical control, confirming the scope and quality of work.

Performing other tasks on behalf of the PMU Director.

Qualification requirements:

- Higher education in the field of construction, with at least 20 years of experience in the field of technical design and supervision of construction of buildings and structures of public utilities. The presence of certificates "Engineering services "and" Construction and Installation works " will be an advantage.
- At least 10 years of experience in the field of supervision of construction of buildings and structures of public utilities as an engineer - representative of the client at the object under construction.
- Experience in managing similar projects funded by international organizations will be an advantage.
- Fluency in Russian and Kyrgyz is required.

Expected result/ Reporting requirements:

The Consultant is reports to the PMU Director and will provide project progress reports in accordance with the Terms of Reference specified in the contract.

The Client reserves the right to terminate the contract unilaterally in case of unsatisfactory work of the Consultant.

Place of Assignment:

Bishkek, Kyrgyz Republic