**“DIGITAL CASA KYRGYZ REPUBLIC” PROJECT**

**TERMS OF REFERENCE**

**FOR DEPUTY DIRECTOR OF THE PROJECT IMPLEMENTATION UNIT**

**1. Background**

The «Digital CASA Kyrgyz Republic» project within the context of the Digital CASA Regional Program, has as its key development objective to “increase access to more affordable internet, crowd-in private investment in the ICT sector, and improve the government’s capacity to deliver digital government services in the Kyrgyz Republic, by contributing to the development of a regionally integrated digital infrastructure and enabling environment”, which will create the foundations for the development of the digital economy in the Kyrgyz Republic. In line with the findings of the World Development Report 2016 “Digital Dividends”, the «Digital CASA Kyrgyz Republic» project is expected to lead to increased economic growth, improved employment opportunities and better service delivery by government and the private sector. The «Digital CASA Kyrgyz Republic» project will stimulate the growth of the ICT industry by providing open, equal access to high-bandwidth connectivity; achieve fiscal savings in capital and operating costs through the introduction of digital infrastructure sharing by the government; and overall lead to improved investment climate and greater participation of the private sector in the economy.

The «Digital CASA Kyrgyz Republic» project will support four key components: (i) Regional Digital Connectivity Infrastructure: promoting more affordable, high quality Internet access for citizens, businesses, and government by incentivizing private sector network infrastructure development and service provision at the regional and national level; (ii) Regional Datacenters, Digital Platforms and Smart Solutions: building cloud-based shared datacenter infrastructure and platforms for the government and the private sector to securely deliver services to citizens; (iii) Enabling Environment for Digital Economy: strengthening and harmonizing the laws and regulations related to the digital economy across the region, including in the context of the EAEU, development of policies and strategies, digital leadership, digital economy skills, and strategic communications; and (iv) Project Management: to support effective project activities and strong delivery of results.

The «Digital CASA Kyrgyz Republic» project will be implemented by the Project Implementation Unit (PIU) under the State Committee of Information Technologies and Communications of the Kyrgyz Republic (SCITC KR). The SCITC KR is the implementing agency for the «Digital CASA Kyrgyz Republic» project. The SCITC KR is responsible for ICT policy - including e-government, and also manages several state-owned enterprises in the field of ICT (SE “Info-systema”, SE “Transcom”, etc).

**2. Objectives**

The main objective of this assignment is to support the PIU Director in managing the PIU operations and provide professional consulting services in ICT project management to the SCITC KR for timely, effective, efficient and results-oriented implementation of the «Digital CASA-Kyrgyz Republic» and the «Open Data Action Plan» projects in compliance with the respective legal agreements, the World Bank rules and legislation of the Kyrgyz Republic.

**3. Scope of Work**

The PIU Deputy Director is expected to provide leadership and will be responsible for coordinating and monitoring the implementation of the components of the "Digital CASA-Kyrgyz Republic" and “Open Data Action Plan” projects on a daily basis in accordance with the project documents, implementation plans and instructions of the PIU Director, and will represent the PIU in front of government agencies, international organizations, the private sector, other legal entities and individuals in the absence of the PIU Director.

The PIU Deputy Director shall assist the SCITC KR by providing project management services for the «Digital CASA-Kyrgyz Republic» and the «Open Data Action Plan» projects, and shall perform the following tasks:

1. Support the PIU Director in ensuring the efficient and effective functioning of the PIU and involved consultants;
2. Coordinate and manage the projects implemented by the PIU in a timely manner as to achieve the progress toward the project milestones and propose appropriate adjustments, if necessary;
3. Support the PIU Director in providing regular reports to the Chairman/Deputy Chairman of the SCITC KR on the overall progress and results of the projects in achieving operational and financial objectives;
4. Work closely with consultants on implementation, institutionalization and sustainability of the results of the projects implemented by the PIU;
5. Participate in the development of the necessary documentation and organization of activities aimed at the implementation of the project components;
6. Accept and approve terms of reference for the selection of consulting companies and individual consultants, and participate in the acceptance of the results of the selected consulting services;
7. Participate in the development of specifications and other documentation for procurement procedures for goods and non-consulting services, including participation in tender and expert committees;
8. Advise and assist the PIU Director and management of SCITC KR on issues related to the implementation of the projects;
9. Represent the PIU on behalf of the SCITC KR at events related to the implementation of projects or PIU activities;
10. Act on behalf of the PIU in the absence of the PIU Director without a special mandate and represent its interests in the relation with public authorities, courts, banking institutions, and other public/private legal entities;
11. Coordinate the activities of coordinators of components, experts of subcomponents aimed at achieving the objectives;
12. Lead the timely preparation, revision and periodic updating of project documents (Project Operation Manual, Procurement Plan, Project Procurement and Development Strategy, Project Action Plan, etc.) including monitoring of the effectiveness of implementation of these plans;
13. Ensure timely submission of reports to the Government of the Kyrgyz Republic and the World Bank, reflecting: (i) the status of implementation, problems encountered, necessary corrective actions, rationale for actions; and (ii) the results and recommendations arising from the studies, estimated costs and timing of the project component.
14. Ensure compliance of the project indicators with the established indicators and assist the PIU Director and the management of the SCITC KR to achieve the results of the project;
15. Provide the necessary strategic support and oversight in all administrative and financial matters.
16. Coordinate the work of the procurement and finance teams in accordance with the objectives and the procurement and financial rules and procedures;
17. Maintain and ensure communication with public authorities and private companies, donors and international organizations in matters related to the implementation of the Digital CASA Kyrgyz Republic and the Open Data Action Plan projects and coordinate joint activities;
18. Ensure and support effective collaboration with the implementing agency, the World Bank and other stakeholders and development partners on issues related to the implementation of the project;
19. Ensure effective oversight of contractors, suppliers of goods, consulting and non-consulting services and ensure timely delivery of deliverables and products;
20. Participate in meetings, workshops, conferences and other events, and economic development programs organized by the government, the World Bank and other development partners related to the implementation of the project.
21. Perform other functions and tasks as provided in the Project Operation Manual.

**4. Timing**

This is a full-time time-based assignment expected to commence **in October 2019**. The contract will be signed for a period of **12 months,** with a probation period of three months, during which the contract can be terminated. The contract may be extended beyond the original term subject to the Consultant’s satisfactory performance.

**5. Institutional arrangements**

The PIU Deputy Director will work under the direct supervision and will report to the PIU Director, Chairman/Deputy Chairman of the SCITC KR.

**6. Resources**

The SCITC KR will provide working space, office equipment and communication facilities (including access to Internet), as well as any other necessary means and support in order to carry out this assignment.

**7. Qualification Requirements**

* Higher education in areas such as economics, finance, management, business administration, law, ICT and telecommunications, or other related fields is mandatory – 5 points;
* Extensive experience in managing and administering large projects, involving multiple sub-projects, contractors and agencies, including in areas such as ICT, digital government, reengineering and automation of business processes, and principles of functioning of the digital economy, as well as in other relevant areas – 35 points;
* Experience in managing projects funded by the World Bank or other international donor organizations for at least 2 years – 25 points;
* Knowledge of procurement procedures of WB, ADB and other similar donor organizations – 5 points;
* Knowledge of Kyrgyz context in ICT area is an asset – 5 points;
* Strong organizational, managerial and communications skills – 5 points;
* Experience in development and preparation of various kinds of project documentation and reports – 10 points;
* Excellent knowledge of the Kyrgyz, Russian and English languages – 5 points;
* Computer skills (Windows, MS Office, Internet Explorer) – 5 points.