

TERMS OF REFERENCE FOR CONSULTANTS

1. All consultants will be recruited in accordance with ADB's Procurement Policy (2017, as amended from time to time) and its associated project administration instructions and/or staff instructions. The technical assistance (TA) will require the following individual consultants' inputs:

- 1) e-procurement expert, international
- 2) block-chain technology expert, international
- 3) procurement expert, international
- 4) project coordinator, national

The duration of the assignment is given below in a term of reference for each consultant (except block-chain technology expert).

TORs and selection requirements for two consulting firms (development of software and IT audit) and individual block-chain technology expert will be developed by international e-procurement expert and national project coordinator after the start of the project.

A. International e-procurement consultant (intermittent, 5 person-months)

2. **Objective and Purpose of the Assignment.** The Asian Development Bank (ADB) through TA 6816-KGZ will improve Kyrgyz national procurement system through more innovative and functional e-procurement platform. The TA will improve the functionality of the Kyrgyz Republic's e-government system (e-GP) and complete its digitalization by developing and introducing new modules and enhancing existing ones and procuring equipment for data management. The following issues are critical and need intervention through this TA:

- a. Enhancing of existing modules: the current modules cover procurement transactions from planning to bid opening and was developed in 2015. Along with improvement of functionality they need major updating and modernization.
- b. Development of new modules: all processes after bid opening are performed manually and TA will develop new modules to shift these on-line.
- c. IT audit: in order to improve cyber-security e-GP must be audited and recommendations elaborated and implemented.
- d. Data Management: existing data storage facilities are nearly full, and the equipment is obsolete, replacement of equipment is vital for the effective functioning of e-GP.

3. **Scope of Work.** The consultant is expected to guide the development and implementation of enhanced and new software throughout the project life and help with technical specifications for equipment. S/he will assist with software and IT audit firms' selection, coordination of their work, consultation to ADB and EA on major implementation issues. S/he will perform the assigned tasks under the direct supervision and guidance of ADB's Kyrgyz Resident Mission and Public Procurement Department under the Ministry of Economy and Finance.

4. Detailed Tasks and Expected Outputs:

- a. Provide advisory support required for the overall implementation of the Project
- b. Prepare the Terms of Reference for selection of consulting firms for software development and enhancement of the e-GP system
- c. Prepare the Terms of Reference for selection of IT audit firm
- d. Prepare the Terms of Reference for the selection of international blockchain technology expert
- e. Assist EA and ADB in selection, evaluation and contract negotiations providing technical expertise wherever needed
- f. Assist EA and ADB in consultants' contract management, monitoring performance and ensuring quality control for services, advise on best ways of project implementation
- g. Advise the EA and ADB on development, testing and acceptance of the implemented software
- h. Monitor and report compliance of the project to the specified timelines
- i. Provide guidance to the national consultant (project coordinator) and where required get actively involved in preparation of the functional requirements for further enhancement of the e-GP system
- j. Prepare the requirements and facilitate the implementation of e-Payment of transaction fees
- k. Advise the government in publicity and awareness creation procedures
- l. Any other tasks related to management of the project

5. **Deliverables:**

- a. Selection of two consulting firms for development of new software and IT audit: TORs and budgets prepared and ready for advertisement
- b. Procurement of equipment: technical specifications and cost estimates for packages prepared and ready for advertisement
- c. Assistance with technical evaluation of consulting firms' proposals, responding to ADB comments and re-submission if necessary
- d. Coordinate the activities of consulting firms on software development and IT audit
- e. Testing of new software and assistance to EA with acceptance, work and problem identification
- f. Timely reporting to EA and ADB on any issues appeared and proposing ways for solution

6. **Minimum Qualification Requirements.** The successful candidates must meet the following criteria in order to qualify:

- a. Must have preferably a master's degree in IT or other related fields.
- b. At least 10 years of experience in IT sector (software development) with at least 5 years of developing IT products for public procurement or developing/coordinating government e-procurement systems.
- c. Working experience with ADB or other MDBs projects in developing national e-procurement systems preferred.
- d. Regional experience (Central Asia) and knowledge of Russian desirable, knowledge of English is a must.

7. **Working days, Estimated inputs.**

100 days intermittent during November 2021 – December 2025

B. International procurement consultant (intermittent, 30 days)

8. **Objective and Purpose of the Assignment.** The Asian Development Bank (ADB) through TA 6816-KGZ will improve Kyrgyz national procurement system through more innovative and functional e-procurement platform. The TA will improve the functionality of the Kyrgyz Republic's e-government system (e-GP) and complete its digitalization by developing and introducing new modules and enhancing existing ones and procuring equipment for data management. The following issues are critical and need intervention through this TA:

- a. Enhancing of existing modules: the current modules cover procurement transactions from planning to bid opening and were developed in 2015. Along with improvement of functionality they need major updating and modernization.
- b. Development of new modules: all processes after bid opening are performed manually and TA will develop new modules to shift these on-line.
- c. IT audit: in order to improve cyber-security e-GP must be audited and recommendations elaborated and implemented.
- d. Data Management: existing data storage facilities are nearly full and the equipment is obsolete, replacement of equipment is vital for the effective functioning of e-GP.

9. **Scope of Work.** The consultant is expected to advise EA and ADB on best international procurement policies and practices, provide advisory services on improvement of existing legislation and processes, identify shortfalls, and bottle necks and propose ways for solution. S/he also will provide support to ADB financed projects in the country with transferring procurement onto new e-GP system and processing procurement related operations on-line and will provide hands-on support for complex or large value procurement for projects and ADB Kyrgyz Resident Mission (KYRM). S/he will perform the assigned tasks under the direct supervision and guidance of KYRM and Public Procurement Department under the Ministry of Economy and Finance.

10. **Detailed Tasks and Expected Outputs:**

- a. Provide advisory support required for the overall implementation of the Project
- b. Provide consultancy on best international procurement policies and practices
- c. Assist EA and ADB in identifying weaknesses of Kyrgyz national procurement system and propose ways for enhancement
- d. Prepare and conduct procurement trainings for ADB financed projects in the country
- e. Advise projects on transforming their procurement operations on-line
- f. Provide practical guidance and assistance for large value or complex procurement to KYRM and projects
- g. Plan and manage ADB projects' procurement activities including consultations to bid evaluation committees, preparation of bid documents, bid evaluation reports and submissions for ADB's review in accordance with the projects' procurement plan and ADB's guidelines and procedures

11. **Deliverables:**

- a. Analysis of existing Kyrgyz procurement legislation, identification of weaknesses and proposals for enhancement

- b. General advisory services on best international procurement policies and practices in relation to Kyrgyz procurement system
- c. Practical support to ADB projects in the country with preparation of bidding documents, bid evaluation reports and consulting firms' proposals

12. **Minimum Qualification Requirements.** The successful candidates must meet the following criteria in order to qualify:

- a. Higher education in Business Administration, Economics or Technical studies.
- b. At least 10 years' experience in procurement and contract management, preferably with ADB or other multilateral banks, out of them at least 5 years on international level.
- c. First-hand experience of large value or complex procurement.
- d. Experience of work in Central Asian countries and particularly Kyrgyz Republic.
- e. Knowledge of English, knowledge of Russian is preferred, good communication skills.

13. **Working days, Estimated inputs.**

30 days intermittent during November 2021 – December 2025

C. **National project coordinating consultant (full time, 35 months)**

14. **Objective and Purpose of the Assignment.** The Asian Development Bank (ADB) through TA 6816-KGZ will improve Kyrgyz national procurement system through more innovative and functional e-procurement platform. The TA will improve the functionality of the Kyrgyz Republic's e-government system (e-GP) and complete its digitalization by developing and introducing new modules and enhancing existing ones and procuring equipment for data management. The following issues are critical and need intervention through this TA:

- a. Enhancing of existing modules: the current modules cover procurement transactions from planning to bid opening and have been developed in 2015. Along with improvement of functionality they need major updating and modernization.
- b. Development of new modules: all processes after bid opening are performed manually and TA will develop new modules to shift these on-line.
- c. IT audit: in order to improve cyber-security e-GP must be audited and recommendations elaborated and implemented.
- d. Data Management: existing data storage facilities are nearly full, and the equipment is obsolete, replacement of equipment is vital for the effective functioning of e-GP.

15. **Scope of Work.** ADB will recruit the international e-procurement consultant, who will be acting as a main source of expertise for this TA and the national project coordinating consultant is expected to assist her/him in implementation of the project, help with development of TORs and technical specifications for equipment. National consultant also will act as the project coordinator and supervise work of consulting firms, conduct procurement of equipment under the TA and be a liaison officer for EA with consulting firms, international experts and ADB.

S/he will perform the assigned tasks under the direct supervision and guidance of ADB's Kyrgyz Resident Mission and Public Procurement Department under the Ministry of Economy and Finance.

16. **Detailed Tasks and Expected Outputs:**

- a. Provide advisory support required for the overall implementation of the Project
- b. Assistance with preparation of Terms of Reference for selection of consulting firms for software development and enhancement of the e-GP system
- c. Assist EA and ADB in selection, evaluation and contract negotiations with consultants (individuals and firms), providing technical expertise wherever needed
- d. Assist EA and ADB in consultants' contract management, monitoring performance and ensuring quality control for services, advise on best ways of project implementation
- e. Provide coordination support required for the overall implementation of the project, day to day administration of all project activities
- f. Assistance with preparation of technical specifications for equipment to be purchased, conduct procurement according to ADB policies
- g. Monitor and report compliance of the project to the specified timelines
- h. Any other tasks related to management of the project

17. **Deliverables:**

- a. Day to day administration of all project activities during all assignment period
- b. Selection of consulting firms and individual experts for the project
- c. Procurement of equipment: assistance with technical specifications and cost estimates for packages, conducting procurement
- d. Monitoring and reporting of project progress

18. **Minimum Qualification Requirements:**

The successful candidates must meet the following criteria in order to qualify:

- a. Degree in IT, business process evaluation, procurement, or other related fields.
- b. At least 5 years of experience in procurement or IT sector (e-procurement)
- c. At least 3 years of work experience with Kyrgyz Republic's public procurement system e-GP
- d. Working experience with ADB or other MDBs projects in developing national e-procurement systems preferred.
- e. Knowledge of English is desirable

19. **Working days, Estimated inputs.**

35 months during November 2021 – December 2025