

PROJECT MANAGEMENT CONSULTANT (CSP-1)

TERMS OF REFERENCE FOR CONSULTANTS

A. Introduction

1. Ministry of Transport and Communications (MOTC) will be the executing agency (EA) for the Investment Program. The Committee of Roads under MOTC will be the implementing agency. MOTC will be responsible for the overall implementation of the Investment Program and liaising with IFIs involved in the sector.

2. A Project Management Consultant to be established under the Investment Program (PMC-ADB) will be recruited by MOTC and hosted at the PMC funded under the proposed World Bank's loan¹ (PMC-WB). The PMC-WB will coordinate all activities funded by IFIs involved in the Corridor investment and provide support for safeguard compliance, legal, and financial management. The PMC-ADB will be located at the office of the Committee of Roads of MOTC.

3. The Committee of Roads will appoint a Project Director who shall have overall responsibility for implementation of the Investment Program including the project preparation, project implementation, as well as project monitoring and reporting. Project Director will be a qualified staff of the Committee of Roads with experience in project management acceptable to ADB. MOTC will ensure that during the entire period of project implementation, the Project Director will be adequately assisted with MOTC staff responsible for engineering, finance, legal and procurement matters. The PMC-ADB will help Project Director in implementing the Investment Program. Administrative and secretarial staff, office equipment and facilities will be provided under the PMC's contract. MOTC will provide the necessary office space for the Project Director and the PMC-ADB in Zhambyl Oblast.

4. The PMC-ADB will introduce a suitable management information system to manage the Investment Program. With the assistance of the PMC-ADB, Project Director will prepare quarterly progress reports and will submit them to ADB within 2 weeks from the end of the related quarter. It will also submit other required performance and monitoring reports twice a year. Overall progress and compliance with conditions of the loan agreement will be monitored regularly with periodic reports to ADB, consistent with existing project implementation requirements. Reports will include evaluation of issues and will recommend remedial actions.

5. Three major scopes are described below.

B. Scope of Services

6. **Project Management.** The PMC-ADB will be responsible for the management of the Investment Program with the following scope of works:

- (i) Maintain records and advise and assist MOTC with the day-to-day coordination and supervision of the Investment Program and its components, including the preparation of regular progress reports.
- (ii) Coordinate and review updated designs and cost estimates prepared by the design consultants.
- (iii) Advise MOTC/PD on the preparation, evaluation, and award of tenders for civil works construction.
- (iv) Coordinate and supervise the work of field teams in supervising and certifying construction in accordance with contract conditions.
- (v) Review justifications provided for any variation orders proposed and submitted by the Contractors.

¹ Proposed KAZ: South West Corridor Development Program.

- (vi) Monitor contractors' conformity with environmental and social impact controls required under the Project.
- (vii) Develop impact and outcome indicators; collect baseline data; and measure the indicators over time during the assignment period.
- (viii) Ensure project financial management procedures are in place and are strictly followed, specifically relating to payments, financial accounting, financial reporting and record keeping.
- (ix) Assist MOTC to prepare a project completion report at the end of each tranche loan.

7. **Procurement Activities.** The PMC-ADB will be responsible for coordination of procurement of civil works, goods, and consultants under the Investment Program and ensuring that procurement is carried out in compliance with the procedures agreed with the Asian Development Bank (ADB). The tasks of the procurement activities will include but not be limited to the following:

- (i) Undertake procurement activity in accordance with the draft procurement plan, which provides the estimated costs and basis for the procurement methods for each procurement item under the Project.
- (ii) Review technical specifications as developed for procurement of good and services together with MOTC.
- (iii) Prepare bidding documents (for Project 2) with the inputs provided by the detailed design consultant.
- (iv) Prepare tender notices and invitations for bids (for Project 2).
- (v) Receive and open tenders, coordinate the evaluation process, validate findings, and prepare the Evaluation Report.
- (vi) Administer contracts to ensure compliance with the contract conditions, payment terms, variations, dispute resolution, and monitoring, etc.
- (vii) Maintain all records relating to procurement.
- (viii) Maintain a separate record relating to complaints and their redressing.
- (ix) Periodically update the procurement plan in agreement with the EA to reflect the actual project implementation needs and improvements in institutional capacity.
- (x) Prepare procurement implementation reports in accordance with the reporting requirement acceptable to ADB.
- (xi) Assist the MOTC in its procurement activities and help it in develop reports in the agreed format.
- (xii) Obtain all necessary clearances within the Government and ADB.
- (xiii) Keep all procurement records in proper order, acceptable to MOTC and ADB.
- (xiv) Assist the ADB staff during procurement prior -reviews.
- (xv) Train MOTC staff on procurement.

8. **Project Preparatory for Project 2.** The MOTC has completed Feasibility Study while Detailed Design for Project 2 is yet to be completed. This advisory service therefore, will (i) complete due diligence reviews including technical and economic appraisal, environmental, social, and poverty impacts assessment, and (ii) prepare project implementation and financing plan for ADB financing.

9. Task 1: The consultant, based upon the above tasks, will carry out due diligence for the key parameters for Project 2 (i) traffic forecasts, (ii) review road and support facilities preliminary design and cost estimates, (iii) review detailed design including the technical, economic, environmental and social feasibility studies for Project 2. (iv) financing plan, and (v) implementation arrangements and schedule. The consultant's diligence review will include road safety and environmental mitigation measures review.

10. Task 2: Review and update the capital cost estimates: The consultant will prepare an up to date cost estimate based upon the proposed road development, amended to take account of current prices, the most appropriate exchange rate and any amendment to facility design and phasing.

11. Task 3: Update the economic analysis: The economic analysis for Project 2 was completed. The consultant will review the latest traffic data, the latest economic data and all other relevant data and information which will allow updating of the traffic forecasts as necessary. Based on the revised capital costs and phasing the consultant will update the economic analysis of the project. The consultant should carefully appraise the methodology used and identify any need to refine the methodology.

12. Task 4: The consultant shall review the environmental impact assessment (EIA) already prepared by the Committee of Roads. Ascertain their conformity with ADB's Environmental Policy (2002) and related Environmental Assessment Guidelines (2003), and verify any gaps, such as public consultations, environmental management plan, and/or cost estimate of environmental monitoring and mitigation in the reports. The consultant shall endeavor to fill the gaps identified and work with the executing agency to generate required additional work if any, to complete the analysis. The consultant should verify its validity based on the Government's environmental assessment regulations. The consultant shall complete the EIA and its summary EIA (SEIA).

13. Task 5: Review of social and poverty analyses: The consultant should review the methodology and conclusions of the social and poverty analyses to verify that they were undertaken in accordance with the ADB Guidelines. The consultant should verify gaps if any in the analyses and propose additional work to be carried out by the consultant.

14. Task 6: Conduct additional desk/field investigations, if required, for the Poverty and Social Analysis (PSA) and prepare a PSA report meeting the requirements of *the ADB Handbook on Poverty and Social Analysis*. The PSA will also identify (i) poverty issues related to livelihood, trade, and transport patterns in project areas; and (ii) complementary physical/non-physical interventions that may, if included in the Project, add to its poverty reduction potential. Lastly, the PSA will provide a social assessment.

15. Task 7: Review the Land Acquisition and Resettlement Plans (LARPs) prepared during detailed design works. If not available, in conjunction with the Detailed Design, determine any possible need for temporary and permanent land acquisition and compensation/resettlement arrangements; prepare LARPs as required, according to the format and scope required by the ADB. Resettlement documents should be prepared in accordance with, and reflect, existing local land transfer mechanisms and locally relevant grievance redress mechanisms, as well as ADB's Involuntary Resettlement Policy. The consultant may use the Handbook on Resettlement: A Guide to Good Practice (1998) as a guide. Attention will have to be put in carrying out effective social assessment for the project and if necessary the appropriate modifications to standard LARP approaches will have to be made in case the local land property systems are based on collective ownership principles.

16. Task 8: Prepare contract package, procurement plan, and a detailed implementation schedule for Project 2.

17. Task 9: Assist the EA preparing Periodic Financing Request (PFR) for Project 2 in accordance with a format agreed with ADB.

C. Input

18. The services will be carried out by international firms in association with national consultants, to be selected by the EA in accordance with ADB's *Guidelines on the Use of Consultants* (2007, as amended from time to time). A total of 52 person-months of international consultant inputs and 98 person-months of national consultants will be required.

19. Consulting services are expected to take place over 42 months. The team leader will be a

senior civil engineer with sufficient experience in road construction. The other experts should also have relevant qualifications and experience. All experts, international and national, must be proficient in both written and spoken English. It is desirable for international consultants to have basic knowledge of Russian.

Proposed Staffing

Position	No.	Person Month	Experts	No.	Person Month
Team Leader/Project Management	1	42	Deputy Team Leader/Project Manager	1	42
Procurement Specialist	1	6	Procurement Specialist	1	10
Highway engineer	1	1	Financial Management Specialist	1	42
Transport economist	1	1	Highway engineer	1	1
Environment specialist	1	1	Transport economist	1	1
Social Development Specialist	1	1	Environment specialist	1	1
			Social Development Specialist	1	1
International Consultants	6	52	National Consultants	7	98

Source: MOTC and ADB Staff estimates.

20. The Consultants will maintain a central office in Taraz for the duration of the Investment Program. The consultant's staff will be expected to travel to Astana when required.

D. Deliverables

21. The consultant will prepare monthly reports on the Investment Program's progress in a format and level of detail agreed with MOTC and ADB.

22. The consultant will maintain records documenting information supplied by the field teams, decisions made at meetings, progress on civil works, certified achievements and milestones, financial records, and any deviations from or changes to the contract plans. The consultant will assist the MOTC in preparing quarterly project progress reports, a project completion report, and monitoring and evaluation reports as required under the Loan Agreement.

23. For Project Preparatory, the consultant will submit to MOTC and ADB (i) Draft Final Report, and (ii) Final Report and the Summary for the overall study including PSA; SEIA, LARP, and PFR.

24. The overall findings of the study including the Summary will be presented in the Final Report to be submitted by the end of the study. The consultant will submit 5 copies of each report to MOTC and ADB. In addition, the consultant should translate the Summary into Russian to be submitted to MOTC.