

TERMS OF REFERENCE

for

Technical Expert

I. BACKGROUND INFORMATION

The Government of Georgia (GoG or “the Government”), represented by the Roads Department of the Ministry of Regional Development and Infrastructure of Georgia (RD), has started a results- based Secondary Road Asset Management Project (SRAMP or “the Project”), which is financed by the Government and the World Bank through an International Bank for Reconstruction and Development (IBRD) loan (Loan Agreement dated March 28, 2016).

Pursuant to Section II.C.1-3 of Schedule 2 to the Loan Agreement, the Government shall ensure independent monitoring and evaluation of the Project, through carrying out an Independent Performance Audit (IPA) on an annual basis. IPA over the seventh year of the Project implementation period starting from January 01, 2023 up to June 30, 2024, will be undertaken by the State Audit Office of Georgia (SAOG).

II. OBJECTIVE OF THE ASSIGNMENT

These Terms of Reference (ToR) describe the services to be provided by technical expert. Primary objective of the assignment is to carry out the technical audit of the works executed during design and rehabilitation stages of the Design-Build and rehabilitation contracts signed under the Project. Technical audit shall cover the period between January 01, 2023 and June 30, 2024.

III. SCOPE OF THE ASSIGNMENT

Technical expert will perform tasks focusing primarily on the following main sub-objectives:

(a) Review of progress in rehabilitation of road sections in Guria region

1. Verification of progress of the civil works contracts as per approved work programs, supervisor’s progress reports and approved IPCs;
2. Review and confirmation if the civil works contracts were executed in accordance with the approved designs, approved work program, and contract conditions by conducting visual inspection of the works completed on the randomly selected (sampled) project road sections between January 01, 2023 – June 30, 2024; identification of any unusual, abnormal damages or inconsistencies in completed works with the approved design, contract conditions, work program or IPCs. Providing detailed digital photographs of those findings together with GPS coordinates with the narrative description of the identified issues in the technical findings report of this Audit;
3. Review of monthly reports of the supervision consultant to RD to ascertain actual reporting on performance of works providers and their adherence to Traffic Management Plans (TMPs);
4. Recommendations for improvement in any areas where discrepancies, issues of concern, or non-conformances have been identified and documented in the technical findings of this Audit.

(b) Review of progress in rehabilitation and improvement of secondary roads assets through Design-Build and rehabilitation contracts

1. (i) Review of the approved designs of the ongoing Design-Build and rehabilitation contracts, listed in Annex A, Interim Payment Certificates (IPCs), and other relevant documents or information from the contractors, supervision consultant and/or RD related to these design-build and rehabilitation contracts; (ii) confirmation of the availability of these reports/documents and (iii) inclusion of all information required as per Consultant's contract conditions/TOR;
2. Review of the design approval processes during the design preparation stage and quality management processes applied by the contractor and supervision consultant during the rehabilitation works stage;
3. Verification of progress of the Design-Build and rehabilitation contracts as per approved work programs, supervisor's progress reports and approved IPCs;
4. Review and confirmation if the Design-Build and rehabilitation contracts were executed in accordance with the approved designs, approved work program, and contract conditions by conducting visual inspection of the works completed on the randomly selected (sampled) project road sections between January 01, 2023 - June 30, 2024; identification of any unusual, abnormal damages or inconsistencies in completed works with the approved design, contract conditions, work program or IPCs. Providing detailed digital photographs of those findings together with GPS coordinates together with the narrative description of the identified issues in the technical findings report of this Audit;
5. Review of monthly reports of the supervision consultant to RD to ascertain actual reporting on performance of works providers and their adherence to Traffic Management Plans (TMPs);
6. Recommendations for improvement in any areas where discrepancies, issues of concern, or non-conformances have been identified and documented in the technical findings of this Audit.

(c) Review of climate resilience practices in RD's road asset management

Checking the implementation of priority climate resilient measures in Racha:

1. Verification of progress of works as per approved work programs, supervisor's progress reports and approved IPCs;
2. Review and confirmation if the works were executed in accordance with the approved designs, approved work program, and contract conditions by conducting visual inspection of the works completed on the randomly selected (sampled) project road sections between January 01, 2023 – June 30, 2024; identification of any unusual, abnormal damages or inconsistencies in completed works with the approved design, contract conditions, work program or IPCs. Providing detailed digital photographs of those findings together with GPS coordinates with the narrative description of the identified issues in the technical findings report of this Audit;
3. Review of monthly reports of the supervision consultant to RD to ascertain actual reporting on performance of works providers and their adherence to Traffic Management Plans (TMPs);
4. Recommendations for improvement in any areas where discrepancies, issues of concern, or non-conformances have been identified and documented in the technical findings of this Audit.

IV. TIMING OF THE ASSIGNMENT

The audit of implementation progress of civil works contracts under the Project will be performed starting in March 2024 and will cover the period starting from January 01, 2023 up to June 30, 2024. Duration of the assignment is 120 calendar days.

V. REPORTING REQUIREMENTS

The expert will be reporting to the Roads Department of Georgia and State Audit Office of Georgia.

The expert shall submit:

- **Preliminary Report** describing the methodology of inspection and preliminary findings of the audit within 25 calendar days from commencement of services.
- **Final Report**, considering comments on the Preliminary Report within 45 calendar days from commencement of services.
- **Updated Final Report**, considering status of Climate Resilience Measures for Racha's Secondary Road Network Sections (Contract No. SRAMP/CW/NCB-21) updated as of June 2024, within 120 calendar days from commencement of services.

The reports shall be written in English and Georgian languages in an agreed format with the SAOG and shall be transmitted electronically using standard software (e.g. MS WORD, EXCEL, PDF, etc.).

If requested, all evidences (electronic or printed) together with the narrative description of the identified issues and other project related materials shall be transferred to SAOG.

Project related materials and information obtained by experts is intended for the use of SAOG and RD and may not be distributed by experts to others, in whole or in part, without the prior written permission of the Road Department and SAOG.

VI. QUALIFICATION REQUIREMENTS

Selection of the technical expert will be based primarily on the following desired skills and knowledge:

- a) Civil engineer with a minimum of 7 years of general road engineering experience;
- b) Road engineer, with experience in performance and quality assurance;
- c) Road design experience of at least 5 years;
- d) Road safety experience is an advantage;
- e) Experience in a contract management is an advantage;
- f) Reports should be prepared in Georgian and English languages.

Selected expert shall have no conflict of interest under the Secondary Road Asset Management Project (SRAMP).

VII. PAYMENT

Technical expert's services will be financed from the State Budget and payment will be made by the RD, which is an implementing agency of the Project.

Payments under the Lump-Sum contract to be signed with the expert will be linked to the deliverables with the following payment schedule:

Deliverable	Submission time	Payment Percentage
Preliminary Report	25 calendar days from commencement	30 %
Final Report	45 calendar days from commencement	50 %
Updated Final Report	120 calendar days from commencement	20 %

Annex A

List of Road Sections under SRAMP:

1. SRAMP/CW/NCB-09: Zhinvali-Barisakho-Shatili road (km16 – km25.5)
2. SRAMP/CW/NCB-10: Zhinvali-Barisakho-Shatili road (km25.5 - km32)
3. SRAMP/CW/NCB-11 Lot 1: Sajavakho-Chokhatauri-Ozurgeti-Kobuleti Road (sh02) km 35 - km 43.6 and km 47.2 - km 48
4. SRAMP/CW/NCB-11 Lot 2: Sajavakho-Chokhatauri-Ozurgeti-Kobuleti Road (sh02) km 54.0 - km 67.7
5. SRAMP/CW/NCB-11 Lot 3: Chokhatauri – Bakhmaro (sh81) road section 15.9 - km 21.4 and km 22.5 - km 24.5
6. SRAMP/CW/NCB-11 Lot 4: Chokhatauri – Bakhmaro (sh81) road section km 34 - km 50
7. SRAMP/CW/NCB-12 Lot 1: Chokhatauri – Zomleti (sh83) road section km 3.5 - km 13.8
8. SRAMP/CW/NCB-12 Lot 2: Sajavakho-Chokhatauri-Ozurgeti-Kobuleti road (sh02) km 17 - km 19.5
9. SRAMP/CW/NCB-12 Lot 3: Ozurgeti – Natanebi – Ureki (sh46) road section km 0.0 – km 2.8
10. SRAMP/CW/NCB-13: Rehabilitation of Remaining Works of Tianeti-Akhmeta-Kvareli-Ninigori Road Section from km1 to km30
11. SRAMP/CW/NCB-21: Climate Resilience Measures for Racha’s Secondary Road Network Sections: Sh16 km106.5-km109; Sh16 km109.5; Sh16 km114; Sh16 km119-km120; Sh16 km123.5-km125.5.