

TERMS OF REFERENCE

Contract	RCIP/CS/ICS-12		
Project	<i>Loan 2843-GEO: Road Corridor Investment Program, Project 3</i>		
Expertise	Project Implementation Specialist		
Source	National	Category	Independent

1. *Background*

The Government of Georgia (GOG) has requested a financing from the Asian Development Bank (ADB) in the form of a loan toward the cost of Road Corridor Investment Program, Tranche 3 (Loan 2843-GEO) through a Multitranche Financing Facility (MFF) to prepare and implement the Road Corridors Development Program (the Program) to rehabilitate, improve or construct several roads in various regions of Georgia. The Program includes (i) the 48.4-km Adjara Bypass around Kobuleti and Batumi, (ii) Batumi-Sarpi, (iii) the detailed design of E60 Khevi-Argveta, (iv) Dzirula-Kharagauli-Moliti-Pona-Chumateleti Secondary Road, and (v) Tbilisi Bypass which will be financed either under the subsequent tranche of the Program or through self-standing loan.

To satisfy the ADB Procurement Guidelines (2015, as amended time to time) and to support and facilitate the efficiency and effectiveness of procurement activities, contract management, monitoring and evaluation issues of the ADB financed projects and to ensure and increase the efficiency and effectiveness of project management, the Roads Department of the Ministry of Regional Development and Infrastructure of Georgia (RDMRDI), the Implementing Agency (IA) is hiring an independent Project Implementation Specialist (Consultant).

2. *Scope and Main Responsibilities*

The Consultant will be responsible for assisting RDMRDI's Foreign Projects' Division in activities related to procurement of goods, works and consultancy services to be implemented according to the ADB Procurement Guidelines (2015, as amended from time to time) and Guidelines on the Use of Consultants (2013, 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:

1. Ensuring that procurement procedures are carried out in accordance with the Procurement Plan and Asian Development Bank Guidelines;
2. Preparing the General Procurement Notice (GPN), Specific Procurement Notices (SPNs), Invitation for Bids (IFBs), Request for Expressions of Interest (REOIs) and other solicitation documents whenever required
3. Preparing and amending the bidding documents as needed;
4. Contribute to the preparation of Terms of References (TOR);
5. In case of procurement actions requiring ADB's "No Objection", coordinating the dispatch of procurement document to ADB, monitoring ADB's response time on issuing "No Objections" at different levels of the procurement process and following up accordingly
6. Monitoring and ensuring timely responses to procurement questions raised by the ADB. For services, following up with the short-listed consultants within 10 days of RFP dispatch, to ensure their participation in the selection exercise

7. Preparing and updating the Projects' Annual Procurement Plan and Budget detailing 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;
8. Monitoring procurement implementation of and update the Procurement Plan whenever it becomes necessary to do so
9. Carrying out procurement of Civil Works and Consultancy Services;
10. Carrying out procurement of materials and equipment as required;
11. Ensuring timely receipt of the goods and consultant's status reports.
12. Maintaining all correspondence, bidding documents, evaluation reports and other documents related to the project.
13. 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
14. Participating in procurement audits and reviews of the Project and
15. Assisting in dealing with claims, bid challenges and litigations relating to contracts and procurement.

Project Management related duties:

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

The implementation consultant is responsible for the preparation of the semi-annual, annual and completion reports covering the following information:

- Technical description, explaining the reasons for significant changes vs. initial scope;
- Update on the date of completion of each of the main project's components, explaining reasons for any possible delay;
- Update on the cost of the project, explaining reasons for any possible cost increases vs. initial budgeted cost;
- Resettlement activities
- Financial issues
- A description of any major issue with impact on the environment;
- Update on procurement procedures;
- Any significant issue that has occurred and any significant risk that may affect the project's operation;
- Any legal action concerning the project that may be ongoing.

- In the process of preparation of the abovementioned report, the implementation consultant will closely cooperate with relevant divisions of the RD.

3. Reporting, Communication, and Time Schedules

1. The Consultant shall report directly to the responsible Deputy Chairman of RDMRDI.
2. Emphasis will be placed on highly effective, regular and detailed communication with the RDMRDI, Project Manager and other relevant managers.
3. Consultant is expected to report and analyze all problems experienced with procurement so that remedial and capacity building actions can be promptly taken.
4. Consultant shall make inputs into reports prepared by the counterpart staff as needed.

Consultant's Reporting Obligations

Description	Quantities	Deadline for Submission
Semi-annual report	Every 6 months	31 July, 31 January
Project Completion report	One	within two months after completion of the Project

4. Qualification requirements:

- A university degree or professional qualification in, finance, law, public administration or a related field (Master's degree will be an advantage);
- Preferably 3 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 management of FIDIC contracts (experience with MDB Harmonized contracts will be an advantage);
- Experience on managing position of MDB funded projects (working experience under similar road projects and performance-based road contracts will be an advantage);
- Proven record of training in international project management is mandatory;
- Good knowledge of the institutional, technical and commercial aspects of procurement;
- Proven teamwork skills;
- Superior verbal and writing communication skills in English and Georgian languages; Knowledge of Russian language would be an advantage;
- Proficiency in standard desktop computer applications, including Word, Excel, PowerPoint;

- Good reporting and interpersonal skills;

The specialist will be a team member of Roads Department. S/he will work with other divisions of RD MRDI to help them understand the details of the Project Management System for the implementation of the projects. The period of assignment is 1 year with the possibility for downstream extension subject to satisfactory performance.

Places of Assignment:	Days Estimated Dates	(dd/mm/yyyy)
Georgia	1 year	01/04/2017 – 01/04/2018
TOTAL DAYS (state if Intermittent)		

NOTE: Actual schedule to be confirmed with User Unit.