

# REQUEST FOR EXPRESSION OF INTEREST

## Georgia

East-West Highway (Shorapani-Argveta Section) Improvement Project

Loan No. 3861-GEO

Project No. 53178-001

Assignment Title: **PROJECT IMPLEMENTATION SPECIALIST**

Reference No: SAPR/CS/ICS-03

Georgia has received financing from the Asian Development Bank towards the cost of **East-West Highway (Shorapani-Argveta Section) Improvement Project** consulting services to be procured under this project, which will be jointly financed by the Government of Georgia.

The Roads Department of the Ministry of Regional Development and Infrastructure of Georgia (RDMRDI) now invites Individual Consultants (Consultants) to express their interest in providing the following services: **Project Implementation Specialist**.

The objective of the assignment is to:

Assist RDMRDI's Foreign Projects'/International Procurement Division in activities related to procurement of goods, works and consultancy services to be implemented according to Procurement Regulations for ADB Borrowers (2017, as amended from time to time), in contract management, monitoring and evaluation issues and other aspects related to project management of the existing and future projects. In particular, the Consultant will assist the RDMRDI with carrying out the tasks detailed below, and other tasks as necessary:

### **Procurement related duties:**

- Ensuring that procurement procedures are carried out in accordance with the Procurement Plan and Asian Development Bank Guidelines;
- Preparing General Procurement Notice (GPN), Specific Procurement Notices (SPNs), Invitation for Bids (IFBs), Request for Expressions of Interest (REOs) and other solicitation documents whenever required;
- Preparing and amending bidding documents as needed;
- Contribute to preparation of Terms of References (ToR);
- In case of procurement actions requiring ADB's "No Objection", coordinating dispatch of procurement document to ADB, monitoring ADB's response time on issuing "No Objections" at different levels of procurement process and following up accordingly;
- Monitoring and ensuring timely responses to procurement questions raised by the ADB. For services following up with the shortlisted consultants within 10 days of RFP dispatch, to ensure their participation in the selection exercise;
- Preparing and updating the Projects' Annual Procurement Plan and Budget Detailed contract packages (including estimated cost) for goods, consultancy services and non-

consulting services, the procurement/selection methods and processing times until completion of each procurement activity;

- Monitoring procurement implementation of and update of the Procurement Plan whenever it becomes necessary to do so;
- Carrying out procurement of Civil Works and Consultancy Services;
- Ensuring timely receipt of the goods and consultant's status reports;
- Maintaining all correspondence, bidding documents, evaluation reports and other documents related to the project;
- Participating in bid/proposal opening sessions, bid and proposal evaluations and ensuring that the appropriate guidelines are followed to arrive at the recommendations for award of Contracts;
- Participating in procurement audits and reviews of the Project;
- Assisting in dealing with claims, bid challenges and litigations relating to contracts and procurement.

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**Project Management related duties:**

- Collect the reports submitted by Supervision Engineer and any other relevant information on a regular basis;
- Maintain the register of reports submitted by Supervision Engineer;
- Summarize and analyze the collected information (from Engineer and Contractor) for review by the Employer;
- Carry out project site visits for monitoring of the progress of works in accordance with agreed targets;
- Develop and regularly update the database of monitoring activities;
- Provide Supervision Engineer with feedback, based on monitoring results;
- Preparation of contract amendments;
- Monitor the submission of deliverables;
- Preparations of the disbursement forecast;
- Assist the Employer in disbursement procedures.

The estimated duration of assignment is 12 months.

Interested individuals shall follow the link to participate in the selection:

[https://selfservice.adb.org/OA\\_HTML/adb/xxcrs/jsp/ADBCsrnFwd.jsp?sel=176662](https://selfservice.adb.org/OA_HTML/adb/xxcrs/jsp/ADBCsrnFwd.jsp?sel=176662)

A consultant will be selected in accordance with the “Selection of Individual Consultants” procedures set out in Asian Development Bank’s “Procurement Regulations for ADB Borrowers” on the basis of substantial responsiveness of the best evaluated CV with respect to compliance with technical and other related aspects specified in the Terms of Reference.

Required Qualification of the Consultant:

- A university degree or professional qualification in finance, law, public administration, international relations or any relevant field;
- Preferably 5 years of experience of working in procurement-related activities for the Asian Development Bank and/or other Multilateral Development Banks (MDB) funded projects (working experience under ADB financed projects will be an advantage);
- Experience of working on FIDIC contracts (experience with MDB Harmonized and/or FIDIC 2017 versions will be an advantage);
- Good knowledge of the institutional, technical and commercial aspects of procurement;
- Proven team working skills;
- Superior verbal and writing communication skills in English and Georgian languages;
- Proficiency in standard desktop computer applications, including but not limited to Word, Excel, PowerPoint;
- Good reporting and interpersonal skills.