

TERMS OF REFERENCE

Contract	CAREC 1&3/CS-IC- -2025		
Project	Kyrgyz Republic: Central Asia Regional Economic Cooperation Corridors 1 and 3 Connector Road Project		
Expertise	ADB Projects Coordinator		
Source	National	Category	Independent Consultant
Objective/Purpose of the Assignment: The main task is to serve as ADB's contact person to assist MOTC in supervising ADB-financed activities in the Kyrgyz Republic. The Coordinator shall ensure successful implementation and timely completion of actions in ongoing and proposed ADB projects and technical assistance. PIU consultants hired under ADB projects will report to the ADB Coordinator, and the ADB Coordinator will supervise the consultants. The Coordinator will be responsible for all administrative matters related only to ADB's operations. The Coordinator will be under the general supervision of the PIU Head. Scope of works: ○ Addressing issues related to the day-to-day organization of the work of the PIU engineering and general sectors and exercising general control over the performance of the PIU employees; ○ preparation and provision of necessary information from the engineering and general sector at the request of related departments of the Ministry of Transport and Communications of the Kyrgyz Republic, other organizations, ministries and departments of the Kyrgyz Republic on issues within the PIU competence; ○ preparation for consideration by the leadership of the Ministry of Transport and Communications of the Kyrgyz Republic of draft decisions, orders, and directives regarding technical issues falling within the competence of the general and engineering sector of the PIU; ○ participation in meetings, seminars, conferences and other events held by multilateral financial institutions and economic development programs on issues within the PIU competence; ○ participation in the preparation of materials and other operational information on the progress of investment projects for publication in the media on issues within the PIU competence; ○ involvement, as necessary, of specialists from other departments, consulting firms, organizations, contractors, suppliers, etc., to obtain information necessary for the preparation of draft decisions on issues within the competence of the management, as well as maintaining relevant correspondence on issues related to the PIU competence; ○ ongoing communication with the ADB on matters of preparation and implementation of administered investment projects; ○ general management of subordinate coordinators and employees of the engineering, general sector and supporting sector of the ADB-financed PIU; ○ review and approval of all reports to be submitted to ADB to ensure quality deliverables; ○ Providing assistance and participation in all ADB missions, videoconferences, teleconferences, seminars and trainings; ○ preparation and submission to ADB of an annual staffing table and budget plan for PIU for all ADB projects; ○ assisting the PIU Head in arranging and conducting coordination meetings with development partners; ○ preparing and submitting to ADB plans for contract awards and disbursements for all ADB projects; ○ Ensuring that all ADB projects comply with the requirements of ADB's Safeguards Policy (2009) and ADB's Public Communications Policy (2011); ○ participation in the preparation of new ADB projects and technical assistance; and ○ performing other official assignments of the PIU Head. In cooperation with the sector departments of the Ministry of Transport and Communications of the Kyrgyz Republic: • Facilitate fulfillment of the Borrower's loan obligations before the donors in accordance with the signed international agreements for investment projects; • Participate in preparation of a country portfolio joint review in cooperation with the Ministry of Finance, Ministry of Economy of the Kyrgyz Republic, ADB and other international donors;			

- providing information and participating in joint quarterly portfolio review meetings with the Ministry of Finance of the Kyrgyz Republic and ADB;
- making proposals for prioritizing specific investment mobilization for road development within its competence, conducting negotiations with donors on the preparation and implementation of investment projects; and
- take part in the development of proposals on issues of development of the road sector for the management of the Ministry of Transport and Communications of the Kyrgyz Republic.

Report requirements:

The Coordinator shall report to the PIU Head.

Place of Assignment:	Days/months	Estimated Dates
Principal place of services is the PIU office at the Ministry of Transport and Roads of the Kyrgyz Republic with intermittent visits to the construction sites when required.	12 months	Commencement of Services is scheduled to ____ 2025. The contract is effective till _____, 2026.
Contract duration	12 months	-

Qualification and experience:

- University Degree in business administration, economics or technical education.
- At least 10 years relevant general work experience
- Preferable 7 years work experience in international organizations or/and organizations or projects financed by International Financial Institutions or in governmental departments for international donor relations. Work experience in the capacity of a project coordinator or adviser would be an advantage.
- Excellent analytical and communication skills.
- Ability to work effectively with others in a teamwork environment.
- Fluency in English is advantage.
- Ability to write well-structured reports in English and Russian.
- Good computer skills, knowledge of all Microsoft Windows office applications