

Project Administration Manual

Project Number: 54005
Grant Number: G0752-TAJ, GXXXX-TAJ
October 2022

Tajikistan: Road Network Sustainability Project—
Additional Financing

CURRENCY EQUIVALENTS

(as of 29 September 2022)

Currency unit	–	Tajik somoni (TJS)
TJS1.00	=	\$0.09738
\$1.00	=	TJS10.269

ABBREVIATIONS

ADB	–	Asian Development Bank
CAREC	–	Central Asia Regional Economic Cooperation
CAP	–	corrective action plan
COVID-19	–	coronavirus disease
CSC	–	Construction supervision consultant
EMP	–	environmental management plan
FMA	–	financial management assessment
GAP	–	gender action plan
GDP	–	gross domestic product
GRM	–	grievance redress mechanism
IEE	–	initial environmental examination
IFRS	–	International Financial Reporting Standard
IPSAS	–	International Public Sector Accounting Standards
ISA	–	International Standards on Auditing
km	–	kilometer
LARP	–	land acquisition and resettlement plan
m	–	meter
MOF	–	Ministry of Finance
MOT	–	Ministry of Transport
PAM	–	project administration manual
PCR	–	project completion report
PIURR	–	Project Implementation Unit for Roads Rehabilitation
RAMS	–	road asset management system
SAEMR	–	semi-annual environmental monitoring report
SPP	–	strategic procurement planning
SSEMP	–	Site-specific environmental management plan

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Project Administration Manual Purpose and Process

The project administration manual (PAM) describes the essential administrative and management requirements to implement the project on time, within budget, and in accordance with the policies and procedures of the government and Asian Development Bank (ADB). The PAM should include references to all available templates and instructions either through linkages to relevant URLs or directly incorporated in the PAM.

The Ministry of Transport (MOT) of the Republic of Tajikistan—executing agency and Project Implementation Unit for Roads Rehabilitation (PIURR)—implementing agency are wholly responsible for the implementation of ADB-financed projects, as agreed jointly between the borrower and ADB, and in accordance with the policies and procedures of the government and ADB. ADB staff is responsible for supporting implementation including compliance by MOT and PIURR of their obligations and responsibilities for project implementation in accordance with ADB's policies and procedures.

At grant negotiations, the borrower and ADB shall agree to the PAM and ensure consistency with the grant agreement. Such agreement shall be reflected in the minutes of the grant negotiations. In the event of any discrepancy or contradiction between the PAM and the grant agreement, the provisions of the grant agreement shall prevail.

After ADB Board approval of the project's report and recommendations of the President (RRP), changes in implementation arrangements are subject to agreement and approval pursuant to relevant government and ADB administrative procedures (including the Project Administration Instructions) and upon such approval, they will be subsequently incorporated in the PAM.

I. PROJECT DESCRIPTION

1. Tajikistan is a landlocked country with heavy reliance on road transport for the international and domestic movement of goods and peoples. However, road conditions have been poor and generally unreliable due to mixed reasons: high disaster-prone topography, dysfunctional maintenance systems, overloaded trucks, and poor quality of construction works carried out mainly before the 1970s. To strengthen connectivity with surrounding countries, the government has prioritized the improvement of international road networks, which make up Central Asia Regional Economic Cooperation (CAREC) corridors and the Asian Highways network.¹ Conversely, national roads have remained in deteriorated and unsafe conditions. Such unbalanced development of the country's road network has been compounded by long-standing neglect of road maintenance, with insufficient budget allocations and the absence of well-developed road asset management systems (RAMS). As a result, the country's population still experiences difficulties in their daily access to socioeconomic opportunities. The poverty rate in the country is 26.5% of the total population, and most of them are found in rural areas where transport networks have remained undeveloped.² Women in rural areas particularly lack reliable and affordable transportation and are overloaded with domestic and farming work and suffer from chronic time poverty.³

2. The project roads traverse Khatlon oblast, which is the country's largest agricultural producer and performs as a domestic and international transit.⁴ The oblast is a home of 37.2% of the country's population, the highest share among the oblasts/regions, implying that the oblast's economic development is critical to the country's economic growth. Meanwhile, the poverty rate is the highest in the country while the human development and income indexes are the lowest,⁵ representing the country's constrained economic growth. One attributable factor is the poor quality of existing transport infrastructure, while overreliance on agriculture and seasonal fluctuation in income sources and levels could be amongst others.

3. In response to such immediate needs in southern Tajikistan, the Road Network Sustainability Project (the ongoing project) was approved by the ADB Board of Directors on 19 November 2020. Under the ongoing project, the two national arterial roads are being improved, namely (i) Dangara–Okmazor and (ii) Hulbuk–Kangurt. The sections link the Asian Highway No. 66 at Dangara and Hulbuk and perform as a vital connector of major economic centers in the oblast and international corridors in Southern Tajikistan. Further, the Dangara–Okmazor section is a part of the section toward the country's major intranational road (CAREC Corridors 5 and 6). Despite their importance, the roads have not been well equipped with road safety installments and disaster-proof measures and now been deteriorated. Improving the sections is essential for the development of the oblast in the light of the government's plan to make Dangara the oblast's key economic hub and the oblast's new capital city in coming years.

4. The additional financing will scale up the scope of the ongoing project and will enable the government to complete the rehabilitation of a key transport corridor in southern Tajikistan by extending the ongoing project's road sections, enhance the scope of the road asset management system (RAMS) of the Ministry of Transport (MOT), and increase beneficiaries of the program

¹ The Asian Highway Network is a regional transport cooperation initiative to improve major road networks among countries in Asia and Europe and the United Nations Economic and Social Commission for Asia and the Pacific.

² World Bank. 2021. [Poverty in Tajikistan: 2021](#). (accessed on 15 July 2022).

³ ADB. 2020. [Women's Time Use in Rural Tajikistan](#). Manila.

⁴ ADB. 2021. [Country Partnership Strategy 2021–2025 for Tajikistan](#). Manila.

⁵ Global Data Lab: GDL Area Profiles. <https://globaldatalab.org/profiles/region/TJKr102/> (accessed on 18 May 2022).

aiming at promoting local women's socioeconomic opportunities.

5. The proposed additional financing is aligned with the same impacts as the ongoing project, namely: (i) economic growth promoted (Tajikistan National Development Strategy),⁶ and (ii) safe and competitive connectivity established across the CAREC region (CAREC Transport Strategy 2030).⁷ The project will have the same outcome: safety and reliability of the road networks enhanced in southern Tajikistan.⁸ Thus, the overall aggregate impact and outcome of the project remains unchanged from the ones of the ongoing project. The outputs of the overall project will be as below.

6. **Output 1: Roads in Southern Tajikistan improved.** This output will consist of (i) rehabilitating the roads Bokhtar–Levakant (four-lane, 9.7 km), Dangara–Levakant (two-lane, 59.0 km) and Hulbuk–Kangurt (two-lane, 59.5 km) on the current alignment; and (ii) carrying out a road safety awareness campaign for roadside residents.⁹ The SNIP classification of the Bokhtar–Levakant section is I with the road width of 7.0 m each side and 1.5 m paved shoulder and sidewalk for each side, while the one of the Dangara–Levakant section is III with the road width of 3.5 m each lane and 2.5 m paved shoulder. The Hulbuk–Kangurt section will be split at Temurmalik into two subsections: Hulbuk–Temurmalik section is also category III, while Temurmalik–Kangurt section is category IV: two-lane width of 3 m each lane with 2 m paved shoulders.

7. **Output 2: RAMS database developed.** The output will be aligned with the MOT's RAMS Action Program and assist the MOT's Road and Transport Digitization Unit¹⁰ in developing the data inventories of the country's arterial highway networks. At present, there is no comprehensive inventory in the MOT, making it difficult to estimate maintenance needs and plan the optimal use of available resources against the needs. Under the output, one international consultancy firm is being recruited to inventory the condition data for the selected arterial highway networks, with providing hands-on training to the unit staff on (i) preparing formats for data collection surveys in accordance with specification of the RAMS database, (ii) carrying out regular road condition surveys, (iii) data validation and processing before entering into the RAMS database, and (iv) subsequent analysis of the data as the basis for annual and multiannual planning.¹¹

8. Currently, the MOT's RAMS database is under development. Once the database's architecture and type of data to be stored are completed, the MOT and the consultant will identify missing items by comparing the current list of data to be collected. Such items will be collected in appropriate formats, as necessary.

9. **Output 3: Women's access to socioeconomic opportunities enhanced.** This output will enhance the involvement of women living alongside in their regional economic platform, and include (i) designing and implementing a knowledge distribution program on entrepreneurship and household financial management, (ii) providing a skills training on business development and

⁶ Government of Tajikistan. 2017. *National Development Strategy of the Republic of Tajikistan for the Period up to 2030*. Dushanbe.

⁷ ADB. 2020. *CAREC Transport Strategy 2030*. Manila.

⁸ The tentative updated design and monitoring framework is in Appendix 1.

⁹ The additional financing project will help to rehabilitate Bokhtar–Okmazor (40 km).

¹⁰ On 31 December 2020, the Road and Transport Digitization Unit was established.

¹¹ The MOT received technical and financial assistance in developing the RAMS database based from the ADB-financed project (Grant 0569-TAJ: Central Asia Regional Economic Cooperation Corridors 2, 5, and 6 [Dushanbe-Kurgonteppa] Road Project, Additional Financing) and the World Bank-financed project (Fourth Central Asia Regional Links Program). The collected data under the project will be stored in the RAMS database.

income generation activities in areas of high demands, and (iii) facilitating access to grants for women entrepreneurs. The output will be implemented by a local agency in coordination with the National Committee of Women and Family Affairs. As part of activity (i), mobile phone applications or short message subscriptions will be developed to distribute contents of the designed program, which will enable local women to obtain information by using their mobile phones at their convenient place and time. Supplementary schooling events will be held regularly to recap the knowledge distributed and foster mutual-aid networks among the participants.

10. The ongoing project's regional scope was limited to Okmazor–Dangara and Hulbuk–Kangurt sections, following the scope of output 1. With the additional financing, Bokhtar–Okmazor section will be included (footnote 9). The updated gender action plan for the overall project is presented in Table 18.

11. **Output 4: Procurement readiness for the road section to be financed under the additional financing project enhanced.**¹² This output will ensure the additional financing project's "high readiness" criteria before the Board consideration. Under the output, an international procurement specialist (individual) has been recruited to assist the implementing agency in procuring the civil works contracts for Bokhtar–Okmazor section (footnote 9) in accordance with ADB's relevant policies and regulations.

II. IMPLEMENTATION PLANS

A. Project Readiness Activities

Table 1: Project Readiness Activities for Grant 0752

Indicative Activities	2020			2021			Responsible Unit
	Q2	Q3	Q4	Q1	Q2	Q3	
Advance contracting actions		✓	✓				PIURR/MOT and ADB
Retroactive financing actions			✓				MOF and MOT
Government counterpart funds allocation			✓				MOF and MOT
Establish project implementation arrangements			✓				MOT, PIURR, and ADB
Clear and disclose safeguard documents		✓					MOT, PIURR, and ADB
ADB Board approval			✓				ADB
Grant signing				✓			ADB and Recipient
Government legal opinion provided					✓		Recipient
Grant effectiveness					✓		ADB

ADB = Asian Development Bank, MOF = Ministry of Finance, MOT = Ministry of Transport, Q = quarter, PIURR = Project Implementation Unit for Roads Rehabilitation.

Source: Asian Development Bank.

Table 2: Project Readiness Activities for Additional Financing

Indicative Activities	2022			2023			Responsible Unit
	Q2	Q3	Q4	Q1	Q2	Q3	
Advance contracting actions	✓						PIURR/MOT and ADB
Retroactive financing actions		✓					MOF and MOT
Government counterpart funds allocation			✓				MOF and MOT
Establish project implementation arrangements	✓						MOT, PIURR, and ADB
Clear and disclose safeguard documents		✓					MOT, PIURR, and ADB
ADB Board approval			✓				ADB
Grant signing			✓				ADB and Recipient

¹² On 23 November 2021, minor changes in project scope and implementation arrangements were approved to include output 4.

Indicative Activities	2022			2023			Responsible Unit
	Q2	Q3	Q4	Q1	Q2	Q3	
Government legal opinion provided				✓			Recipient
Grant effectiveness				✓			ADB

ADB = Asian Development Bank, MOF = Ministry of Finance, MOT = Ministry of Transport, Q = quarter, PIURR = Project Implementation Unit for Roads Rehabilitation.

Source: Asian Development Bank.

B. Overall Project Implementation Plan

12. A Gantt chart recording outputs with key implementation activities on quarterly basis that is updated annually and submitted to ADB with contract and disbursement projections for the following year. Table 3 shows the updated implementation plan, which denotes activities for the ongoing project in grey and activities for the additional financing in black, respectively.

Table 3: Indicative Overall Project Implementation Plan

[illegible]

Activities	2020		2021				2022				2023				2024				2025	
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
29. Road and Transport Digitization Unit is established																				
30. Post the advertisement for the implementation support consultant.																				
31. Select the implementation support consultant																				
32. Mobilize the implementation support consultant																				
33. Identify the additional scope to be financed using the additional financing in consultation with the final design of the RAMS database																				
34. Implement the RAMS data inventory development work																				
35. Submit the consultant's implementation report																				
Output 3: Women's access to socioeconomic opportunities enhanced																				
36. Post the advertisement for implementation consultant																				
37. Select implementation consultant																				
38. Mobilize implementation consultant																				
39. Identify the additional scope to be financed using the additional financing																				
40. Implement activities designed under the output																				
41. Submit the consultant's implementation report																				
Output 4: Procurement readiness for the road section to be financed under the additional financing project enhanced																				
42. Post the advertisement for international individual consultancy in 2021 Q4																				
43. Select and mobilize the Procurement consultant																				
44. Assist the implementing agency in procurement-related activities under the additional financing project																				

 Ongoing project
  Additional financing

III. PROJECT MANAGEMENT ARRANGEMENTS

A. Project Implementation Organizations: Roles and Responsibilities

Table 4: Project Management Roles and Responsibilities

Project Implementation Organizations	Management Roles and Responsibilities
<p>Executing agency: Ministry of Transport (MOT)</p>	<ul style="list-style-type: none"> ▪ Provide overall project oversight; ▪ Ensure compliance with all covenants of the financing agreement and ADB's policies, procedures, and guidelines; ▪ Coordinate with all ministries and agencies involved in the project as appropriate; ▪ Ensure that PIURR is adequately staffed and functional during the entire period of project implementation; ▪ Approve bidding documents, bid evaluation reports, contract variations, and suspension and termination of contracts; ▪ Sign and act as the Employer for the contracts with consultants and contractors; ▪ Timely resolve issues that would compromise quality, costs, or completion time of the project; ▪ Conduct timely financial audits as per agreed timeframe and take recommended actions; ▪ Collect and retain all supporting and reporting documents, including annual audit reports and financial statements; ▪ Involve beneficiaries and civil society representatives in all stages of project design and implementation as appropriate; ▪ Regularly post on MOT website, in consultation with ADB, the updated project information documents for public disclosure, including safeguards documents; and ▪ Ensure project's post-implementation sustainability and report to ADB on the project impacts ▪ Work on the implementation of the project covenants and ensure timely monitoring and compliance
<p>Implementing Agency: Project Implementation Unit for Roads Rehabilitation (PIURR)</p>	<ul style="list-style-type: none"> ▪ Coordinate the day-to-day project implementation activities; ▪ Act as focal point for communication with ADB on project-related matters; ▪ Procure and administer works and goods contracts; ▪ Recruit consultants and administer consulting services contracts; ▪ Carry out environmental monitoring and public consultation during implementation to ensure the proper implementation of the project's site-specific environmental management plans and land acquisition and resettlement plans; ▪ Monitor and promptly address complaints, and ensure their effective and adequate resolution; ▪ Establish adequate financial management system and submit timely withdrawal applications to ADB; ▪ Prepare periodic progress reports identifying issues and action plans, and ensure their timely submission to ADB;

Project Implementation Organizations	Management Roles and Responsibilities
	<ul style="list-style-type: none"> ▪ Monitor and evaluate project activities and outputs, including periodic review and preparation of project completion report; ▪ Review cost estimates with conducting an in-depth assessment annually, and document the review results in the quarterly and annual progress report ▪ Assist ADB's project review missions, as appropriate. ▪ Perform necessary preparatory work with EA on the project covenants to ensure its compliance.
Ministry of Finance	<ul style="list-style-type: none"> ▪ Sign and oversee the implementation of the grant agreement, including its amendments, if any; ▪ Ensure proper registration of grants funds in overall state financial systems and ensure timely budgeting, allocation, and release of counterpart funds for project activities; ▪ Select and endorse staff authorized to approve withdrawal applications, and provide their specimen signatures; ▪ Provide appropriate support and coordination for smooth project implementation and timely reconciliation of government counterpart funds; ▪ Process and submit to ADB any request, when required, for reallocating the grant proceeds; and ▪ Request extension of grant closing date and change in project scope, if any.
Asian Development Bank	<ul style="list-style-type: none"> ▪ Monitor and evaluate project performance, including contract awards and disbursements. ▪ Provide guidance as necessary during project implementation; ▪ Review all project documents that require ADB approval; ▪ Conduct inception mission, periodic grant review missions, a mid-term review mission, and a project completion mission; ▪ Monitor compliance with the grant covenants; ▪ Monitor compliance with financial audit recommendations; ▪ Timely process payments of withdrawal applications; ▪ Regularly update ADB's project performance review reports with assistance from MOT; and ▪ Regularly post on ADB website the updated project information documents for public disclosure, including safeguards documents in accordance with provisions of the ADB Safeguard Policy Statement (2009).

ADB = Asian Development Bank, MOT = Ministry of Transport, PIURR = Project Implementation Unit for Roads Rehabilitation.

Source: Asian Development Bank.

B. Key Persons Involved in Implementation

13. The executing agency officers and ADB division director and mission leader are as below:

Executing Agency

Ministry of Transport

Mr. Azim Ibrohim
Minister of Transport
14 Ayni Street, Dushanbe, Tajikistan

Project Implementation Unit for
Roads Rehabilitation

Mr. Nurali Arabzoda
Executive Director
Telephone: +992 372 21 20 73
Email address: piurr@bk.ru
14 Ayni Street, Dushanbe, Tajikistan

Asian Development Bank

Division Director

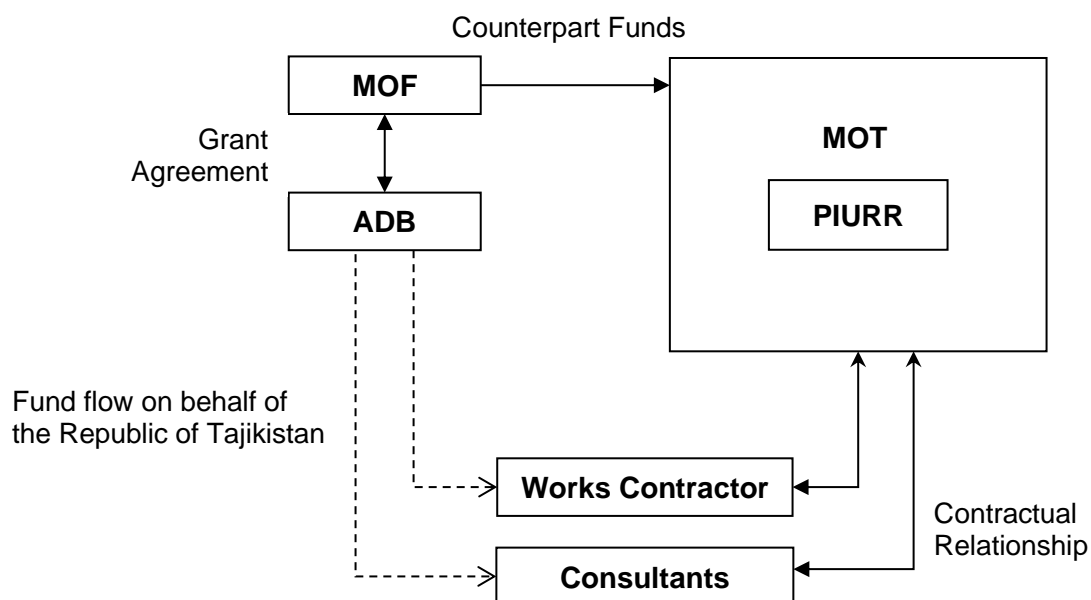
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Mission Leader

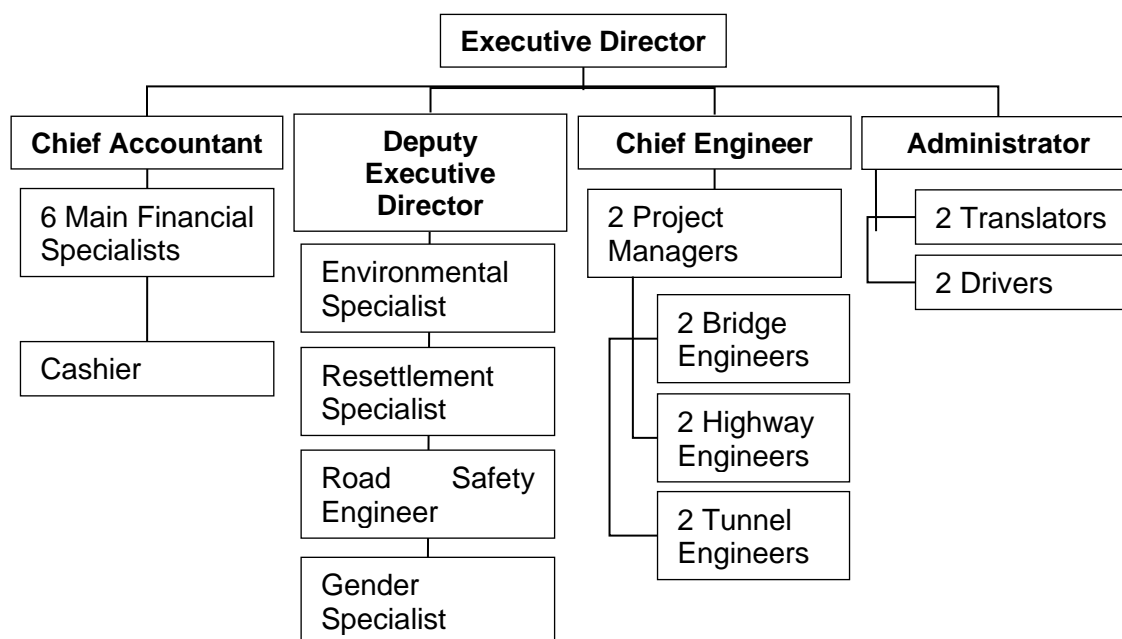
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C. Project Organization Structure

14. The MOT will be the executing agency. PIURR will be the implementing agency. PIURR will be assisted during project implementation by relevant departments of the MOT, the construction supervision consultant, and relevant government agencies. The project outline organization chart and PIURR organizational structure are shown below.



ADB = Asian Development Bank, MOF = Ministry of Finance, MOT = Ministry of Transport, PIURR = Project Implementation Unit for Roads Rehabilitation



IV. COSTS AND FINANCING

A. Cost Estimates Preparation and Revisions

15. The cost estimates for the ongoing project was prepared in June 2020 by the project due diligence consultants based on recent and similar priced contracts for consulting services, and civil works. The one for the additional financing project was prepared in May 2022 by the same consultant for civil works. The cost estimates will be updated annually during implementation

based on the actual contract awards and disbursements under the project. In recent years, the inflation of prices of civil works materials has been observed globally. Recent development in the region (conflict between Russia and Ukraine) is also a leading factor of inflation. Considering such macroeconomic changes and regional issues, the contingency is included in the project cost estimates to mitigate potential cost increases during implementation. To date, there are unused contingencies of \$9.15 million under the ongoing project, in addition to which contingencies (5% of Base Cost) are allocated under the additional financing project. These contingencies are considered to be a sufficient buffer to address the said inflation risks. There is no substantive cost variance against the cost estimate at appraisal under the ongoing project.

B. Key Assumptions

16. The following key assumptions underpin the cost estimates and financing plan:

- (i) Exchange rate: TJS10.269 = \$1.00 (as of 29 September 2022)
- (ii) Price contingencies based on expected cumulative inflation over the implementation period are as follows:

Table 5: Escalation Rates for Price Contingency Calculation

Item	2021	2022	2023	2024	2025	Average
Foreign rate of price inflation	1.60%	1.70%	1.70%	1.80%	1.80%	1.72%
Domestic rate of price inflation	8.00%	15.00%	10.00%	8.00%	8.00%	9.80%

Sources: World Bank. 2021. *Commodity Markets Outlook: Urbanization and Commodity Demand*, October 2021, Washington, DC; ADB. 2022. *Asian Development Outlook 2022 for 2022-2023*, Manila; International Monetary Fund. 2021. *World Economic Outlook Database*, October 2021.

17. The overall project is estimated to cost about \$125.40 million, out of which the ongoing project is estimated at \$72.93 million, and the additional financing is estimated at \$52.47 million. The government has requested a grant not exceeding \$67.49 million for the ongoing project and \$43.2 million for additional financing from ADB's Special Funds resources (Asian Development Fund) to help finance the projects' expanded scope and contingency. ADB will finance expenditures in relation to civil works and consulting services.

18. The government will contribute \$14.71 million in total for the ongoing project and additional financing to cover taxes and duties, land acquisition and resettlement costs, incremental administrative costs, and other miscellaneous costs during implementation. The government has agreed to secure all counterpart funds required for the smooth and effective implementation of the project, and that all such funds are released in a timely manner. If the project faces any shortfall of funds or cost overruns, which will be monitored by the PIURR and the construction supervision/implementation support consultants on quarterly basis during implementation, the government and ADB will discuss and further assess the funding needs to cover cost overruns.

C. Detailed Cost Estimates by Expenditure Category

Table 6: Detailed Cost Estimates by Expenditure Category – Grant 0752-TAJ

(\$ million)				
Item	Foreign Exchange	Local Currency	Total	% of Total Base Cost
A. Base Cost^a				
1. Land acquisition and resettlement ^b	0.00	0.56	0.56	0.88%
2. Civil works	54.40	0.00	54.40	85.11%
3. Construction supervision consultant	2.58	0.30	2.88	4.50%
4. Road inventory works for RAMS	0.61	0.00	0.61	0.96%
5. Women's socioeconomic opportunities enhanced	0.30	0.00	0.30	0.47%
6. Project audit	0.05	0.00	0.05	0.08%
7. Procurement support consultant	0.10	0.00	0.10	0.17%
8. Incremental administrative costs	0.00	0.50	0.50	0.78%
9. Taxes and duties	0.00	4.38	4.38	6.88%
Total Base Cost (A)	58.04	5.74	63.78	100.00%
B. Contingencies^c				
1. Physical	5.44	0.00	5.44	8.53%
2. Price	2.66	1.05	3.71	5.81%
Subtotal (B)	8.10	1.05	9.15	14.34%
Total Project Cost (A+B)	66.14	6.79	72.93	

Notes: Numbers may not sum precisely because of rounding.

^a In June 2020 prices. Taxes and duties are computed using the VAT rates of 7.0%.

^b Compensations were paid, which was confirmed in the implementation compliance report of the land acquisition and resettlement plans (LARPs). The report was cleared by ADB in April 2021. The amount includes the compensations paid and LAR-related contingency and administrative costs.

^c Physical contingencies computed at 10% for civil works. Price contingencies computed at 1.7–1.8% on foreign exchange costs and 7.0–8.0% on local currency costs; includes provision for potential exchange rate fluctuation under the assumption of a purchasing power parity exchange rate.

Source: Asian Development Bank estimates.

Table 7: Detailed Cost Estimates by Expenditure Category – Additional Financing

(\$ million)				
Item	Foreign Exchange	Local Currency	Total	% of Total Base Cost
A. Base Cost^a				
1. Land acquisition and resettlement ^b	0.00	2.60	2.60	5.63%
2. Civil works	35.11	0.00	35.11	76.08%
3. Construction supervision consultant	0.90	0.44	1.34	2.93%
4. Road inventory works for RAMS	0.29	0.00	0.29	0.62%
5. Women's socioeconomic opportunities enhanced	0.10	0.00	0.10	0.21%
6. Project audit	0.05	0.00	0.05	0.10%
7. Incremental administrative costs ^c	0.00	0.15	0.15	0.33%
8. Taxes and duties	0.00	6.52	6.52	14.10%
Total Base Cost (A)	36.45	9.71	46.16	100.00%
B. Contingencies^d				
1. Physical	1.82	0.02	1.84	4.00%
2. Price	1.81	2.66	4.47	9.68%
Subtotal (B)	3.63	2.68	6.31	13.68%
Total Project Cost (A+B)	40.08	12.39	52.47	

Notes: Numbers may not sum precisely because of rounding.

^a In May 2022 prices. Taxes and duties are computed using the VAT rates of 15%.

^b The amount is indicative and will be confirmed only after the section-wise land acquisition and resettlement plan is approved.

^c The incremental administrative costs is rendered to project administration, which includes social and income taxes.

^d Physical contingencies computed at 10% for civil works. Price contingencies computed at 1.7–1.8% on foreign exchange costs and 7.0–8.0% on local currency costs; includes provision for potential exchange rate fluctuation under the assumption of a purchasing power parity exchange rate. In addition to the contingencies allocated under the additional financing project, there is another contingency of \$9.15 million secured under the ongoing project.

Source: Asian Development Bank estimates.

D. Allocation and Withdrawal of Grant Proceeds

Table 8: Allocation and Withdrawal of ADB Grant Proceeds – Grant 0752-TAJ

ALLOCATION AND WITHDRAWAL OF GRANT PROCEEDS			
Number	Item	Total Amount Allocated for ADB Financing (\$)	Basis for Withdrawal from the Grant Account
		Category	
1	Works and Consulting Services	67,490,000	100% of total expenditure claimed*
	TOTAL	67,490,000	

* Exclusive of taxes and duties imposed within the territory of the Recipient.

Source: Asian Development Bank.

Table 9: Allocation and Withdrawal of ADB Grant Proceeds – Additional Financing

ALLOCATION AND WITHDRAWAL OF GRANT PROCEEDS			
Number	Item	Total Amount Allocated for ADB Financing (\$)	Basis for Withdrawal from the Grant Account
		Category	
1	Works and Consulting Services	43,200,000	100% of total expenditure claimed*
	TOTAL	43,200,000	

* Exclusive of taxes and duties imposed within the territory of the Recipient.

Source: Asian Development Bank.

E. Detailed Cost Estimates by Financier

Table 10: Detailed Cost Estimates by Financier – Grant 0752-TAJ

(\$million)

Item	ADB		Government		Total Cost	
	Amount	% of Cost Category	Amount	% of Cost Category	Amount (\$ million)	(Taxes and Duties)
A. Base Cost^a						
1. Land acquisition and resettlement ^b	0.00	0.00	0.56	100.00	0.56	0.00
2. Civil works	54.40	93.00	4.09	7.00	58.49	4.09
3. Construction supervision consultant	2.88	93.00	0.21	7.00	3.09	0.21
4. Consultancy service for RAMS database development	0.61	93.00	0.05	7.00	0.66	0.05
5. Consultancy service for women's socioeconomic opportunities enhanced	0.30	93.00	0.02	7.00	0.32	0.02
6. Consultancy service for project auditing	0.05	93.00	0.00	7.00	0.05	0.00
7. Procurement support consultant	0.10	93.00	0.01	7.00	0.11	0.01
7. Incremental administrative costs	0.00	0.00	0.50	100.00	0.50	0.00
Total Base Cost (A)	58.34	91.47	5.44	8.53	63.78	4.38
B. Contingencies^c						
1. Physical	5.44	100.00	0.00	0.00	5.44	0.00
2. Price	3.71	100.00	0.00	0.00	3.71	0.00
Subtotal (B)	9.15	100.00	0.00	0.00	9.15	0.00
Total Project Cost (A+B)	67.49	92.54	5.44	7.46	72.93	4.38

Notes: Numbers may not sum precisely because of rounding.

^a In June 2020 prices. Taxes and duties are computed using the VAT rates of 7.0%.

^b Compensations were paid, which was confirmed in the implementation compliance report of the land acquisition and resettlement plans (LARPs). The report was cleared by ADB in April 2021. The amount includes the compensations paid and LAR-related contingency and administrative costs.

^c Physical contingencies computed at 10% for civil works. Price contingencies computed at 1.7–1.8% on foreign exchange costs and 7.0–8.0% on local currency costs; includes provision for potential exchange rate fluctuation under the assumption of a purchasing power parity exchange rate

Source: Asian Development Bank estimates.

Table 11: Detailed Cost Estimates by Financier – Additional Financing

(\$million)						
Item	ADB		Government		Total Cost	
	Amount	% of Cost Category	Amount	% of Cost Category	Amount (\$ million)	(Taxes and Duties)
A. Base Cost^a						
1. Land acquisition and resettlement ^b	0.00	0.00	2.60	100.00	2.60	0.00
2. Civil works	35.11	85.00	6.20	15.00	41.31	6.20
3. Construction supervision consultant	1.34	85.00	0.24	15.00	1.58	0.24
4. Consultancy service for RAMS database development	0.29	85.00	0.05	15.00	0.34	0.05
5. Consultancy service for women's socioeconomic opportunities enhanced	0.10	85.00	0.02	15.00	0.12	0.02
6. Consultancy service for project auditing	0.05	85.00	0.01	15.00	0.06	0.01
7. Incremental administrative costs ^c	0.00	0.00	0.15	100.00	0.15	0.00
Total Base Cost (A)	36.89	79.93	9.27	20.07	46.16	6.52
B. Contingencies^d						
1. Physical	1.84	100.00	0.00	0.00	1.84	0.00
2. Price	4.47	100.00	0.00	0.00	4.47	0.00
Subtotal (B)	6.31	100.00	0.00	0.00	6.31	0.00
Total Project Cost (A+B)	43.20	82.26	9.27	17.74	52.47	6.52

Notes: Numbers may not sum precisely because of rounding.

^a In May 2022 prices. Taxes and duties are computed using the VAT rates of 15%.

^b The amount is indicative and will be confirmed only after the section-wise land acquisition and resettlement plan is approved.

^c The incremental administrative costs is rendered to project administration, which includes social and income taxes.

^d Physical contingencies computed at 10% for civil works. Price contingencies computed at 1.7–1.8% on foreign exchange costs and 7.0–8.0% on local currency costs; includes provision for potential exchange rate fluctuation under the assumption of a purchasing power parity exchange rate. In addition to the contingencies allocated under the additional financing project, there is another contingency of \$9.15 million secured under the ongoing project.

Source: Asian Development Bank estimates.

F. Detailed Cost Estimates by Outputs and/or Components

Table 12: Detailed Cost Estimates by Outputs and/or Components – Grant 0752-TAJ
(\$ million)

	Total Cost	Output 1 Amount	Output 1 % of Cost Category	Output 2 Amount	Output 2 % of Cost Category	Output 3 Amount	Output 3 % of Cost Category	Output 4 Amount	Output 4 % of Cost Category
A. Investment Costs^a									
1. Civil works	58.49	58.49	100.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%
2. Consultants	4.17	3.08	73.86%	0.66	15.75%	0.32	7.75%	0.11	2.64%
3. Land acquisition and resettlement ^b	0.56	0.56	100.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%
4. Project audit	0.06	0.03	50.00%	0.01	16.67%	0.01	16.67%	0.01	16.67%
Subtotal (A)	63.28	62.16	98.23%	0.67	1.05%	0.33	0.53%	0.12	0.19%
B. Recurrent Costs									
1. Incremental and administration expenses	0.50	0.38	76.00%	0.05	10.00%	0.05	10.00%	0.02	4.00%
Subtotal (B)	0.50	0.38	76.00%	0.05	10.00%	0.05	10.00%	0.02	4.00%
Total Base Cost (A+B)	63.78	62.54	98.06%	0.72	1.12%	0.38	0.60%	0.14	0.22%
C. Contingencies^c									
1. Physical	5.44	5.44	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%
2. Price	3.71	3.71	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%
Subtotal (C)	9.15	9.15	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%
Total Project Cost (A+B+C)	72.93	71.69	98.30%	0.72	0.98%	0.38	0.52%	0.14	0.02%

Notes: Numbers may not sum precisely because of rounding.

^a In June 2020 prices. Taxes and duties are computed using the VAT rates of 7.0%.

^b Compensations were paid, which was confirmed in the implementation compliance report of the land acquisition and resettlement plans (LARPs). The report was cleared by ADB in April 2021. The amount includes the compensations paid and LAR-related contingency and administrative costs.

^c Physical contingencies computed at 10% for civil works. Price contingencies computed at 1.7–1.8% on foreign exchange costs and 7.0–8.0% on local currency costs; includes provision for potential exchange rate fluctuation under the assumption of a purchasing power parity exchange rate

Source: Asian Development Bank estimates.

Table13: Detailed Cost Estimates by Outputs and/or Components – Additional Financing
(\$ million)

	Total Cost	Output 1		Output 2		Output 3	
		Amount	% of Cost Category	Amount	% of Cost Category	Amount	% of Cost Category
A. Investment Costs^a							
1. Civil works	41.31	41.31	100.00%	0.00	0.00%	0.00	0.00%
2. Consultants	2.04	1.58	76.56%	0.34	15.79%	0.12	7.65%
3. Land acquisition and resettlement ^b	2.60	2.60	100.00%	0.00	0.00%	0.00	0.00%
4. Project audit	0.06	0.04	60.00%	0.01	20.00%	0.01	20.00%
Subtotal (A)	46.01	45.53	98.98%	0.35	0.75%	0.13	0.27%
B. Recurrent Costs							
1. Incremental and administration expenses ^c	0.15	0.11	80.00%	0.02	10.00%	0.02	10.00%
Subtotal (B)	0.15	0.11	80.00%	0.02	10.00%	0.02	10.00%
Total Base Cost (A+B)	46.16	45.64	98.91%	0.37	0.78%	0.15	0.29%
C. Contingencies^d							
1. Physical	1.84	1.84	100.00%	0.00	0.00%	0.00	0.00%
2. Price	4.47	4.47	100.00%	0.00	0.00%	0.00	0.00%
Subtotal (C)	6.31	6.31	100.00%	0.00	0.00%	0.00	0.00%
Total Project Cost (A+B+C)	52.47	51.95	99.03%	0.37	0.70%	0.15	0.27%

Notes: Numbers may not sum precisely because of rounding.

^a In May 2022 prices. Taxes and duties are computed using the VAT rates of 15%.

^b The amount is indicative and will be confirmed only after the section-wise land acquisition and resettlement plan is approved.

^c The incremental administrative costs is rendered to project administration, which includes social and income taxes.

^d Physical contingencies computed at 5% for civil works. Price contingencies computed at 1.7–1.8% on foreign exchange costs and 8.0–15.0% on local currency costs; includes provision for potential exchange rate fluctuation under the assumption of a purchasing power parity exchange rate. In addition to the contingencies allocated under the additional financing project, there is another contingency of \$9.15 million secured under the ongoing project.

Source: Asian Development Bank estimates.

G. Detailed Cost Estimates by Year

Table 14: Detailed Cost Estimates by Year – Grant 0752-TAJ
(\$ million)

Item	Total Cost (\$ million)	2021	2022	2023	2024	2025
A. Base Cost^a						
1. Land acquisition and resettlement ^b	0.56	0.42	0.00	0.00	0.00	0.14
2. Civil works	58.49	4.60	21.02	16.13	9.30	7.44
3. Construction supervision consultant	3.09	0.00	0.57	1.17	0.76	0.59
4. Road inventory works for RAMS	0.66	0.00	0.20	0.26	0.20	0.00
5. Women's socioeconomic opportunities enhanced	0.32	0.00	0.11	0.11	0.10	0.00
6. Project audit	0.05	0.00	0.01	0.02	0.01	0.00
7. Procurement support consultant	0.11	0.00	0.05	0.06	0.00	0.00
8. Incremental administrative costs	0.50	0.13	0.13	0.13	0.13	0.00
Total Base Cost (A)	63.78	5.15	22.09	17.88	10.49	8.17
B. Contingencies^c						
1. Physical	5.44	0.00	1.88	1.52	0.90	1.14
2. Price	3.71	0.00	1.28	1.04	0.61	0.78
Subtotal (B)	9.15	0.00	3.16	2.56	1.51	1.92
Total Project Cost (A+B)	72.93	5.15	25.25	20.44	12.00	10.09
% of Total Project Cost	100.00%	7.06%	34.64%	28.02%	16.45%	13.83%

Notes: Numbers may not sum precisely because of rounding.

^a In June 2020 prices. Taxes and duties are computed using the VAT rate of 7%.

^b Compensations were paid, which was confirmed in the implementation compliance report of the land acquisition and resettlement plans (LARPs). The report was cleared by ADB in April 2021. The amount includes the compensations paid and LAR-related contingency and administrative costs.

^c Physical contingencies computed at 10% for civil works. Price contingencies computed at 1.7–1.8% on foreign exchange costs and 7.0–8.0% on local currency costs; includes provision for potential exchange rate fluctuation under the assumption of a purchasing power parity exchange rate.

Source: Asian Development Bank estimates.

Table 15: Detailed Cost Estimates by Year – Additional Financing
(\$ million)

Item	Total Cost (\$ million)	2022	2023	2024	2025
A. Base Cost^a					
1. Land acquisition and resettlement ^b	2.60	0.00	2.60	0.00	0.00
2. Civil works	41.31	0.00	16.52	18.59	6.20
3. Construction supervision consultant	1.58	0.00	0.63	0.55	0.40
4. Road inventory works for RAMS	0.34	0.00	0.00	0.17	0.17
5. Women's socioeconomic opportunities enhanced	0.12	0.00	0.03	0.06	0.03
6. Project audit	0.06	0.00	0.02	0.02	0.02
7. Incremental administrative costs ^c	0.15	0.02	0.02	0.02	0.09
Total Base Cost (A)	46.16	0.02	19.82	19.41	6.91
B. Contingencies^d					
1. Physical	1.84	0.00	0.79	0.77	0.28
2. Price	4.47	0.00	1.92	1.88	0.67
Subtotal (B)	6.31	0.00	2.71	2.65	0.95
Total Project Cost (A+B)	52.47	0.02	22.53	22.06	7.86
% of Total Project Cost	100.00%	0.04%	42.94%	42.04%	14.98%

Notes: Numbers may not sum precisely because of rounding.

^a In May 2022 prices. Taxes and duties are computed using the VAT rate of 15%.

^b The amount is indicative and will be confirmed only after the section-wise land acquisition and resettlement plan is approved.

^c The incremental administrative costs is rendered to project administration, which includes social and income taxes.

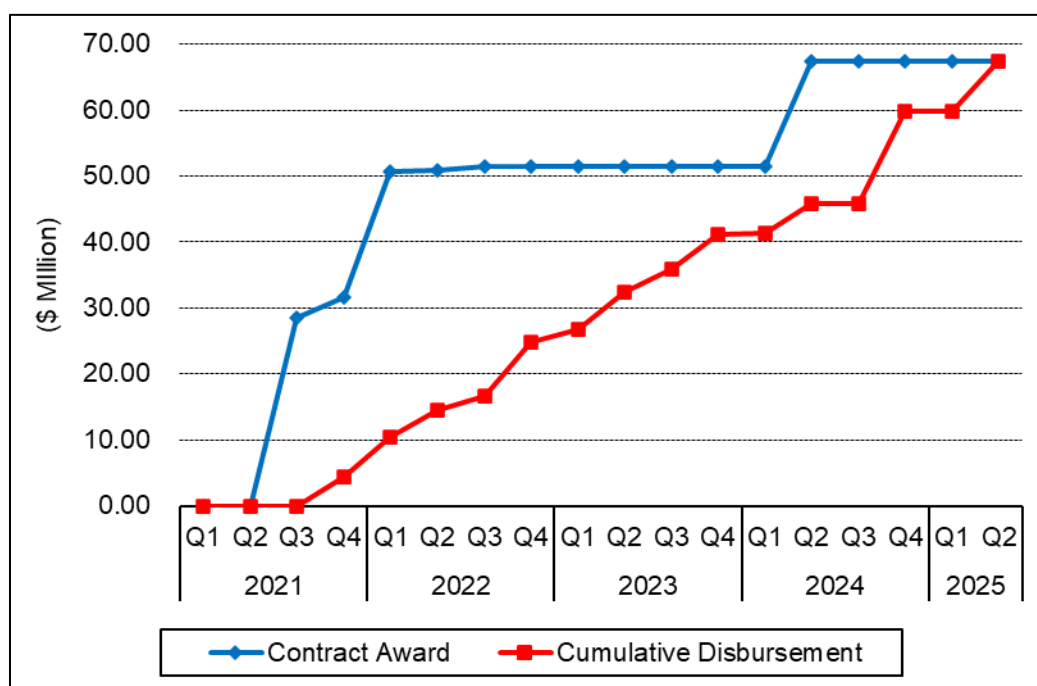
^d Physical contingencies computed at 10% for civil works. Price contingencies computed at 1.7–1.8% on foreign exchange costs and 7.0–8.0% on local currency costs; includes provision for potential exchange rate fluctuation under the assumption of a purchasing power parity exchange rate. In addition to the contingencies allocated under the additional financing project, there is another contingency of \$9.15 million secured under the ongoing project.

Source: Asian Development Bank estimates.

H. Contract and Disbursement S-Curve

19. The below graphs show quarterly contract awards and disbursement projections over the life of the project. The S-curves are only for ADB financing, which will be recorded in ADB's systems and reported through e-Ops. The projection for contract awards should include contingencies and unallocated amounts.

1. Grant 0752-TAJ



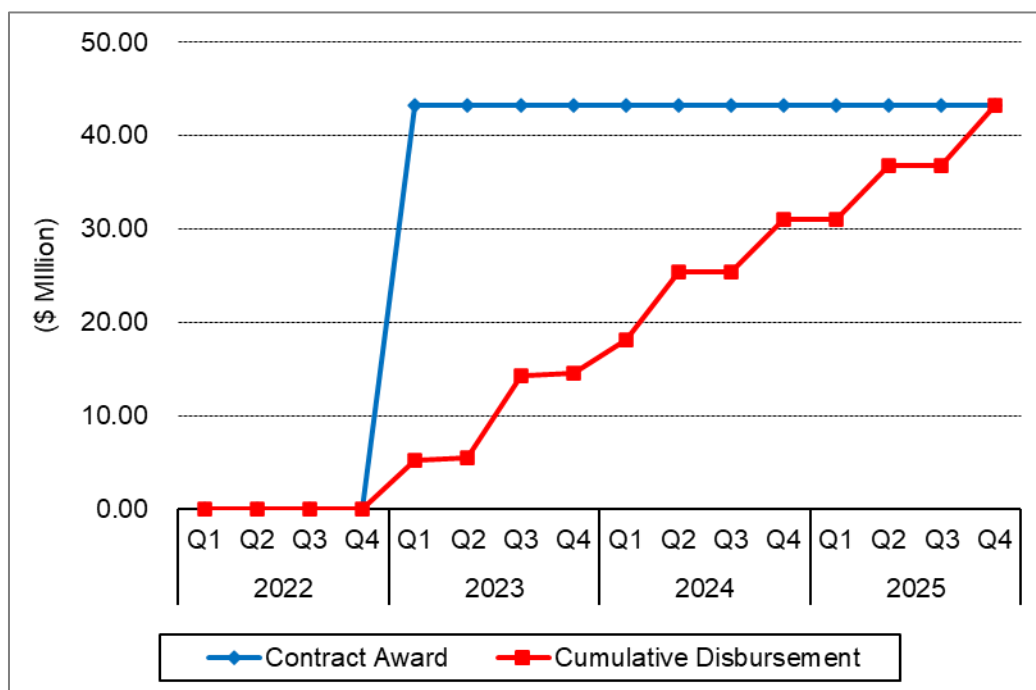
Q = quarter.

Source: Asian Development Bank estimates.

Contract Awards						Disbursements					
Year	Q1	Q2	Q3	Q4	Total	Year	Q1	Q2	Q3	Q4	Total
2021	0.00	0.00	28.52	3.18	31.70	2021	0.00	0.00	0.00	4.34	4.34
2022	18.96	0.12	0.60	0.00	19.68	2022	6.15	4.10	2.02	8.23	20.50
2023	0.00	0.00	0.00	0.00	0.00	2023	1.82	5.82	3.32	5.43	16.39
2024	0.00	16.11	0.00	0.00	16.11	2024	0.18	4.34	0.12	14.03	18.67
2025	0.00	0.00	0.00	0.00	0.00	2025	0.00	7.59	0.00	0.00	7.59
Total					67.49	Total					67.49

Source: Asian Development Bank estimates.

2. Additional Financing



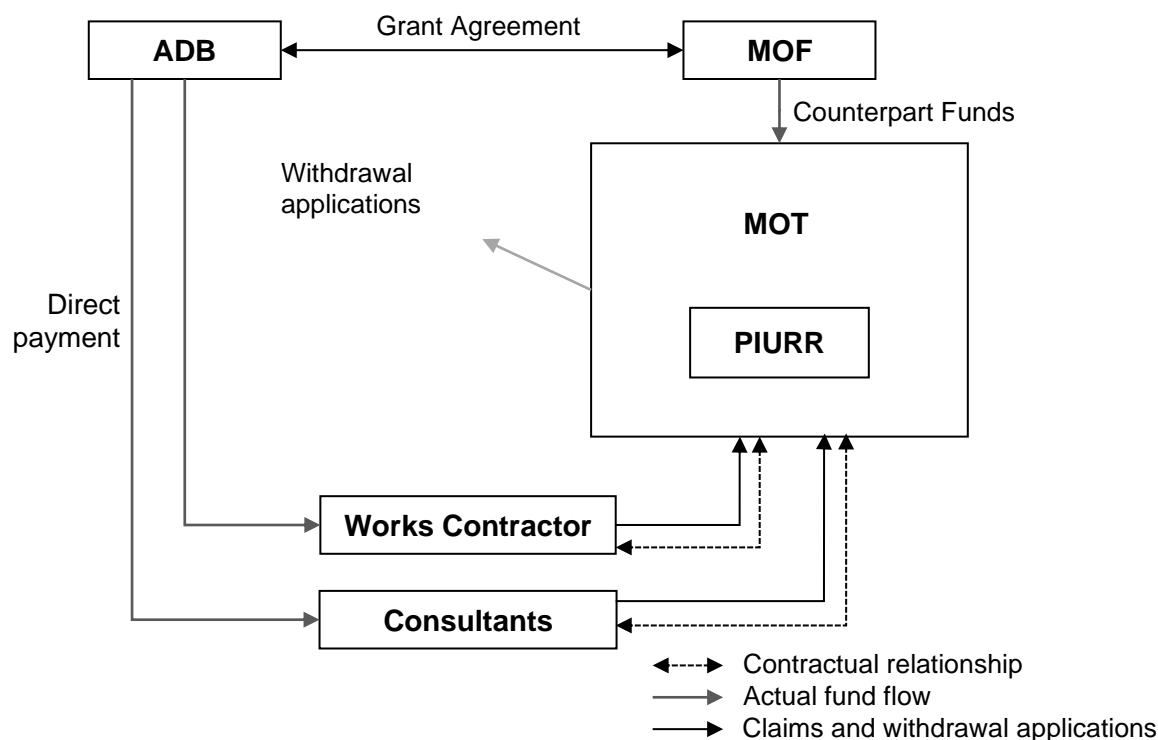
Q = quarter.

Source: Asian Development Bank estimates.

Contract Awards						Disbursements					
Year	Q1	Q2	Q3	Q4	Total	Year	Q1	Q2	Q3	Q4	Total
2022	0.00	0.00	0.00	0.00	0.00	2022	0.00	0.00	0.00	0.00	0.00
2023	43.20	0.00	0.00	0.00	43.20	2023	5.27	0.27	8.78	0.29	14.61
2024	0.00	0.00	0.00	0.00	0.00	2024	3.51	7.22	0.00	5.75	16.48
2025	0.00	0.00	0.00	0.00	0.00	2025	0.00	5.66	0.00	6.45	12.11
Total					43.20	Total					43.20

Source: Asian Development Bank estimates.

I. Fund Flow Diagram



V. FINANCIAL MANAGEMENT

A. Financial Management Assessment

20. An update to the The financial management assessment (FMA) was carried out in April 2022 in accordance with ADB's current technical guidance:

- *Guidelines for the Financial Management and Analysis of Projects* (issued July 2005).¹³
- *Financial Due Diligence: A Methodology Note* (issued January 2009).¹⁴
- *ADB Financial Management Technical Guidance Note: Financial Management Assessment* (issued May 2015).¹⁵

21. The updated FMA considered the progress on implementation of action plan that was agreed in the original FMA and financial management capacity of the implementing agency, Project Implementation Unit for Roads Rehabilitation (PIURR). The assessment focused on funds flow arrangements, staffing, accounting and financial reporting systems and procedures, internal and external auditing arrangements, and financial information systems. The assessment process included detailed meetings with PIURR Executive Director, Chief Accountant and financial management specialists for ADB project, and review of PIURR's budgets, financial statements,

¹³ Available at <https://www.adb.org/sites/default/files/institutional-document/31339/financial-governance-management.pdf>.

¹⁴ ADB. 2009. *Financial Due Diligence. A Methodology Note*.

¹⁵ ADB. 2015. *Financial Management Assessment*.

audit reports, and FMA documents from recent ADB projects.

22. The financial management assessment concluded that the overall financial management risk of the project is *moderate* due to implementation of mitigation measures as agreed in the financial management action in November 2020. Overall inherent risk has been assessed as *substantial*, mainly reflecting the substantial country-specific risk related to the weak public finance management system, which is based on the Public Expenditure Financial Accountability Assessment 2021. The overall control risk has been assessed as *moderate* due to significant progress in the implementation of timebound financial management action plan.

23. The below provides the status of progress against the action plan agreed in initial FMA:

Table 16: Status of Financial Management Action Plan

Key risks identified	Risk-mitigation measures	Actions taken by PIURR up to April 2022
Insufficient financial management skills including limited technical capacity and experience to materialize the transition to International Financial Reporting Standard (IFRS) in accounting standards.	Undertake training on financial management covering accrual basis IFRS, preparing and appraising investment projects, disbursement and procurement procedures, foreign exchange risk management, and auditing. Hire adequately qualified and skilled financial management staff to support the transition to International Financial Reporting Standards in accounting standards.	PIURR FM staff has received the training investment appraisal, foreign exchange risk management, business valuation techniques and capital budgeting. However, staff has not received the training on IFRS basis of accounting as PIURR is not required to submit the AEFS. Further, considering the complexity of IFRS, ADB finance team has advised PIURR to stick with the IPSAS cash-based accounting which is relatively simple and acceptable to ADB.
Inadequate formalization of operational procedures including no explicit policy to report inappropriate asset managements.	Develop and implement a comprehensive operation manual for PIURR.	Operational procedures manual was updated and approved in November 2021.
Nonexistence of internal audit function within PIURR.	Bring the projects implemented by PIURR into the scope of MOT's internal audit process, in consultation with MOT and MOF.	PIURR is currently included in the scope of the internal audit plan of MOF for year 2022.
Unintegrated accounting system in PIURR	Upgrade the accounting system to a fully integrate information system within PIURR	PIURR has installed a registered version of 1C accounting software and currently all accounting for the ADB funded projects is taking place in 1C accounting software.

ADB = Asian Development Bank, AEFS = audited entity financial statement, FM = financial management, IFRS = International Financial Reporting Standards, IPSAS = International Public Sector Accounting Standards, PIURR = Project Implementation Unit for Roads Rehabilitation, MOF = Ministry of Finance, MOT = Ministry of Transport.
Source: Asian Development Bank.

24. Based on the discussion with PIURR staff, it was agreed that PIURR does not need to prepare project financial statements in line with IFRS, rather IPSAS cash-based accounting is sufficient and acceptable to ADB. In June 2022, ADB shared with PIURR an active link of e-learning for IPSAS Cash-based accounting.¹⁶

¹⁶ Available at <https://elearn.adb.org/enrol/index.php?id=265>.

Table 17: Updated Financial Management Action Plan

Key risks identified	Risk-mitigation measures	Responsible agency	Timeline
Staff is not familiar with IPSAS cash-based accounting	Training will be arranged in preparing IPSAS cash-based accounting for PIURR finance staff	PIURR	30 September 2022

IPSAS = International Public Sector Accounting Standards, PIURR = Project Implementation Unit for Roads Rehabilitation

Source: Asian Development Bank.

B. Disbursement

1. Disbursement Arrangements for ADB

25. The grant proceeds will be disbursed in accordance with ADB's *Loan Disbursement Handbook* (2017, as amended from time to time),¹⁷ and detailed arrangements agreed upon between the government and ADB. Online training for project staff on disbursement policies and procedures is available.¹⁸ Project staff are encouraged to avail of this training to help ensure efficient disbursement and fiduciary control.

26. **Direct Payment and Reimbursement Procedure.** Disbursements from the grant will be generally through direct payment procedure where ADB makes direct payment to supplier, contractor, or consultant on the basis of a withdrawal application, in accordance with the *Loan Disbursement Handbook*. No advance account will be established under the project. The minimum value per withdrawal application is set in accordance with ADB's *Loan Disbursement Handbook* (2017, as amended from time to time).

27. Before the submission of the first withdrawal application, the Recipient should submit to ADB sufficient evidence of the authority of the person(s) who will sign the withdrawal applications on behalf of the government, together with the authenticated specimen signatures of each authorized person. The MOT will be responsible for (i) preparing disbursement projections, (ii) requesting budgetary allocations for counterpart funds and other necessary approvals from the MOF and ADB, (iii) collecting and maintaining supporting documents, and (iv) preparing and sending withdrawal applications to ADB.

2. Disbursement Arrangements for Counterpart Fund

28. Government shall ensure that no taxes (with the exception of corporate and personal income tax and social taxes), duties or similar mandatory payments are levied on the Project expenditures within its territory. In addition, Government shall ensure that MOT has sufficient funds (through all necessary budgetary allocations) to satisfy its liabilities arising from any Works and Services contract, under the Project. Government shall finance land acquisition and resettlement costs and incremental administrative expenses in accordance with regulations of the Republic of Tajikistan relevant to co-financing arrangements made with multilateral financing organizations. MOT will open and maintain a separate account for government counterpart funds.

¹⁷ The handbook is available electronically from the ADB website (<http://www.adb.org/documents/loan-disbursement-handbook>).

¹⁸ Disbursement eLearning. http://wpqr4.adb.org/disbursement_elearning.

C. Accounting

29. PIURR will maintain, or cause to be maintained, separate books and records by funding source for all expenditures incurred on the project, based on International Public Sector Accounting Standards (IPSAS) for cash-based accounting PIURR will prepare project financial statements in accordance with the government's accounting laws and regulations, which are consistent with international accounting principles and practices.

D. Auditing and Public Disclosure

30. PIURR will cause the detailed project financial statements to be audited in accordance with International Standards on Auditing (ISA) by an independent auditor acceptable to ADB. The project will be part of block audit arrangement carried out by independent audit firm as recruited by State Committee for Investments and State Property Management and will follow the standard audit terms of references approved by ADB. The audited project financial statements together with the auditor's opinion will be presented in the English language to ADB within six months from the end of the fiscal year by PIURR.

31. The audit report for the project financial statements will include a management letter and auditor's opinions, which cover (i) whether the project financial statements present an accurate and fair view or are presented fairly, in all material respects, in accordance with the applicable financial reporting standards; (ii) whether the proceeds of the grant were used only for the purpose(s) of the project; and (iii) whether the borrower or executing agency was in compliance with the financial covenants contained in the legal agreements (where applicable).

32. Compliance with financial reporting and auditing requirements will be monitored by review missions and during normal program supervision, and followed up regularly with all concerned, including the external auditor.

33. The government, MOT, and PIURR have been made aware of ADB's approach to delayed submission, and the requirements for satisfactory and acceptable quality of the audited project financial statements.¹⁹ ADB reserves the right to require a change in the auditor (in a manner

¹⁹ ADB's approach and procedures regarding delayed submission of audited project financial statements:

- (i) When audited project financial statements are not received by the due date, after 1st week, ADB will write to the executing agency and implementing agency advising that (a) the audit documents are overdue; and (b) if they are not received within the next 6 months, requests for new contract awards and disbursement such as new replenishment of advance accounts, processing of new reimbursement, and issuance of new commitment letters will not be processed.
- (ii) When the audited project financial statements are not received within 3 months after the due date, ADB will withhold processing of requests for new contract awards and disbursement such as new replenishment of advance accounts, processing of new reimbursement, and issuance of new commitment letters. ADB will (a) inform the executing agency of ADB's actions; and (b) advise that the grant will be suspended if the audit documents are not received within the next 9 months.
- (iii) When audited project financial statements are not received within 6 months after the due date, ADB will withhold with immediate effect processing of requests for new contract awards and disbursement such as new replenishment of advance accounts, processing of new reimbursement, and issuance of new commitment letters. ADB will (a) inform the executing agency of ADB's actions; and (b) advise that the grant may be suspended if the audit documents are not received within the next 6 months. (c) negotiations for new loans/grants may be delayed and any request for extension of grants or loans may be denied.

consistent with the constitution of the borrower), or for additional support to be provided to the auditor, if the audits required are not conducted in a manner satisfactory to ADB, or if the audits are substantially delayed. ADB reserves the right to verify the project's financial accounts to confirm that the share of ADB's financing is used in accordance with ADB's policies and procedures.

34. Public disclosure of the audited project financial statements, including the auditor's opinion on the project financial statements, will be guided by ADB's Access to Information Policy 2018²⁰. After the review, ADB will disclose the audited project financial statements and the opinion of the auditors on the project financial statements no later than 14 days of ADB's confirmation of their acceptability by posting them on ADB's website. The management letter, additional auditor's opinions, and audited entity financial statements will not be disclosed.²¹

VI. PROCUREMENT AND CONSULTING SERVICES

A. Advance Contracting and Retroactive Financing

35. All advance contracting and retroactive financing will be undertaken in accordance with the ADB Procurement Policy (2017, as amended from time to time) and Procurement Regulations for ADB Borrowers (2017, as amended from time to time). The issuance of invitations to bid under advance contracting and retroactive financing will be subject to ADB approval. The Recipient, MOT, and PIURR have been advised that approval of advance contracting and retroactive financing does not commit ADB to finance the project.

36. **Advance contracting.** Advance contracting will be undertaken for the civil works contracts to facilitate project implementation. The bidding documents of these packages will be prepared by PIURR and reviewed by ADB before web posting.

37. **Retroactive financing.** Retroactive financing is specifically agreed by ADB and the Recipient in the grant agreement and only pursuant to the terms of the relevant agreement. The Recipient's capacity to carry out related contracting and/or disbursement is adequate. The maximum amount of eligible expenditures for retroactive financing of civil works and consulting services will be up to 20% of the total ADB grant amount, incurred before grant effectiveness, but not more than 12 months before the signing of the grant agreement. The submission of the audited project financial statement and the audit report will be from the date when expenditures that were approved for retroactive financing were incurred.

B. Procurement of Goods, Works, and Consulting Services

38. The procurement of the works and the selection of consultant services will follow the new procurement framework as set out in the ADB Procurement Policy for the procurement of goods, works, consulting services and non-consulting services (2017, as amended from time to time) and

(iv) When audited project financial statements are not received within 12 months after the due date, ADB will escalate the matter to the senior authorities of executing and missions will be planned to meet the executing and implementing agencies. All communication will be documented.

(v) When audited project financial statements are not received within 12 months after the due date, ADB may suspend the grant.

²⁰ ADB. 2018. [Access to Information Policy](#). Manila.

²¹ This type of information would generally fall under the paragraph 17-2 (iv) and/or (v) in the exceptions to disclosure of the Access to Information Policy 2019.

Procurement Regulations for ADB Borrowers (2017, as amended from time to time).

39. Open competitive bidding procedures will be used for all contracts procured under the additional financing project. For the procurement of the civil works contracts, building upon the experience gained through the previous transactions, including the ongoing project, PIURR will be moving from the single-stage two envelope it has been using in the past to the single-stage one-envelope bidding procedure. This change should contribute to improve the end-to-end procurement time.

40. Consultants for outputs 1, 2 and 3 under the ongoing project have been selected (or are being as far as output 2 is concerned) and engaged using the quality- and cost-based selection method or the individual consultant selection method, while the individual consultant for output 4 (procurement support to the additional financing project) has been recruited through individual consultant selection. There will be no procurement of goods.

41. Since (1) a strategic procurement planning (SPP) analysis was completed at the end of September 2020 for the ongoing project and (2) the additional financing project, from a procurement perspective, will have similarities with the ongoing project, an abbreviated SPP analysis was conducted for the additional financing project. It was completed at the end of the fact-finding mission in May 2022. As per this SPP, the procurement strategy has been defined as follows.

42. For the civil works, procurement will be based on a single package with two lots of 9.7 km (four lane) and 30.3 km (two lane) road subsections respectively. This contract packaging should draw a high level of competitive rivalry as have shown the recent transactions in Tajikistan; it should also allow local contractors to participate as standalone bidders without discouraging international contractors. The detailed design for the new road section was completed and the bidding document was prepared accordingly. Review and approval by the Technical Expertise were obtained in 2021 and the invitation for bids for civil works is scheduled to be issued in June 2022

43. For the consultant services for output 1 (construction supervision), it is proposed to procure the services through a contract variation to the contract currently in place for the ongoing project. This approach should minimize costs by capitalizing on the incumbent consultant's existing staff structure, thus only seeking an increase of its team of national experts (one additional resident engineer and additional safeguard and technical support staff). It is to be noted that a fresh consultant selection procedure would have anyway a serious bias in favor of the incumbent consultant in term of price since this latter would benefit from its on-going presence near the site and could therefore propose a reduced team compared to any other competitor. The same approach will be taken for the consultants with respect to outputs 2 and 3 since the concerned services will essentially be the extension and continuation of the same services under the ongoing project.

C. Procurement Plan

44. An 18-month procurement plan indicating threshold and review procedures, goods, works, and consulting service contract packages and national competitive bidding guidelines is in Appendix 1.

D. Consultant's Terms of Reference

45. The services for (i) construction supervision (output 1), (ii) assisting the MOT in data collection/analysis (output 2), and (iii) women empowerment (output 3) to be involved with the additional financing project will be procured through variations to the contracts already in place for the ongoing project. The terms of reference for the variation to the existing contracts for outputs 1 and 3 are set out in Appendices 2 and 4, while the draft TOR for output 2 in Appendix 3. Specific person-month input for each output is under discussion and will be determined at a later stage.²²

46. For the ongoing project, the 307 person-months (65 international and 242 national key experts) of consulting services are counted in the CSC contract for output 1, while 53 person-months (17 international and 36 national key experts) for the implementation support consultant of output 2 and 61 person-months of national key experts for developing and implementing the women empowerment program under output 3. The consultants for outputs 1 and 2 have been engaged using the quality- and cost-based selection (QCBS) method with a standard quality–cost ratio of 90:10 and submission of full technical proposals, while the consultant for output 3 has been engaged using the fixed budget selection. For output 4, an individual procurement support consultant (international) has been recruited.

VII. SAFEGUARDS

47. In compliance with ADB Safeguards Policy Statement (2009),²³ the project's safeguard categories are as follows.²⁴

A. Environmental Safeguard (Category B)

48. **Initial Environment Examination (IEE).** PIURR has prepared three IEE reports. Including two for the ongoing project (Hulbuk–Temurmalik–Kangurt and Dangara–Okmazor sections respectively)²⁵ and one for the additional financing project (Bokhtar–Okmazor section).²⁶ Each IEE includes an environmental management plan (EMP). For all three sections, the environmental impacts are expected to be localized and non-significant after implementation of mitigation measures throughout the project's construction and operation stages. None of the sections are located inside any critical habitats.

49. **Anticipated Impacts.** The IEEs confirm that there will be no significant environmental impacts, which cannot be either avoided or adequately mitigated. The main anticipated site-specific impacts during construction include air and surface water pollution, noise and vibration, soil erosion, soil material disposal, loss or degradation of natural habitat, occupational health and safety, relocation of utilities, and traffic disruption. Impacts during operation include noise and impacts to the overall landscape. The EMPs cover mitigation measures for all anticipated environmental impacts during project construction and operation. The relative short-term nature of these impacts means that generally, impacts will not be significant if the EMP is implemented

²² With respect to inputs for environmental safeguards, please see para. 51. The variations will be processed upon the board approval of the additional financing project.

²³ Asian Development Bank. 2009. *Safeguards Policy Statement*. Manila.

²⁴ ADB. Safeguard Categories. <https://www.adb.org/site/safeguards/safeguard-categories>.

²⁵ Both IEEs have been disclosed under ADB's Project website; [54005-001: Road Network Sustainability Project | Asian Development Bank \(adb.org\)](https://www.adb.org/projects/54005-001/road-network-sustainability-project) and on MOT website <<https://mintrans.tj/>>.

²⁶ The IEE report for Bokhtar–Okmazor section has been disclosed on ADB's website (<https://www.adb.org/projects/documents/taj-54005-003-iee>).

correctly.

50. **Site-Specific Environmental Management Plan (SSEMP).** Contractor will be required to prepare SSEMP outlining how they intend to implement respective EMP, describing the precise locations of the required mitigation /monitoring, the persons responsible for the mitigation and monitoring, the schedule and reporting methodology. The SSEMP needs to include the coronavirus diseases (COVID-19) Health and Safety Management Plan and Emergency Response Plan, which are prepared based on risk assessment following relevant government regulations and guidelines or international best practices. The SSEMP will be submitted to PIURR and the CSC for approval before taking possession of any work site. No access to the site will be allowed until the SSEMP is approved by PIURR and the CSC.

51. **Environmental Personnel.** PIURR will assign one full time PIURR Environmental Safeguards Expert for each section (therefore there will be 2 experts under the original Project and another 1 expert under Additional Financing). The said PIURR's expert will be assisted by the CSC's international environmental specialist (14 person-months in total) and national environmental specialist (36 person-months full-time) in the process of overseeing the implementation of the EMPs.²⁷ The CSC will also mobilize a national ornithologist (1 person-month) who conduct a fast-track ecological survey prior to construction of Bokhtar–Okmazor section. Each contractor will also retain their expertise of a full-time Environment Safeguard Officer and a full-time Health and Safety Officer.

52. The resources required and responsibilities for the implementation of environmental safeguards are as follows:

- (i) The MOT shall ensure that the preparation, design, construction, implementation, operation and decommissioning of the project and all project facilities comply with (a) all applicable national laws and regulations relating to environment, health and safety; (b) the Environmental Safeguards; and (c) all measures and requirements set forth in the respective IEE, and any corrective or preventive actions set forth in the semi-annual environmental monitoring reports (SAEMRs);
- (ii) PIURR facilitates the coordination with the CSC and contractors on the finalization of the project roads' alignment to ensure the proper implementation of measures to avoid any adverse impacts. PIURR's environmental safeguards expert will be in preparation of bid documents, pre-bid meetings and bid evaluation to ensure environmental safeguard requirements. S/he will also be responsible for day-to-day supervision of the EMP implementation, and provision of required reports. The specific responsibilities of PIURR's environmental safeguards expert include:
 - (a) Liaise with the respective contractor, CSC, and MOT to ensure adherence to the IEE and EMP and adequate implementation of related activities;
 - (b) Undertake internal supervision of the EMP implementation and report regularly to PIURR on progress made and envisaged action plans; and
 - (c) Conduct consultation meetings with local stakeholders as required, informing them of imminent construction works, updating them on the latest project development activities, grievance redress mechanism (GRM), and so on.

²⁷ To do the tasks for the additional financing project, the person-months of the experts related to environmental safeguards will be increased by 6 person-months for the international environmental expert and 18 person-months for the national environmental expert (full time).

- (iii) The CSC is tasked with specific responsibility to ensure environmental safeguards compliance of civil works, with particular emphasis on the monitoring of implementation of the EMP through the works contractors' SSEMPs and related aspects of the project. The international/national environmental experts will be responsible for supervising the contractors' environmental performance, coordinating the public consultations and project GRM, and assist PIURR in preparing environmental safeguards documents (including the SAEMRs) for submission to MOT and ADB; and
- (iv) The contractors are responsible for preparing their SSEMPs that reflect its understanding and commitment to address environmental issues. They are also responsible for the day-to-day implementation of the relevant EMP/SSEMP and compliance at all times with the requirements of both the respective IEE and EMP/SSEMP.

53. The detailed description of the GRM is provided in the IEEs and is consistent with the LARPs. The purpose of the GRM will be to receive and facilitate the resolution of affected people's concerns, complaints, and grievances about the environmental and social performance at the project level. The GRM will aim to provide a time-bound and transparent mechanism to voice and to resolve social and environmental concerns linked with the Project. The project-specific GRM is not intended to bypass the government's own redress process but to address project-affected people's concerns and complaints promptly, making the GRM readily accessible to all segments of affected persons and scaled to the risks and impacts of the Project. Hence, depending on the nature and significance of the grievances or complaints, the GRM will comprise procedures to address grievances at the project sites, PIURR, and at the MOT level. More serious complaints that cannot be addressed at PIURR level will be forwarded to the MOT grievance redress committee. Complainants may access the formal legal system at any time.

54. The local communities in the project area will be informed by PIURR and contractors of anticipated environmental impacts, how these will be mitigated by contractors, monitored by PIURR and CSC, and reported to ADB. PIURR and contractors will also inform local communities of the GRM procedure and the contact persons for lodging complaints. Provisions shall also be made for lodging complaints at PIURR and MOT offices. Contractors, PIURR, and the MOT will maintain logbooks and/or database of grievances and will report on formal and informal complaints and feedback received as part of regular safeguards reporting.

B. Involuntary resettlement (category B)

55. Both ongoing and additional financing projects are classified as category B for involuntary resettlement impacts. Detailed measurement surveys, census, and socioeconomic surveys were conducted, and draft land acquisition and resettlement plans (LARPs) were prepared for both road sections based on ADB Safeguard Policy Statement (2009) and Tajikistan regulations. For the ongoing project, the LARPs of Hulbuk–Kangurt and Dangara–Okmazor sections²⁸ were implemented, and the implementation was completed with full disbursement of compensations, and the implementation report was approved by ADB and disclosed in April 2021.²⁹ The MOT

²⁸ The final LARP for the Hulbuk–TemurmaliK–Kangurt section was disclosed on the ADB website (<https://www.adb.org/projects/documents/taj-54005-001-rp-2>), as well as the one for the Dangara–Okmazor section (<https://www.adb.org/projects/documents/taj-54005-001-rp-3>).

²⁹ The LARP implementation report was disclosed on the ADB website (<https://www.adb.org/projects/documents/taj-54005-001-smr>).

shall ensure that land acquisition, resettlement, and all other activities under the project are carried out in full compliance with all applicable laws and regulations of Tajikistan, ADB's SPS, and the LARPs.

56. For the additional financing project, the draft LARP for the Bokhtar–Okmazor section is expected to be cleared by ADB and in July 2022, based on the detailed design approved by the State Expertise, and be subsequently disclosed on ADB's website. The project will affect (i) 37,119.07 sqm. of land which are owned by 3 entities and 78 households, (ii) 23 businesses, (iii) 55 residential structures owned by 60 affected households, (iv) 189 commercial structures, (v) 4,024 affected trees (including both fruit trees and non-fruit trees), and (vi) crops planted in a 12,564.90 sqm. area. In total, there will be 209 affected households and 23 affected enterprises. Out of those, 30 affected households with 181 household members are found to be severely affected, while 39 vulnerable households with 332 household members are identified. The PIURR will request the budget allocation from the government for compensations, and will execute compensation payment and livelihood restoration measures as defined in the LARP after approval.

57. MOT shall ensure that:

- (i) the finalized/updated LARPs shall be disclosed to affected persons in accordance with the ADB's SPS and ADB's Access to Information Policy (2019);
- (ii) all land and rights-of-way required by the project shall be acquired and made available in a timely manner; and
- (iii) no physical displacement or economic displacement shall occur and no road section or part of a road section is handed over to the civil works contractor until: (a) the LARPs are updated, finalized, and endorsed by the EA/IA and approved by ADB; (b) compensations at full replacement costs have been paid to displaced persons in accordance with the updated and finalized resettlement plan for relevant project components or sections that are ready to be constructed; (c) other entitlements listed in the updated and finalized resettlement plan have been provided to displaced persons; and (d) LARP implementation compliance report is submitted to ADB and determined as satisfactory. Any new land acquisition and resettlement (LAR) impacts identified during implementation or due to change in project scope will require a LARP addendum or corrective action plan (CAP). The additional plan should be prepared following ADB's SPS and its required guidelines.
- (iv) design and implementation of all project components comply with (a) all applicable national laws and regulations relating to Involuntary Resettlement; (b) the requirements of ADB's Involuntary Resettlement Safeguards; and (c) all measures and requirements set forth in the LARPs, the LARP addenda and/or social due diligence report (if any), and any corrective or preventive actions set forth in a Safeguards Monitoring Report(s).
- (v) PIURR will be responsible for implementation and monitoring of LARP activities and preparation of LARP implementation compliance reports and semi-annual social monitoring reports. The CSC will include national and international resettlement specialists who will provide overall support and capacity building to MOT and PIURR in social safeguards implementation, monitoring, and reporting.

58. **Grievance Redress Mechanism (GRM).** MOT shall ensure: (i) efficient GRM is in place and functional prior to starting LARP implementation and contractor's mobilization to assist affected persons resolve queries and complaints, if any, in a timely manner; (ii) all complaints are

registered, investigated and resolved in a manner consistent with the provisions of GRM as agreed in ADB approved LARP, (iii) the complainants/aggrieved persons are kept informed about status of their grievances and remedies available to them; and (iv) adequate staff and resources are available for supervising and monitoring the implementation progress of the LARP.

59. **Information Disclosure.** MOT shall ensure that LARP and monitoring reports are disclosed by (i) uploading the draft and ADB approved final LARP on MOT/PIURR and ADB websites, (ii) providing hard copies of approved LARP in the offices of CSC, sub district and district offices, and with village heads; (iii) translating and providing to the affected community the executive summary of ADB approved resettlement plan, bearing information on project impacts, asset valuation, entitlements, compensation budget, and institutional arrangements.

60. Consultations were carried out during LARP preparation, however, for continued information sharing, MOT/PIURR shall ensure that (i) the resettlement staff of the PIURR with support from CSC conduct additional consultations during updating and implementation of the LARP; (ii) the displaced persons are informed about (a) resettlement impacts, asset valuation, entitlements and compensation payment modalities with time lines, (b) rehabilitation and income restoration measures suggested for the project displaced persons, and (c) GRM put in place with status of redress of grievances; and (iii) liaison is maintained with affected persons and community, and consultation meetings are held regularly with surrounding communities and project displaced persons including women and vulnerable groups to share project-related information during project implementation period.

C. Indigenous peoples (category C)

61. The ongoing and additional financing projects are classified as category C for Indigenous peoples impacts in accordance with ADB's SPS. MOT shall ensure that during implementation there are no impacts on indigenous peoples within the meaning of ADB's SPS (2009).

D. Prohibited investment activities

62. Pursuant to ADB's SPS (2009), ADB funds may not be applied to the activities described on the ADB Prohibited Investment Activities List set forth at Appendix 5 of ADB's SPS (2009).

VIII. GENDER AND SOCIAL DIMENSIONS

63. **Gender.** The ongoing project is categorized *effective gender mainstreaming*. It will address the gender issues identified during project preparation, which included enhancing connectivity of the villages through all-weather village access roads, increasing road safety features and awareness, and enhancing women's access to job and training opportunities. A gender action plan (GAP) was prepared in consultation with project beneficiaries and government officials. The GAP will include activities supporting (i) gender-responsive and socially inclusive design features across all infrastructure built under the project and (ii) affirmative measures to enhance women's access to economic opportunities. Table 18 shows the updated gender action plan.

Table 18: Updated Gender Action Plan

Activity	Indicators/Targets	Responsibility	Timeframe
Outcome: Safety and reliability of the road networks enhanced in Southern Tajikistan.			
Disaggregate data on parties involved in road accidents	MOT's database on road accidents disaggregated by sex, age, and type of road user (i.e., driver, passenger, and pedestrian)	MOT, PIURR	Q2 2021–Q4 2024
Output 1: Roads in Southern Tajikistan improved.			
1.1 Install EWCD-friendly facilities along the project roads	1.1a. Project roads equipped with gender-separated rest spaces with diaper changing facilities (2020 baseline: not applicable) 1.1b. EWCD-friendly facilities installed along the project roads including pedestrian crossings, road lighting, and bus stops where needed (2020 baseline: not applicable)	PIURR, CSC, and works contractors	Q2 2021–Q4 2024
1.2 Conduct road safety awareness campaigns to roadside villages	1.2a. Road safety awareness campaign developed and included gender-sensitive features (2020 baseline: not applicable) 1.2b. At least 70% of roadside village residents (50% of whom are women) attended road safety campaigns (2020 baseline: 0%) 1.2c. Road safety awareness campaign materials (e.g., brochures, posters, and signages) used gender sensitive language and messages (2020 baseline: not applicable)	PIURR and CSC	Q2 2021–Q4 2024
1.3 Include female workforces in civil works	1.3a. Female workers employed at 10% at minimum of the total workers under civil works contracts (2020 baseline: not applicable) 1.3b. Gender-separated sanitary facilities and rest spaces established in the construction site including work camps (2020 baseline: not applicable) 1.3c. Occupational safety training provided to workers to enhance awareness on health safety and social issues, preventive measures on HIV/AIDS and sexually transmitted diseases, illicit drugs and human trafficking and so on (2020 baseline: not applicable)	PIURR and CSC	Q2 2021–Q4 2024
Output 3: Women's access to socioeconomic opportunities enhanced.			
3.1 Design and implement women's entrepreneurship and livelihood program	3.1a. Blended knowledge distribution program for local women on entrepreneurship and household financial management by using mobile phone application or short message services and	PIURR and Implementation support consultant	Q4 2021–Q4 2024

Activity	Indicators/Targets	Responsibility	Timeframe
	<p>organizing complementary schooling events, developed (2020 baseline: not applicable).</p> <p>3.1b. At least 600 women of those residing along the project roads registered in the program and gained knowledge and skills on business development and household financial management (2020 baseline: 0).</p> <p>3.1c. At least 20 schooling events organized for the participants registered in the program (2020 baseline: 0).</p> <p>3.1d. At least 30 women attended vocational training in specific business areas (2020 baseline: 0).</p> <p>3.1e. A study on mutual child-care arrangement carried out, as a response to emerging needs of women who are engaged in economic activities (2020 baseline: 0).</p>		
3.2 Provide access of women entrepreneurs to opportunities for improved livelihood	<p>3.2a. Grant program developed to offer the women entrepreneurs selected by the selection committee to be established for the project (2020 baseline: not applicable)</p> <p>3.2b. At least 13 women from the project areas received grant for entrepreneurship. (2020 baseline: 0)</p>	NCFWA, PIURR, Implementation support consultant	Q4 2021–Q4 2024

CSC = construction supervision consultant; EWCD = elderly, women, children, and differently abled; GAP = gender action plan; MOT = Ministry of Transport; NCWFA = National Committee of Women and Family Affairs; PIURR = Project Implementation Unit for Roads Rehabilitation.

64. The CSC team includes one international and national gender specialist who will assist PIURR in implementing and monitoring the component under output 1. PIURR and CSC will also include sex-disaggregated information and indicators when reporting on the project performance and consultations. A national consulting firm has been engaged to implement and monitor output 3. The Recipient, through MOT, will further ensure that the principles of ADB's Policy on Gender and Development (1998) are followed during implementation of the ongoing and additional financing projects, including, but not limited to, (a) equal pay to men and women for same type of work, (b) enabling working conditions for women workers, and (c) taking all necessary actions to encourage women living in the project area to participate in planning and implementing project activities.

65. **Labor standards, health and safety.** The Recipient, through MOT, will ensure that the core labor standards and the Recipient's applicable laws and regulations are complied with during project implementation. The Recipient, through MOT, will include specific provisions in the bidding documents and contracts financed by ADB under the project requiring that the contractors, among other things, (a) comply with the Recipient's applicable labor laws and regulations and incorporate applicable workplace occupational safety norms; (b) do not use child labor; (c) do not discriminate workers in respect of employment and occupation; (d) do not use forced labor; (e) allow freedom of association and effectively recognize the right to collective bargaining; and (f) disseminate, or engage appropriate service providers to disseminate, information on the risks of sexually transmitted diseases, including HIV/AIDS, to the employees of contractors engaged under the project and to members of the local communities surrounding the project area, particularly women. The contracts will also include clauses for termination in case of any breach of the stated provisions by the contractors. PIURR with support of the CSC will monitor the implementation.

66. As for response to the current pandemic of COVID-19, the MOT/PIURR will devise develop and implement a risk mitigation plan, which includes health-related measures to prevent and stem the spread of COVID-19, as well as post-COVID-19 pandemic activities to make up for any time lost in the initial stages of project implementation. The contractors will develop site-specific health and safety management plans, which include health-related measures to prevent and stem the spread of COVID-19, and these requirements will be included in the bidding documents. The CSC will be required to monitor and document the contractor's implementation of the site-specific health and safety management plans and, in close consultation with the MOT/PIURR, devise any other measures to ensure the health of workers at the site.

IX. PERFORMANCE MONITORING, EVALUATION, REPORTING, AND COMMUNICATION

A. Project Design and Monitoring Framework

Table 19: Revised Design and Monitoring Framework

Impacts the Project is Aligned with			
(i) Economic growth promoted (Tajikistan National Development Strategy) ^a			
(ii) Safe and competitive connectivity established across the CAREC region (CAREC Transport Strategy 2030) ^b			
Results Chain	Performance Indicators	Data Sources and Reporting Mechanisms	Risks and Critical Assumptions
Outcome Safety and reliability of road network improved in southern Tajikistan	By 2025 2026: a. Travel time between Dangara and Okmazor Bokhtar reduced to 0.4 1.0 hours (2021 baseline: 0.5 1.2 hours) (OP 2.4.1) b. Travel time between Hulbuk and Kangurt reduced to 0.8 hours (2020 baseline: 1.0 hours) (OP 2.4.1) c. Average daily vehicle-km reached 250,000 357,000 in the first full year of operation of the project roads Dangara–Bokhtar section ^c (2020 ¹ baseline: 495,000 248,000) (OP 7.1.1) d. Average daily vehicle-km reached 96,000 in the first full year of operation of the Hulbuk–Kangurt section ^c (2020 baseline: 75,200) (OP 7.1.1) e. The road maintenance fund becomes became operational from 2025 (2020 baseline: None) (OP 6.2.2, OP 7.1.1) f. Gross regional product of the Khatlon oblast (province) increased by 5% (2019 baseline: TJS19.7 billion) (OP 7.2) g. Annual number of traffic accidents on the project roads Dangara–Bokhtar	a.–h. PCR from MOT MOT's monthly, quarterly, and annual progress and completion reports Annual statistics from the Agency on Statistics under President of the Republic of Tajikistan and the MOT	R: Adverse impacts of the COVID-19 pandemic on the country's economy will continue during implementation. A: Insufficient Sufficient allocation of funds to maintain the project roads and facilities utilizing the road maintenance fund.

Results Chain	Performance Indicators	Data Sources and Reporting Mechanisms	Risks and Critical Assumptions
	<p><u>section reduced by 15%</u> (2020 baseline: 43 <u>32</u>) (OP 7.1.1)</p> <p><u>h. Annual number of traffic accidents on the Hulbuk–Kangurt section reduced by 15%</u> (2020 baseline: 11) (OP 7.1.1)</p>		
<p>Outputs</p> <p>1. Roads in southern Tajikistan improved</p>	<p>By 2024 2025:</p> <p>1a. 28.7 68.7 km from Dangara–Okmazor to Bokhtar improved with international roughness index no higher than 2.0 m/km, and including at least three gender-sensitive features^d (2020 baseline: 7.5 m/km) (OP 1.3.1, OP 2.4.1, OP 3.2.5, OP 7.1.1)</p> <p>1b. 59.5 km from Hulbuk to Kangurt improved with international roughness index no higher than 2.0 m/km, and including at least five gender-sensitive features^d (2020 baseline: 7.5 m/km) (OP 1.3.1, OP 2.4.1, OP 3.2.5, OP 7.1.1)</p> <p>1c. At least 70% of the population along the project roads (50% of whom are women) attended road safety awareness campaigns (2020 baseline: None) (OP 7.1.1)</p> <p>1d. Road safety facilities installed in the project sections^e (2020 baseline: None) (OP 7.1.1)</p>	<p>1a.–d. Project MOT's <u>monthly, quarterly, and annual progress and PCR from MOT completion reports</u></p>	<p>R: Resurgence of COVID-19 pandemic in the country adversely affects and/or delays project implementation.</p>
<p>2. Road asset management system database developed</p>	<p>2a. Data inventory for selected arterial highways completed (2020 baseline: None) (OP 6.2.2, OP 7.1.1)</p>	<p>2a. <u>MOT's final and progress reports from RAMS consultant</u></p>	<p>R: Delays in establishment of RAMS database or insufficient budget allocation relating to the operation of RAMS affect timely implementation.</p>
<p>3. Women's access to socioeconomic opportunities enhanced</p>	<p>3a. Blended knowledge distribution program for women on entrepreneurship</p>	<p>3a.–c. Project MOT's <u>progress reports and PCR completion</u></p>	<p>R: Candidates continuously experience travel restrictions</p>

Results Chain	Performance Indicators	Data Sources and Reporting Mechanisms	Risks and Critical Assumptions
4. Procurement readiness for the road section to be financed under the additional financing enhanced ^h	and household financial management designed and implemented ^f (2020 baseline: None) (OP 2.1.1)	reports from MOT and the implementation support consultant	because of the COVID-19 pandemic.
	3b. At least 500 <u>600</u> women gained knowledge and skills on business development and household financial management ^g (2020 baseline: None) (OP 2.1.1)		
	3c. At least 40 <u>13</u> women from the project area received grants for entrepreneurship (2020 baseline: None) (OP 2.1.1)		
	By 2022 4a. Contracts for civil works for the road section to be <u>financed under the additional financing</u> awarded (2021 baseline: None) (OP 6.2.2)	4a. MOT's bid evaluation reports	
Key Activities with Milestones			
1. Roads in southern Tajikistan improved			
1.1 Issue request for proposals for construction supervision consultant recruitment and invite bids for civil works contracts in Q3/Q4 2020 under the original project in Q3 2020–Q1 2021 (completed).			
1.2 Award construction supervision consultant contract and civil works contracts by Q1 2021 under the original project by April 2022 (completed).			
1.3 <u>Award civil works contracts under the additional financing by January 2023 (the invitation for bids was published on 24 June 2022).</u>			
1.4 Complete civil works by Q4 2023 under the ongoing and additional financing projects by Q1 2025.			
1.5 Complete road safety-awareness campaigns in roadside villages by <u>Q1 2024 2025.</u>			
2. RAMS database developed			
2.1 Recruit and mobilize RAMS consultant by <u>Q3 2024 2022 (completed).</u>			
2.2 Complete road inventory works by <u>Q4 Q2 2024.</u>			
3. Women's access to socioeconomic opportunities enhanced			
3.1 Recruit and mobilize implementation support consultant by Q2 Q4 2021 (completed).			
3.2 Develop knowledge distribution package by <u>Q4 2024 2022.</u>			
3.3 Train women along the project roads on business development and household financial management by <u>Q4 Q4 2024.</u>			
4. Procurement readiness for the road section to be financed under the additional financing enhanced			
4.1 Recruit and mobilize procurement support consultant by Q2 2022 (completed).			
Inputs			
Asian Development Bank			
Special Funds resources (Asian Development Fund)			
\$67.49 million (ongoing)			
\$43.20 million (additional)			
\$110.69 million (overall)			
Government of Tajikistan			
Counterpart financing			

\$5.44 million (ongoing)	
\$9.27 million (additional)	
\$14.71 million (overall)	
Total	
\$72.93 million (ongoing)	
\$52.47 million (additional)	
\$125.40 million (overall)	

A = assumption, CAREC = Central Asia Regional Economic Cooperation, COVID-19 = coronavirus disease, km = kilometer, m = meter, MOT = Ministry of Transport, OP = operational priority, Q = quarter, R = risk, RAMS = road asset management system.

- ^a Government of Tajikistan. 2017. *National Development Strategy of the Republic of Tajikistan for the Period up to 2030*. Dushanbe.
- ^b Asian Development Bank. 2020. *CAREC Transport Strategy 2030*. Manila.
- ^c The baseline value for the indicator is calculated by using the section's distance and annual average daily traffic, based on traffic counts carried out during project preparation, while the target value is estimated by using the traffic forecasts.
- ^d Gender-sensitive features include gender-segregated rest spaces with diaper-changing facilities and toilets to provide comfort for female travelers and their accompanying children. These features will be built along the project roads.
- ^e Road safety facilities include geometric improvements, safety and crash barriers, improved drainage, pedestrian walkways, crossing markings, and safety signage and marks.
- ^f The blended knowledge distribution program is to be offered through two information-sharing mechanisms: (i) a mobile phone application or short message service to be developed under the project, and (ii) regular workshops to recap and supplement knowledge to be distributed using mobile phones.
- ^g A 1.5% share of the total number of women residing along the project roads is counted in the target beneficiary number, considering (i) the total number of women along the project roads, (ii) the ages of potential participants, (iii) the share of potential beneficiaries owning mobile phones, and (iv) the interest level of local women in the activities.
- ^h The output was included through a change in the project scope on 23 November 2021.

Contribution to Strategy 2030 Operational Priorities:

The expected values and methodological details for all OP indicators to which this operation will contribute results are detailed in Contribution to Strategy 2030 Operational Priorities (accessible from the list of linked documents in Appendix 2).

Source: ADB.

B. Monitoring

67. **Project performance monitoring.** The MOT will establish, assisted by the CSC, a project performance monitoring system using the targets, indicators, assumptions, and risks included in the project design and monitoring framework. Disaggregated baseline data for output and outcome indicators will be gathered within three months of the date of grant effectiveness. Disaggregated data for outcome and outputs indicators will be updated and reported annually through the MOT's annual progress reports. The CSC monthly reports will also provide information necessary to update ADB's project performance reporting system.³⁰ Data for output indicators will be collected and analyzed during the project implementation period while data for outcome indicators will be collected and analyzed up to three years after the project completion.

68. Additionally, for the timely monitoring of costs, PIURR will be preparing bi-annual expenditure monitoring report analyzing variance between actual expenditure and cost estimates, and explanation for deviations.

69. **Compliance monitoring.** Compliance for all project covenants will be jointly monitored by MOT and ADB through quarterly updates provided by PIURR with assistance from the CSC.

³⁰ ADB's project performance reporting system is available at <http://www.adb.org/Documents/Slideshows/PPMS/default.asp?p=evaltool>.

PIURR will submit to ADB a summary status report on the covenants with an explanation and time-bound actions on partly or non-complied covenants. ADB's Tajikistan Resident Mission will monitor compliance through quarterly review meetings with MOT. Monitoring will also be undertaken during project review missions.

70. **Safeguards monitoring** will be performed by PIURR, and the results will be included in the quarterly progress reports and regular safeguards monitoring reports.

71. **Environmental safeguards monitoring.** PIURR will submit semi-annual environmental monitoring reports (SAEMRs), respectively for the original Project and for Additional Financing, to ADB for disclosure, within 30 days after a completion of each monitoring period. This will start after each Project's effectiveness and continue until ADB's project completion report (PCR) is issued. Within three months after completion of all civil works, a post-construction environmental audit will be conducted and the result will be included in the SAEMR, for each Project. PIURR, with the support of the CSC, will translate the summary of these documents into Russian language, and will post them on PIURR website with the full reports (in English). This will be within two weeks after ADB's clearance of each document. In addition to the above-mentioned reports, in case of any accident related to occupational and community health and safety, PIURR is expected to (i) report to ADB within 72 hours, and (ii) prepare and submit an incident report with action plan within 7 days of the occurrence. The CSC will support PIURR in preparing such reports. In case the CSC's liability period ends before ADB's PCR issuance, PIURR itself will prepare the SAEMRs. If unanticipated environmental impacts become apparent during project implementation, PIURR will update the relevant IEE and EMP or prepare a new IEE and EMP to assess the potential impacts, evaluate the alternatives, and outline mitigation measures and resources to address those impacts. Further needs for updating the IEEs during project implementation will also be reviewed and confirmed in discussion with ADB.

72. **Social safeguards monitoring.** With the assistance of the CSC's social safeguards specialists, PIURR shall submit to ADB LARP implementation compliance report upon completion of disbursement of compensation payments as per the LARPs. During the entire project implementation period, PIURR will submit to ADB semi-annual social monitoring reports for the project within one month of the close of each half of the calendar year. The semi-annual social monitoring report will include the status of the progress of social safeguards measures in the LARP, unanticipated/emerging LAR issues during project implementation, LAR-related activities including consultations, information disclosure and grievance redress, and corrective actions taken. Prior to the completion of the project, PIURR will prepare a LARP completion report that will summarize the over-all project experience related to LARP implementation. The LARP completion report will assess (i) the degree and the quality of the participation of project-affected people in the project cycle; (ii) a comparison of the livelihoods of the displaced persons with the baseline situation; (iii) if there were significant impacts on livelihood caused by project activities other than land acquisition, a comparison of the livelihoods of the affected persons with the baseline situation; (iv) the achievement of the objectives of the LARPs, LARP-addenda and CAPs (if any); and (v) lessons learned for future operations. If the objectives of the LARPs have not been realized, or if some safeguard issues are outstanding, the report will recommend additional measures necessary to resolve these issues.

73. **Gender and social dimensions monitoring.** With assistance of the CSC, PIURR will prepare annual progress reports that include sex-disaggregated information on (i) employment and pay; (ii) crash and fatality rate; (iii) people attending training, awareness, and capacity building activities; and (iv) affected people attending consultations on social and environment impacts. The project design and monitoring framework and project annual progress

reports will be the main monitoring tools for poverty and social dimensions. PIURR and CSC will collect data through surveys and consultations in liaison with the project stakeholders and relevant government bodies. Meanwhile, the implementation support consultant for output 3 is responsible for monitoring items under output 3 in the GAP and prepare deliverables defined the terms of reference, including quarterly monitoring reports.

C. Evaluation

74. Following grant effectiveness, review missions including site visits will be fielded every six months to review project progress and provide guidance on project implementation. After two years of project implementation, a mid-term review mission will be fielded to review project progress and make adjustments, as appropriate, to facilitate project implementation and ensure successful project completion. The review missions will address policy, institutional, administrative, organizational, technical, environmental, social, economic, financial, and other relevant factors that may have an impact on project performance and project continuing viability.

75. **Project completion report (PCR).** Within six months of physical completion of the project, the MOT will submit a PCR to ADB. Subsequently, ADB will field a PCR mission to review and finalize the PCR.

D. Reporting

76. The MOT will provide ADB with (i) quarterly progress reports in a format consistent with ADB's project performance reporting system; (ii) consolidated annual reports including (a) progress achieved by output as measured through the indicator's performance targets, (b) key implementation issues and solutions, (c) updated procurement plan, and (d) updated implementation plan for the next 12 months; and (iii) a project completion report within 6 months of physical completion of the project. To ensure that projects will continue to be both viable and sustainable, project accounts and the executing agency audited financial statement together with the associated auditor's report, should be adequately reviewed. In addition, the following are required: (i) report to ADB within 72 hours, and (ii) prepare and submit an incident report with action plan within seven days of the occurrence, in case of any accidents related to occupational and community health and safety.

E. Stakeholder Communication Strategy

77. The project will follow ADB's Public Communication Policy and its guidelines on the disclosure and exchange of information. Broader consultations will be carried out with key project stakeholders on relevant requirements pertaining to ADB safeguards, stakeholder communication, and grievance redress procedures. Relevant project stakeholders and beneficiaries will be provided with adequate written information and communication materials in Tajik on the project relevant matters. PIURR will maintain a tracking system to record consultation activities and provision of project information, while registering concerns and/or complaints received and monitoring follow-up actions. The stakeholder communication strategy is summarized in Table 20.

Table 20: Stakeholder Communication Strategy

Project Document	Means of Communication	Responsible	Frequency	Audience
Project data sheet	ADB's website	ADB	Initial project data sheet posted on the website no later than 2 weeks after approval of the	General public

Project Document	Means of Communication	Responsible	Frequency	Audience
			concept paper; updated at least twice a year	
Initial environmental examination	ADB's website; MOT's website	ADB and MOT	No later than 2 weeks after ADB clearance	General public; project-affected people in particular
Land acquisition and resettlement plan (LARP), including LARP addendum or corrective action plan	ADB's website; MOT's website and/or local newspaper; information pamphlet; and consultations	ADB and MOT	Draft LARPs posted on the website before project approval; and the final/updated version, any LARP addendum or corrective action plan no later than 2 weeks of receipt by ADB	General public; project-affected people in particular
Report and Recommendation of the President	ADB's website	ADB	Posted on the website at the same time it is circulated to the Board for approval, subject to the concurrence of the government	General public
Grant Agreement	ADB's website	ADB	Posted on the website no later than 2 weeks from their signing, after removing any information falling within exceptions at the time of the negotiations	General public
Project Administration Manual	ADB's website	ADB	Posted on the website at the same time it is circulated to the Board for approval, subject to the concurrence of the government	General public
LARP implementation compliance report	ADB's website; MOT's website; and consultations	ADB and MOT	Submitted to ADB upon completion of disbursement of compensation as per LARP and disclosed after review	
Safeguards monitoring reports	ADB's website; PIURR's website; and consultations	ADB and PIURR	Semi-annually after Project effectiveness until ADB's Project Completion Report is issued. ADB to disclose upon receipt after clearance. PIURR to disclose environmental monitoring reports on PIURR website in Russian language (summary) and English.	General public; project-affected people in particular
Major change in scope	ADB's website	ADB	Within 2 weeks of approval of the change	General public
Audited project financial statements and the auditors' report	ADB's website	ADB	Within 30 days of receipt	General public
Completion reports	ADB's website	ADB	Within 2 weeks of circulation to the Board for information	General public
Evaluation reports	ADB's website	ADB	Within 2 weeks of circulation to Management and the Board	General public

ADB = Asian Development Bank; LARP = land acquisition and resettlement plan; MOT = Ministry of Transport; PIURR = Project Implementation Unit for Roads Rehabilitation.

X. ANTICORRUPTION POLICY

78. ADB reserves the right to investigate, directly or through its agents, any violations of the

Anticorruption Policy relating to the project.³¹ All contracts financed by ADB shall include provisions specifying the right of ADB to audit and examine the records and accounts of the executing agency and all project contractors, suppliers, consultants, and other service providers. Individuals and/or entities on ADB's anticorruption debarment list are ineligible to participate in ADB-financed activity and may not be awarded any contracts under the project.³²

79. To support these efforts, relevant provisions are included in the grant agreement and the bidding documents for the project.

XI. ACCOUNTABILITY MECHANISM

80. People who are, or may in the future be, adversely affected by the project may submit complaints to ADB's Accountability Mechanism. The Accountability Mechanism provides an independent forum and process whereby people adversely affected by ADB-assisted projects can voice, and seek a resolution of their problems, as well as report alleged violations of ADB's operational policies and procedures. Before submitting a complaint to the Accountability Mechanism, affected people should make an effort in good faith to solve their problems by working with the concerned ADB operations department. Only after doing that, and if they are still dissatisfied, should they approach the Accountability Mechanism.³³

XII. RECORD OF CHANGES TO THE PROJECT ADMINISTRATION MANUAL

81. All revisions and/or updates during the course of implementation should be retained in this section to provide a chronological history of changes to implemented arrangements recorded in the PAM, including revision to contract awards and disbursement s-curves.

Version	Creation/Revision Date	Description of Changes
1.0	30 July 2020	First draft after fact-finding mission
2.0	10 August 2020	For interdepartmental review
3.0	31 August 2020	For Staff Review Meeting
4.0	5 October 2020	After grant negotiations
5.0	20 July 2021	After inception review mission in May 2021
6.0	19 May 2022	After fact-finding mission for the additional financing on 4-17 May 2022
7.0	30 May 2022	For interdepartmental review
8.0	18 July 2022	For Staff Review Meeting (additional financing)
9.0	3 August 2022	For grant negotiation (additional financing)
10.0	31 August 2022	After grant negotiations (additional financing)

³¹ Anticorruption Policy: <https://www.adb.org/documents/anticorruption-policy>.

³² ADB's Integrity Office web site: <https://www.adb.org/site/integrity/main>.

³³ Accountability Mechanism is available at <https://www.adb.org/site/accountability-mechanism/main>.

PROCUREMENT PLAN FOR GRANT 0752-TAJ

Basic Data

Project Name: Road Network Sustainability Project	
Project Number: 54005-001	Approval Number: 0752
Country: Tajikistan	Executing Agency: Ministry of Transport
Project Procurement Risk: Moderate	Implementing Agency: Project Implementation Unit for Roads Rehabilitation (PIURR), Ministry of Transport of the Republic of Tajikistan
Project Financing Amount: US\$ 72,930,000 ADB Financing: US\$ 67,490,000 Cofinancing (ADB Administered): Non-ADB Financing: US\$ 5,440,000	Project Closing Date: 31 December 2024
Date of First Procurement Plan: 19 November 2020	Date of this Procurement Plan: 16 May 2022
Procurement Plan Duration: 18 months	Related to COVID-19 response efforts: No
Advance Contracting: Yes	Use of e-procurement (e-GP): Yes www.tenderlink.com/adb

A. Methods, Review and Procurement Plan

Except as the Asian Development Bank (ADB) may otherwise agree, the following methods shall apply to procurement of goods, works, and consulting services.

Procurement of Goods and Works	
Method	Comments
Open Competitive Bidding (OCB) for Works	International as well as national contractors will be encouraged to participate to the bidding.

Consulting Services	
Method	Comments
Quality- and Cost-Based Selection for Consulting Firm	Will be used to select international consulting firm to conduct "Road Asset Management System Database Development" services and international "Construction Supervision" firm as international expertise is required in both cases.
Least-Cost Selection for Consulting Firm	Will be used to select an audit firm since they are standard services.
Fixed Budget Selection for Consulting Firm	Will be used to select the consultancy services for Women's Access to Socioeconomic Opportunities.
Competitive for Individual Consultant	Will be used to select international individual consultant for "Procurement Specialist" (additional package).

B. Lists of Active Procurement Packages (Contracts)

The following table lists goods, works, non-consulting and consulting services contracts for which the procurement activity is either ongoing or expected to commence within the procurement plan duration.

Goods and Works							
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Advertisement Date (quarter/year)	Comments
None							

Consulting Services							
Package Number	General Description	Estimated Value (in US\$)	Selection Method	Review	Type of Proposal	Advertisement Date (quarter/year)	Comments
RNSP/ICS-2	Road Asset Management and Road Financing Specialist	110,000.00	Competitive	Prior		Q3 / 2022	Non-Consulting Services: No Type: Firm Assignment: International Expertise: Road maintenance funding e-GP: No Covid-19 Response? No Comments: For output 2.

C. List of Indicative Packages (Contracts) Required Under the Project

The following table lists goods, works, non-consulting and consulting services contracts for which procurement activity is expected to commence beyond the procurement plan duration and over the life of the project (i.e., those expected beyond the current procurement plan duration).

Goods and Works						
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Comments
None						

Consulting Services						
Package Number	General Description	Estimated Value (in US\$)	Selection Method	Review	Type of Proposal	Comments
None						

D. List of Awarded and Completed Contracts

The following table lists the awarded and completed contracts for goods, works, non-consulting and consulting services.

Goods and Works					
Package Number	General Description	Contract Value	Date of ADB Approval of Contract Award	Date of Completion	Comments
OCB/CW-02/2020	Rehabilitation of Dangara–Okmazor road section (two-lane 28.7km)	18,962,507.55	10-MAR-22		Contract was signed on 28 March 2022 e-GP: Yes e-GP Type: e-Publication
OCB/CW-01/2020	Rehabilitation of Hulbuk–Temurmalik and	28,524,828.04			Contracts for Lots 1 and 2 signed on 30 August 2021.

Goods and Works					
Package Number	General Description	Contract Value	Date of ADB Approval of Contract Award	Date of Completion	Comments
	Temurmalik–Kangurt road sections (two-lanes 33 km and 25 km)				e-GP: Yes
	Lot 1: Rehabilitation of Khulbuk–Temurmalik road section (two-lane 33 km)	18,233,913.72	29-JUL-21		e-GP Type: e-Publication
	Lot 2: Rehabilitation of Temurmalik–Kangurt road section rehabilitation (two-lane 25 km)	10,290,914.32	29-JUL-21		

Consulting Services					
Package Number	General Description	Contract Value	Date of ADB Approval of Contract Award	Date of Completion	Comments
RSNP/Audit	Consulting Services for Project Audit	15,683.50	18-APR-22		Contract signed on 22 April 2022. e-GP: No
RNSP/CS-3	Consulting Services for Assistance in Implementing Women Empowerment Program	297,500.00	02-DEC-21		Contract signed on 16 November 2021. e-GP: No
RNSP/CS-1	Consulting Services for Construction	2,879,828.00	03-NOV-21		Contract signed on 8 October 2021. e-GP: Yes e-GP Type: e-Publication
RNSP/ICS-1	Consulting Services for Procurement Specialist	108,600.00	26-APR-22		Contract signed on 21 April 2022. e-GP: No
RNSP/CS-2	Consulting Services for Assistance in the Collection, Analysis and Processing of Data on Road Assets	599,500.00	2-Aug-22		Contract signed on 25 July 2022

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PROCUREMENT PLAN FOR ADDITIONAL FINANCING PROJECT

Basic Data

Project Name: Road Network Sustainability Project (Additional Financing)	
Project Number: 54005-003	Approval Number:
Country: Tajikistan	Executing Agency: Ministry of Transport
Project Procurement Risk: Low	Implementing Agency: Project Implementation Unit for Roads Rehabilitation (PIURR), Ministry of Transport of the Republic of Tajikistan
Project Financing Amount: US\$ 46,700,000 ADB Financing: US\$ 43,200,000 Non-ADB Financing: US\$ 3,500,000	Project Closing Date: 31 December 2025
Date of First Procurement Plan: 13 May 2022	Date of this Procurement Plan: 25 August 2022
Procurement Plan Duration: 18 months	Related to COVID-19 response efforts: No
Advance Contracting: No	Use of e-procurement (e-GP): No

A. Methods, Review and Procurement Plan

Except as the Asian Development Bank (ADB) may otherwise agree, the following methods shall apply to procurement of goods, works, and consulting services.

Procurement of Goods and Works	
Method	Comments
Open Competitive Bidding (OCB) for Works	Bokhtar-Okmazor section (2 lots: Bokhtar-Levakant and Levakant-Okmazor)

Consulting Services	
Method	Comments
Least-Cost Selection for Consulting Firm	Project audit

B. Lists of Active Procurement Packages (Contracts)

The following table lists goods, works, non-consulting and consulting services contracts for which the procurement activity is either ongoing or expected to commence within the procurement plan duration.

Goods and Works							
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Advertisement Date (quarter/year)	Comments
RNSP-AF	Bokhtar-Okmazor section	44,463,273.00	OCB	Prior	1S1E	Q2 / 2022	Non-Consulting Services: Yes Advertising: National No. Of Contracts: 2 Prequalification of Bidders: No Domestic Preference Applicable: No Bidding Document: Large Works

	Lot 1: Bokhtar-Levakant section	22,268,105.53					High Risk Contract: No
	Lot 2: Levakant-Okmazor section	22,195,167.47					Covid-19 Response? No
							Comments: The estimated value is net of tax.

Consulting Services							
Package Number	General Description	Estimated Value (in US\$)	Selection Method	Review	Type of Proposal	Advertisement Date (quarter/year)	Comments
Audit	Project Audit	50,000.00	LCS	Prior	BTP	Q4 / 2022	Non-Consulting Services: No Type: Firm Assignment: International Covid-19 Response? No Comments: The estimated value is net of tax. The auditor will be recruited through a block-audit contract.

C. List of Indicative Packages (Contracts) Required Under the Project

The following table lists goods, works, non-consulting and consulting services contracts for which procurement activity is expected to commence beyond the procurement plan duration and over the life of the project (i.e., those expected beyond the current procurement plan duration).

Goods and Works						
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Comments
None						

Consulting Services						
Package Number	General Description	Estimated Value (in US\$)	Selection Method	Review	Type of Proposal	Comments
None						

TERMS OF REFERENCE

RNSP/CS-1: CONSTRUCTION SUPERVISION CONSULTANT

A. Background:

1. Tajikistan is landlocked and bordered by Afghanistan, the People's Republic of China, the Kyrgyz Republic, and Uzbekistan. The country had a gross domestic product (GDP) per capita of \$871 in 2019, and the poverty rate in the country is about 27% of the total population. Most of the population categorized as poor live in rural areas that are isolated from main economic mainstream because of underdeveloped transport networks. Because of underdeveloped railway and aviation subsectors, the country relies heavily on road transport for international and domestic movement of goods and people.¹

2. The road network under the MOT's jurisdiction totals 14,339 kilometers (km), comprising 3,348 km of international roads (23%), 2,127 km of national roads (15%), and 8,864 km of local roads (62%). About 77% of roads are paved. To strengthen connectivity with surrounding countries, the government has prioritized improving international highway networks, which comprise Central Asia Regional Economic Cooperation (CAREC) corridors 2, 3, 5, and 6 and Asian Highway (AH) 7, AH65, and AH66.4 Most of these international roads are in good or fair condition. On the other hand, national roads have deteriorated and remain unsafe because of disaster-prone topography, dysfunctional maintenance systems, overloaded trucks, and the poor quality of the original construction works carried out in the 1970s.

3. Unbalanced road development is reflected in the poor state of roads in the southern oblast (province) of Khatlon. With 37.2% of the country's population, it is the country's most populous oblast. It is also the country's largest agricultural producer. For these reasons, the oblast is critical to the overall economic growth of Tajikistan. Meanwhile, the poverty rate in the oblast is the highest in the country, while the human development and income indexes are the lowest. Poor transport infrastructure is a key factor behind these socioeconomic challenges.

4. Several international corridors traverse South Tajikistan, including AH66 and CAREC corridors 5 and 6. Most of the corridors have been rehabilitated with the assistance of ADB and other development partners and facilitate the region's economic development by linking major economic centers. However, national roads connecting these international corridors have not been well developed, limiting the local population's use of these corridors. The project will address the immediate needs for strengthening domestic connectivity by improving two national road sections: (i) Dangara–Okmazor and (ii) Hulbuk–Kangurt. These sections are vital as they both link up with AH66 (at Dangara and Hulbuk). Furthermore, the Dangara–Okmazor section is part of a key corridor intersecting with CAREC corridors 5 and 6 at Bokhtar; and the Hulbuk–Kangurt section serves as a local economic corridor passing through the region's key economic centers. Traffic volume on the Hulbuk–Kangurt road is about 1,300 vehicles per day in 2020, while traffic volume on the Dangara–Okmazor section is about 4,200 vehicles per day. At completion, the sections will form a new economic network around Dangara, which the government plans to develop as the oblast's new capital city. Despite their strategic importance, these sections have not been equipped with sufficient road safety facilities and disaster-proof measures. Inadequate road maintenance has led to their continuous deterioration and to heavy dust pollution. Improving the sections would strengthen economic connectivity in southern Tajikistan, enhance people's access to socioeconomic opportunities, and reduce local dust pollution.

¹ This terms of reference is the one included in the contract, and will be amended to include the additional regional scope (Bokhtar–Okmazor section) once the ADB Board's approval of the additional financing.

B. The Project

5. The project will enhance connectivity, safety, sustainability, and women's livelihoods in southern Tajikistan by (i) rehabilitating two existing road sections: Dangara–Okmazor and Hulbuk–Kangurt; (ii) supporting the Ministry of Transport (MOT) to operationalize its road asset management system (RAMS); and (iii) providing an empowerment program to women on business development and household financial management. The project augments the efforts of the Asian Development Bank (ADB) to help strengthen international and national road networks in the country, leading to inclusive economic growth and promoting regional connectivity.

6. The project management and construction supervision consultant, engaged under the ongoing CAREC Corridors 2, 5 and 6 (Dushanbe–Kurgonteppa) Road Project, assisted the government in preparing the design of the project roads.

7. The MOT will be the Executing Agency and the Project Implementation Unit for Roads Rehabilitation (PIURR) under (MOT) will be the Implementing Agency which has already been established with the Executive Director “ED” (Employer's representative) as the head. MOT/PIURR requires the services of Construction Supervision Consultants to carry out construction supervision & contract administration, implementation & monitoring of Environmental Management Plans (EMPs) where required. The Consultant will perform the duties of the Engineer specified in the FIDIC conditions of contract and will be required to nominate Resident Engineers for the contract(s) that will be a full-time resident in the areas or located in the proximity of project areas. In addition to the primary role, the Consultant will assist the Employer in the efficient administration and implementation of the sub-projects, support and strengthen it in its tasks, monitor progress, financial management, safeguards and gender mainstreaming in the project. The Consultants will report to the ED appointed by MOT. The Consultant will work under the overall guidance, coordination and directions of the ED.

8. The consultancy services would be required for a period of Thirty-Six (36) months including the defects notification period, which will be 12 months. Total input of **65 person-months** International and **242 person-months** national consultants would be required for the assignment.

9. The two (02) sections of the roads will be implemented through three (3) civil works contracts (2 contracts: Kangurt–Hulbuk section; 1 contract: Dangara–Okmazor section), which includes (8) bridges, (80) culverts to be constructed, 130 km of main alignment road works (comprising two (2) section, one is 72 Km and other is 58 Km). MOT with assistance of PIURR will procure these contracts, under the open competitive bidding procedures of Procurement Regulations for ADB Borrowers (2017, as amended from time to time), with the intention it be ready to award by Quarter-1 of 2021. The civil works contracts will be based on the FIDIC Conditions of Contract Multilateral Development Bank Harmonized Edition June 2010 (“Pink Book”).

10. MOT with assistance of PIURR will select the Construction Supervision Consultant (CSC), in accordance with the procedures set out in ADB's procurement Policy and Regulations (2017, as amended from time to time).² Consulting services will be engaged using Full Technical

² <https://www.adb.org/documents/adb-procurement-policy>.

² <https://www.adb.org/documents/procurement-regulations-adb-borrowers>.

Proposal (FTP) procedures based on quality and cost-based selection (QCBS) method following Procurement Regulations for ADB Borrowers (2017, as amended from time to time), and ADB Procurement Policy (2017, as amended from time to time) with a quality: cost ratio of **(90:10)**. The contract will be time-based. The provisions of ADB's Anticorruption Policy will be included in all invitation documents and contracts for consultants.

C. Objective of the Assignment

11. The primary objectives of the consulting services are to:
 - (i) Contract supervision: function as the Engineer in administering the civil works contract in accordance with the Conditions of Contract and advise the Employer on all matters concerning implementation of the contract including quality control, work progress, and dispute resolution;
 - (ii) Project management: provide support to the Employer for environment and resettlement monitoring, road safety audits, financial management, and gender mainstreaming in the project.

D. Scope of Work and Required Outputs

12. The consulting services will comprise the following tasks and associated deliverables:

Task 1	Construction Supervision of the Civil Works Contracts
Task 2	Environmental and Social Safeguard Support and Monitoring
Task 3	Communications, Road Safety, and Gender

TASK-1: CONSTRUCTION SUPERVISION OF THE CIVIL WORKS CONTRACTS

13. General Duties and Responsibilities: As the Engineer for the contract, the Consultant will undertake all the duties required of the Engineer to ensure that the three (3) civil works contracts are executed in accordance with their provisions. The main tasks of the Consultant will include but are not limited to the following:

- Review (if required) Bid documents for the project and assist PIURR as required, in the evaluation of bids received and award of civil works contracts;
- The civil works will be carried out based on the FIDIC Conditions of Contract for Construction, MDB Harmonized Edition – June 2010. The consultant will administer the civil work's contracts, make engineering decisions, be responsible for quality assurance, provide general guidance and furnish timely responses to the contractors in all matters relating to the civil works, and ensure that all clauses of the contract agreement between the civil works contractors and PIURR are adhered to and respected.
- The Consultant will advise PIURR on all matters relating to the efficient and successful execution of the civil works contracts, and will act at all times to protect the interests of the project and will take all reasonable steps to keep the construction costs to a minimum, consistent with sound economic and engineering practices; and will prepare a "Contract Administration and Construction Supervision Manual" outlining routines and standard operating procedures to be applied in contract administration and construction supervision, based on sound internationally recognized practice.
- Based on the findings of the road safety audit, the Consultant will ensure that all safety measures are taken without any compromise in the design and recommend improvement / missing safety measures, if any, before execution of the works; and verify that the proposed work zone safety requirements are in accordance with best international practices;

- The Consultant will review the Initial Environmental Examination (IEE) report and ensure that adequate measures are incorporated in the design to mitigate any adverse impacts including those likely to be encountered during construction, and recommend any needed improvements;
- Prepare and/or review social due diligence reports confirming project road sections with and without Land Acquisition and Resettlement (LAR) impacts, including clearly marking LAR and non-LAR sections in the field and reflected in the construction plans, with timelines for updating of Land Acquisition and Resettlement Plan (LARP); and update the LARPs based on horizontal and vertical alignment adjustments proposed / incorporated (if any) in construction plans;
- Review the Site-Specific Health and Safety Management Plan (SSHSMP) for the Project that is prepared and submitted by the Contractor. Then, make recommendation to the Client in relation to the approval of the SSHSMP. Communicate the approved SSHSMP to all consultants and contractors throughout all project stages. Should any unforeseen events occur, review the updated SSHSMP and make recommendation to the Client in relation to the approval of the SSHSMP;
- In addition to the obligation to maintain safety on site, the Consultant will be required to undertake formal monthly safety audits throughout all stages of the Project;
- Prepare the Project Execution Plan, which inter alia, includes how management of SSHSMP is to be addressed throughout all stages of the Project;
- Assist PIURR in establishing a LAR database, and operationalizing Grievance Redress Mechanism (GRM) with complaints recording, tracking, monitoring and community outreach systems;
- In case of any unanticipated environmental and/or social risks and impacts arise during implementation of the Project that were not considered in the IEE, EMP, and LARPs, assist PIURR in promptly informing ADB of the occurrence of such risks or impacts, with detailed description of the event and proposed corrective action plan (CAP);
- Assist PIURR in preparing LARP implementation compliance reports, semi-annual monitoring reports, semi-annual environment monitoring reports, and LARP completion report.

14. Contract Administration and Works Supervision. The Consultant while supervising construction works will make all necessary arrangements for quality control and implementation of the works. The task of the Consultant will include but not be limited to the following:

(i) Contract Administration and Financial Management

- Prepare the Pre-construction meeting agenda and conduct the Pre-construction meeting, record and distribute the minutes, appoint various members of the Engineer's construction supervision team such as the Engineer's Assistants (Resident Engineers, Material Engineers, Site Engineers / Road Inspectors, etc.) and notify the Contractor and the Employer, and approve the Contractor's Representative;
- Verify whether the Performance Security complies with the form provided in the Contract, whether it is in the correct amount and currencies, and notify the Employer accordingly; advise the Employer whether to accept the Performance Security and if the Contractor does not submit the Performance Security on time, notify and advise the Employer of the appropriate contractual remedies;
- Request the Contractor to increase the amount of the Performance Security if the Contract Price increases and monitor the validity of the Performance Security until the issuance of the Performance Certificate;

- Verify whether the Bank Guarantee for advance payment is in the form specified under the Contract and in the amount and currencies stated in the Particular Conditions of the Contract;
- Verify whether the Bank Guarantee for advance payment conforms to the Contract requirements and that the guarantee is valid until the entire advance payment is recovered from the Contractor's certificates;
- Interpret the specific provisions of the Contract related to the Employer's obligation to give possession of the Site, and the Contractor's Work Program, assess the contractual consequences of any specific land acquisition issue and advise the Employer on the appropriate mitigation measures;
- Obtain the Parties' confirmation that all conditions in Sub-Clause 8.1 of the Conditions of Contract are fulfilled;
- Issue instruction to the Contractor to commence the works and record the Parties agreement according to Sub-Clause 8.1 of the Conditions of Contract;
- Verify whether the form and substance of the evidence of the Contractor's insurances is satisfactory, whether insurance premiums have been paid and the required insurances are effective on the dates required by the Contract;
- Verify that the terms of the Contractor's insurance policies fully comply with the requirements of the Contract (including: whether both the Employer and the Contractor are adequately covered as insured Principals; the amounts insured, and currencies of payment; validity of the insurance policies and special conditions; limits of insurance per event and in aggregate; deductibles, excess, and conditions related to locations; whether and which subcontractors are covered by the insurances, and whether additional insurances will be required if the Contractor engages new subcontractors).
- Monitor whether the Contractor maintains adequate insurance in the course of performance of the Contract, particularly if the Contractor provides insurances for a fixed period which is shorter than the period required under the Contract;
- Advise the Employer on the appropriate action and contractual remedies in case that the Contractor does not perform its insurance obligations in accordance with Contract;
- Establish and maintain an effective documents management system in the Engineer's office, which provides for separate filing of incoming and outgoing correspondence and documents, as well as the filing by subject matter;
- Maintain an Events Log starting at beginning of Contract;
- Prepare standard Daily Diary forms and ensure that all supervision staff maintain daily diaries of Contractor's and its own activities;
- Undertake project performance monitoring and evaluation in accordance with the Project Framework and ADB's *Project Performance Management System (PPMS) Handbook* including the baseline data survey and the following annual survey and reporting up to project completion;
- Advise PIURR on need for effective liaison with local authorities, police, landowners, utility owners, complainants, the public and other organizations affected by the works in order to minimize or avoid unnecessary delays or disputes;
- Maintain consolidated project accounts and be responsible for settlement of Audit Para's and objections raised, prepare replies related to project, and provide the entire relevant documents / papers / letters etc. to support the replies-until 1 year after completion of works. The cost to be incurred may be built in the rates;
- Develop training programs for EA staff and develop on the job training on innovative construction methods, project management and value engineering;
- For any laps in quality, quantity, or financial irregularity related to the performance of the Services, the Consultant will indemnify the Client.

(ii) Construction Supervision

- Without relieving the Contractors of their obligations under the Contract, review and approve the traffic management and safety plan, and ensure compliance such that the Works are carried out at all times in a safe and secure manner and damage or injury to persons or property is avoided;
- Assess minimum construction equipment, plant and machinery requirements, by type and specification, and monitor, keep and regularly update a list of the Contractors' equipment, plant and machinery in order to keep a check on the Contractors' mobilization. Inspect and evaluate the Contractor's establishments including in particular the laboratory facilities to ensure compliance with the terms and conditions of the Contract Agreement;
- Obtain the bench marks and other information from PIURR as required for commencement of construction activities;
- Prior to commencement of works, approving the contractor's method statements and working drawings including site specific health and safety management plans, traffic management and traffic control arrangements, proposed public and private haul and access routes, together with the contractor's arrangements for maintenance and reinstatement of the same, borrow locations, working areas, materials stockpile areas, materials preparation, and processing areas, etc.;
- Reviewing, commenting upon, and accepting the contractor's quality assurance plans and procedures; assisting the contractor with establishing on-site and laboratory-based quality control, testing, and reporting procedures for all construction, workmanship, and materials; supervising the contractor in implementation of their approved quality assurance plans;
- Prior to the commencement of construction, approving the contractor's site specific health and safety management plans, and during construction ensure that the contractor complies with the requirements of the plan;
- Commenting on and ultimately approving the contractor's Site Specific Environmental Management Plans (SSEMPs), and, thereafter, monitoring and reporting compliance with these plans;
- Ensure that the Contractors have all necessary data for setting out and check the Contractors setting out including staking the right-of-way limits, centreline, and grade and confirm permanent monuments in the construction area;
- Without relieving the Contractors of their obligations under the Contract, check and approve the contractors' Working Drawings, Method Statements and Temporary Works proposals;
- Review the Contractor's Work Program and notify the Contractor if the program does not comply with the Contract;
- Monitor the progress against the Work Program and the cash flow estimate and request revisions, if required;
- Report in the Consultant's Monthly Report the work progress against the Contractor's Work Program and the cash flow estimate;
- Verify whether the progress charts in the Contractor's Monthly Progress Report reflect the actual progress and correspond to the latest revision of the Work Program and the cash flow estimate, and instruct the Contractor to correct the report, if required;
- If required, determine the Contractor's entitlements to time extensions on the basis of the Contractor's Work Program;

- Determine the Employer's entitlement to Delay Damages on the basis of the Work Program and advise the Employer of the relevant contractual remedies if the Contractor's progress is behind schedule;
- Verify the Contractor's Monthly Progress Reports and notify the Contractor of any incorrect or inconsistent information;
- Conduct regular weekly site meetings and monthly progress review meetings, record and distribute the minutes;
- Perform quantity take-offs from drawings to verify Bill of Quantities (BOQs);
- Issue regular notices to the Contractors of intended field measurements, measure the Works, compute the quantities for payment, and determine the amounts due to the Contractor within the period specified in the Contract;
- Carry out any subsequent design changes, and expeditiously issue supplementary drawings, site instructions, variation orders and day work orders to avoid delay to the works and to ensure that the works are executed in accordance with Contract;
- Establish and maintain throughout the works contracts a structured system of measurement records, supporting documents and calculations for the payment of all BOQ items, that is transparent for auditing purposes;
- Provide all necessary assistance to the Employer and external auditors for conducting regular quarterly audits of the measurement records, supporting documents and calculations for the payment of all BOQ items and be responsible for any lapse if found by the audit reports;
- Verify the sources of indices or prices for price adjustment, determine a provisional value of an index / reference price until it is published, but, if the index is not published in certain period(s), apply the last available published value;
- Establish with the Contractors a standard format for the Contractor's Statement and the Interim Payment Certificates;
- Issue the interim certificates to PIURR for payment to the Contractors in accordance with Clause 14 of the Conditions of Contract, having regard to any contractual provisions for advance payment, variation of price, and exchange rate fluctuation etc. Certify the completion of the Activities/Works or parts thereof and check and verify the final payments to the Contractors;
- Prepare and maintain the Estimates of Cost of Works to Completion continuously, update the Estimates after each Variation instruction or a Variation Order issue and after each Interim Payment certificate (IPC), and present the latest Estimate in the Consultant's Monthly Progress Reports;
- Initiate and process variations promptly, when it is necessary for the construction of the works;
- Request the Contractor's technical and cost proposal, as required, consult both parties in all matters in connection to variation work;
- Value variations, obtain the Employer's approval of any variation, issue variations under the Contract, keep record of all variations issued under the Contract and report the summary of the variations in the Consultant's Monthly Progress Reports;
- Discharge fully the Engineer's obligations with respect to approval of materials and workmanship, approval and auditing of the Contractor's Quality Assurance System and the Quality Assurance Personnel and the compliance testing by the Engineer;
- Inspect quarries and borrow pits, and crushing plants, and order tests of materials and ensure adherence to specifications, and approve the sources of materials;
- Without relieving the Contractors of their obligations under the Contract, monitor the Contractors' laboratory testing, evaluate the cement concrete and bituminous mixture designs prepared by the Contractors, and ensure improvements (if any) to deliver the desired performance, and accord approval thereof;

- Carry out independent testing in the field and/or in the laboratory of the "Engineer / Project Manager" and approve or disapprove and certify the works that conform with the specifications and maintain permanent records of results of all the tests made;
- Give notice to Contractors of any defects and deficiencies, and issue instructions for the removal and substitution of the improper works, where provided under the contract. If required, order suspension of the work(s) and/or recommend to PIURR other recourse available under the Contract;
- When the works are completed in accordance with the Contract, issue a Taking Over Certificate to the contractor(s);
- Undertake an inspection of the works at the completion of the respective road sections, and certify the contractor(s)' final accounts;
- Obtain the Employer's specific approval before taking any action for determination of extension of time, additional costs and the Contractor's claims for additional time or costs, for all events for which the Employer's express approval is required under the Conditions of Contract;
- Assess objectively the Contractor's claims and give professional and objective advice to the Employer, consult both parties before determining an extension of time;
- Determine Contractor's claims on the basis of the Contractor's Work Program, the impact of the delay(s) event on the Critical Path and the particulars submitted by the Contractor;
- Assist the parties establish Dispute Board (DB), provide all necessary information to DB members and attempt to facilitate amicable settlement of the dispute(s) between the Employer and the Contractor(s);
- Ensure that the Contractor(s) provide a safe workplace for their workforce, supervisory personnel and for members of the public requiring access through the sites in full conformity with Health and Safety regulations including the ones related to coronavirus disease (COVID-19);
- Ensure that the contractor(s) comply fully with contractual obligations relating to care of the environment (both specified and legislated) and provide all reports and obtain all permits and permissions required in relation to spoil areas, borrow areas quarries and the like;
- Keep and maintain daily records of labor, equipment and weather conditions on the site along with records of activity, progress and other events happening on the site and having relevance to the works;
- Ensure the receipt of and maintain as permanent records of all warranties required under terms and conditions of the Contract Agreement for materials including their source and equipment accepted and incorporated in the project;
- Carry out detailed inspections of the works during the Defects Notification Period and prepare detailed inspection and recommendation reports for the Employer after each inspection;
- Inspect the completed works periodically during the Defect Notification Period within the term covering the Consultant's Agreement, prepare lists of deficiencies (if any), and carry out supervision of the remedial works, and issue the Defects Liability Certificate(s) after the rectification of notified defects by the contractors;
- Jointly inspect with PIURR the completed civil works and assist in formal taking over and review and approve "as built" drawings and plans (as the case may be), and provide report(s) testifying to the satisfactory completion of the contracts; and
- Preparing a completion report for the ADB-financed part of the project in accordance with ADB's format and content for such reports. This will require

among others (a) conducting a baseline survey prior to construction commencing and final survey of the project road, to include an assessment of classified traffic volumes, average speeds, number and severity of accidents, International Roughness Index and pavement condition on the existing road, (b) conducting a baseline and final survey of freight transport and public transport costs on the completed project road (all parts), and (c) carrying out an economic analyses of the completed project road (all parts).

TASK-2: ENVIRONMENTAL AND SOCIAL SAFEGUARD SUPPORT AND MONITORING

15. The CSC will ensure the implementation of the Project's EMPs, which are part of the Project's IEE reports, and also part of the contract documentation. The CSC will support PIURR to (i) ensure the Project meets ADB safeguard requirements; (ii) ensure the Project complies with applicable laws, rules, and regulations on environment, health and safety, and social safeguards; (iii) ensure that all the environmental mitigation measures required to be implemented are incorporated into the contract documents; (iv) review and endorse SSEMPs prepared by the contractors; (v) ensure that the contractors and their subcontractors comply with the relevant measures and requirements set forth in the IEEs and EMPs, and any corrective or preventative actions set out in environmental monitoring reports; (vi) conduct environmental monitoring and ensure that the day-to-day construction activities are carried out in an environmentally-sound and sustainable manner; (vii) assist PIURR in preparing semi-annual environmental monitoring reports within 30 days after the end of each monitoring period; (viii) support PIURR in resolving project-related complaints/grievances; (ix) assist PIURR in organizing and conducting consultations and awareness-raising activities; and (x) conduct trainings, workshops, and other knowledge sharing sessions on lessons and good practices on safeguards, constructions health and safety, etc.

16. Prior to commencement of the works:

- Ensure the IEEs are updated if unanticipated environmental impacts become apparent during project implementation;
- ensure all statutory clearances and permits from environmental regulatory agencies are obtained;
- organize a training program for MOT and PIURR staff on how the environmental aspects of the project will be monitored, giving emphasis on SSEMPs evaluation; compliance monitoring of construction activities and preparation of corresponding reports; supervision responsibilities and interaction with the contractor; and documentation, resolution and reporting of non-compliance issues and complaints;
- ensure that environmental monitoring (for air quality, water quality, and noise etc.) is conducted in line with the Environmental Monitoring Plan of the relevant IEE;
- provide guidance to PIURR-ESEs on the environmental aspects of the project with emphasis on compliance monitoring and reporting;
- assist PIURR with establishing and operating the grievance redress mechanism, including creating a grievance chart (format to be agreed with PIURR) which is to be updated twice a month;
- evaluate the environmental aspects of the contractor's method statements and working drawings and recommend corrective actions needed, if any, to ensure compliance with the project's environmental safeguard requirements;
- review the contractor's SSEMPs specifically on items that can cause impacts to the workers, communities and surroundings such as but not limited to occupational and community health and safety, management of spoils, scarified material, fuels/oils/hazardous materials and other wastes, and site (such as construction camp); recommend modifications to these documents to be compliant with: (a) the

- environmental requirements of the construction contracts as reflected in the EMPs, and (b) the conditions of environmental approvals of the Government, if required.;
- ensure contractors have appointed qualified environment, health and safety manager to implement site-specific health and safety management plans and monitor their implementation of the plan(s)
 - conduct verification of contractors' proposed sites for office/s, workers' on-site facilities including toilets, resting areas, construction camp, vehicles parking area, storage areas, disposal areas, and others as necessary to execute the works;
 - develop the compliance monitoring system to be used during the construction period for monitoring the contractors' performance relative to environmental requirements, including the preparation of: (a) monitoring and corrective action forms and checklists, (b) inspection procedures, and (c) documentation procedures;
 - conduct orientation sessions with the contractors on the compliance monitoring system to be used, notification of non-compliance, and the process of requiring the contractor to implement corrective measures when necessary; and
 - provide guidance to the contractors on how their SSEMPs will be implemented including the: (a) requirements for each mitigation measure, and (b) implementation schedule of each mitigation measure taking into consideration the general requirement that no specific construction activity will be approved to be commenced if the associated mitigation measures for such activity are not ready before work commences.
 - Review the monthly progress reports of contractors on environmental safeguards.

(iii) Safeguards Compliance

- Ensure that all land and all rights-of-way required for the Project and all Project facilities are made available to the Works contractor in accordance with the schedule agreed under the related Works contract and all land acquisition and resettlement activities are implemented in compliance with (a) all applicable laws and regulations of the Borrower relating to land acquisition and involuntary resettlement; (b) the Involuntary Resettlement Safeguards; and (c) all measures and requirements set forth in the LARP, and any corrective or preventative actions plan set forth in a Safeguards Monitoring Report;
- Assist PIURR in notifying the contractors on LAR and non-LAR sections and ensuring that works are conducted only in LAR-free areas and areas where LARP implementation has been completed;
- Assist PIURR in preparing LARP implementation compliance report for review by ADB and ensure that no sites with LAR impacts will be handed over until ADB no-objection has been secured;

During implementation of the works:

- Supervise the implementation of the SSEMPs and actions as may be required by CAP;
- Coordinate environmental monitoring (water quality, air quality, and noise levels), by independent third party environmental monitoring contractors and if results are above acceptable standards, ensure to communicate with PIURR and contractors for immediate measures to bring the parameters to compliance;
- Evaluate the contractor's submitted works activities and schedules relative to the requirements of the approved SSEMPs;
- Undertake monthly inspections, monitoring and reporting of construction sites and all construction-related facilities (workers' facilities and construction camps,

asphalt batching plants, concrete batching plants, borrow pits, disposal sites for tunnel and other spoil and unsuitable materials, equipment maintenance areas, fuel and materials storage sites, project-specific quarries and crushers, etc.) to assess the contractor's compliance with the SSEMPs and the Project EMPs.

- Require the contractors to update their SSEMPs when necessary;
- Monitor the contractor's compliance with health and safety requirements of the Government and project as stipulated in the contract documents and their approved site-specific health and safety management plans, and require the contractor to provide an updated plan when necessary;
- Record non-conformance cases, inform the contractor of improvements needed, respond to contractor's proposals, prepare CAP for the contractor, and monitor their implementation;
- Immediately inform PIURR and initiate conduct of investigation if there are work-related incidents and accidents in project sites;
- Assess and approve use of temporary construction areas identified during construction such as camps, laydown areas, access roads, etc.;
- Conduct necessary trainings to ensure PIURR staff and contractors are provided with the latest information and good practices on safeguards, health and safety, and so on.
- Include environmental monitoring in monthly monitoring reports for submission to PIURR;
- Assist PIURR in preparing semi-annual environmental monitoring reports for submission to ADB, and in disclosing relevant information from such reports to affected people (AP) in Russian language³ promptly upon submission;
- Submit semi-annual social Safeguards Monitoring reports during construction and annual reports thereafter to ADB, and disclose relevant information from such reports to affected people (AP) promptly upon submission;
- Monitor overall project implementation in order to identify any unanticipated social risks, resettlement impacts, and/or sensitive impacts. If such risks and/or impacts eventuate, adjust, adapt, and/or develop and facilitate implementation of appropriate mitigation measures including preparing LARP addendum or CAP as necessary;
- Monitor and ensure project compliance with ADB Safeguard Policy Statement (2009) regarding land acquisition and resettlement, with the project Resettlement Plan;
- Regularly oversee the performance of the grievance redress system for the project and report to MOT and ADB any project-related concerns, queries and complaints registered from the APs, local authorities and other stakeholders; assist MOT in addressing LAR related complaints throughout the implementation of the project. This includes also developing/improving the existing Grievance Database (electronic format), that helps consolidating, tracking, collating and analyzing received grievances per type, gender of complainant, solutions, status etc.;
- In the event if an unanticipated LAR impact is encountered, facilitate needed survey, consultations and preparation of LARP addendum (as a supplementary document); and secure all requisite clearances, legal opinions, and agreements as well as compensation to APs prior to commencement of the civil works;
- Monitor contractor's compliance with and performance of required actions regarding workers and community health and safety, HIV/AIDS, human trafficking, and labor core standards in accordance with the contract documents, such as

³ In case there are affected people who need information in Tajik language, PIURR staff will explain to them individually.

awareness and education of laborers and workers; and ensure that the contractor does not involve child or forced labor in the execution of the civil work;

- Assist PIURR to prepare quarterly progress reports and semi-annual safeguard monitoring reports as well as project completion reports as required by ADB;
- If any unanticipated environmental and/or social risks and impacts arise during construction, implementation or operation of the Project that were not considered in the IEEs, EMPs or the LARP, promptly inform ADB through PIURR of the occurrence of such risks or impacts, with detailed description of the event and proposed CAP with roles and responsibilities and timelines;
- Report any actual or potential breach of compliance with the measures and requirements set forth in the EMPs, SSEMPs or the LARP promptly after becoming aware of the breach
- provide PIURR with a written notice of any unanticipated environmental, or resettlement or indigenous peoples risks or impacts that arise during construction, implementation or operation of the Project that were not considered in the IEEs, EMP/SSEMP or the LARP;
- prepare additional environmental impact assessments, if required, compliant with ADB SPS, 2009 and ensure that all required mitigation measures are identified and acceptable; and
- With respect to the prevention of COVID-19, HIV/AIDs and Human Trafficking, monitor that the contractors comply and carry out required actions as provided in the respective contract documents, such as awareness and education of labourers and workers.

Upon completion of the works:

- Prepare a report on the project's environmental compliance performance; including lessons learned that may help MOT and PIURR in their environmental monitoring of future projects.
- Prepare a LARP completion report that evaluates the overall LARP implementation experience of the project and recommends actions for future operations.
- These reports will be part of the input to the overall project completion report.

17. The CSC's International Environment Specialist (IES) will undertake the initial monthly monitoring, working with the National Environmental Specialist (NES). Subsequent monthly monitoring will be carried out by the NES. The IES will undertake semi-annual monitoring and report preparation working with the NES. The required semi-annual report environmental report will be based on the results of monthly monitoring. The IES, with assistance from the NES, will design and conduct an environmental management capacity building and training program for MOT and PIURR staff.

TASK-3: COMMUNICATIONS, ROAD SAFETY, AND GENDER

18. **Project Communications Plan.** The CSC will develop and implement a Project Communications Plan. The plan will include:

- **Project Website:** The CSC will design and develop a project website in English and Russian and help PIURR set it up and maintain it, either as part of MOT's website, or as a stand-alone website. The website is to include information about the project, disclosure requirements, links to key public documents, as well as information regarding the bidding process, bidders, contract awards, use of funds disbursed under the project, and physical progress. The project will follow ADB's

Public Communication Policy and its guidelines on the disclosure and exchange of information.

- **Public Relations.** The CSC will prepare a project presentation leaflet in English and Russian, record positive and negative local media coverage about the Project, and draft press releases on project progress.
- **Stakeholder Relations.** The CSC will assist PIURR with holding stakeholder outreach meetings in the project area to update local communities with project progress. Specific communications materials will be provided to community members in Tajik / Russian and other languages as appropriate, describing the project, relevant governing ADB policies and procedures, benefit entitlements (for AP), grievance redress mechanism, HIV/AIDs, COVID-19, safe working conditions, etc. A basic tracking system will be maintained to record consultation activities, the provision of project information, to register concerns and/or complaints received, and to track follow-up action.
- **Road user information.** The CSC will ensure that clear and updated information is provided to road users about current and future disruptions caused by the works.

19. **Road Safety Awareness Program.** The CSC will design road safety awareness campaigns for communities living along the ADB-financed part of the project road, and provide these to PIURR for dissemination to the CSCs. The CSC will ensure that at least 50% of community road safety facilitators for these campaigns are women.

20. **HIV/AIDs, COVID-19 and Human Trafficking Awareness Program.** The civil works contractor will be required to design a gender-sensitive HIV/Aids, COVID-19 and Human Trafficking Awareness program, for the CSC's review and approval. The CSC will facilitate and monitor implementation of the programs.

21. **Gender and Equal Opportunity.** For the Project the CSC will design, manage and monitor activities related to strengthening / safeguarding equality of opportunity, and ensure that these are implemented and monitored using appropriate resources and indicators, including but not limited to the following:

- Designate specific persons to monitor gender in project implementation;
- Set time frames for gender reporting and comprehensive formats in which the reports should be done;
- Have both qualitative and quantitative indicators for assessing change and effectiveness of gender integration into project performance;
- Involve all key stakeholders in improvement planning and evaluation processes, particularly women;
- Involve external partners in gender in improvement planning and evaluations processes and ensure that they understand the policies and the outcomes sought.

22. **Project Completion Report.** The Consultant will prepare a comprehensive Project Completion Report in accordance with ADB's format and content for such reports within 90 days after Issuance of the Taking-Over-Certificate of the last civil works contract. The Consultant will prepare a comprehensive Project Completion Report for the project including each of the contracts and shall summarize the method of construction, as built record showing the location and details of all works carried out, all defects and certification of the satisfactory correction of such defects for each of the construction contracts, the construction supervision performed, and recommendations for future projects of similar nature to be undertaken by PIURR/MOT.

E. Staffing

23. A total consultancy input of **65 persons-months International Key-Experts** and **242 person-months National Key-Experts** are required for the road rehabilitation components to assist in works supervision / contract administration, financial management, safeguard compliance and overall project management and implementation. The consultancy services would be required for a period of **36 months** including the defects notification period, which will be 12 months. There will be two “site supervision teams”. The number of the civil works contracts under the project is three (two civil works contracts for Kangurt–Hulbuk; one for Dangara–Obigarm). The staffs for each package are expected to mobilize on the date of actual commencement of works by the contractors. Construction Supervision Team Leader of the Consultant is expected to be full time during construction and be mobilized to the Project Site at least two months in advance of the commencement of the works in order to assist PIURR with activities leading up to mobilization of the Contractors.

24. Consulting Services will be engaged using FTP procedures based on QCBS method following Procurement Regulations for ADB Borrowers (2017, as amended from time to time), and ADB Procurement Policy (2017, as amended from time to time). The provisions of ADB's Anticorruption Policy will be included in all invitation documents and contracts for consultants. The tentative team composition for the construction supervision is given below:

S/No	Expertise	Positions	Input (Person Months)	Remarks
A.	International Key Experts [Construction Supervision Phase]			
i	Chief Resident Engineer / Team Leader	1	24	Team Leader (TL) will work in the Construction Phase while Deputy Team Leader (DTL) will act as the Engineer in Defect Notification Period (DNP)
ii	Senior Contract Specialist	1	4	
iii	Senior Environmental Specialist	1	8	
iv	Senior Resettlement / Safeguards Specialist	1	8	
v	Senior Traffic / Road Safety Specialist	1	6	
vi	Senior Material Engineer / Quality Assurance Engineer	1	12	
vii	Senior Gender Specialist	1	3	
	Sub-Total (Construction Supervision International)	7	65	
B.	National Key Experts [Construction Supervision Phase]			
i	Deputy Team Leader / Senior Resident Engineer	1	30	DTL will work as TL / the Engineer in DNP on Intermittent basis
ii	Environmental Specialist	1	18	
iv	Resettlement / Social Safeguards Specialist	1	12	
v	Gender Specialist	1	8	
vi	Traffic / Road Safety Specialist	1	18	

S/No	Expertise	Positions	Input (Person Months)	Remarks
vii	Resident Engineer (RE)	2	54	Res will work till DNP (In DNP on Intermittent Basis) [18+24+12]
viii	Geotechnical Engineer	1	6	
ix	Geometric Highway Design Engineer	1	6	
x	Structural Engineer	1	6	
xi	Material Engineer (ME)	2	42	[18+24]
xii	Quantity Surveyor (QS)	2	42	[18+24]
Sub-Total (Construction Supervision National)		14	242	
C. National Non-Key Experts (Support Technical Staffs)				
i	Surveyor / Survey Engineer	4	84	[(18+18)+(24+24)]
ii	Site Engineers / Road Inspectors	4	84	[(18+18)+(24+24)]
iii	Site Engineers / Bridge Inspectors	4	84	[(18+18)+(24+24)]
iv	Laboratory Technicians	4	84	[(18+18)+(24+24)]
v	CAD Engineer	1	30	Till DNP
vi	Translators / Interpreters	2	60	Till DNP [30+30]
Sub-Total (Construction Supervision)		19	426	

25. Curriculum vitae must be provided with consultants' proposals for all key positions. Proposal evaluation will be based on all international positions and for national personnel nominated for key national positions identified above as key staff. The remaining national staff will be discussed and agreed with the selected consultant during contract negotiations or during implementation, and replacements may be requested at that time. Home office support as required will be provided by the Consultant from their head office support. Administrative and clerical support personnel are to be provided as required, and the cost of these is to be clearly included in the consultants' cost proposals.

26. The civil works contract will include provision for provision and operation of the CSC's site offices, residential accommodation including meals, office equipment, laboratories with technicians, equipment, vehicles with drivers, survey technical support with survey equipment, and other support as required.

F. Reporting Requirements

27. Table 3 sets out the CSC reporting requirements. All reports will be submitted in English in hard copy to PIURR and ADB (5 copies and 2 copies respectively) and in electronic form as PDF files through an appropriate large file transfer application. PIURR and ADB will agree on suitable formats for the progress reports prior to the submission of the first such report.

Table 3: Reporting Requirements

Monitoring and Progress Report:

Reports	Content	Submission date
Inception Report	Report will contain full detail of the consultant's supervision, & contract administration methodology, detailed work program, a brief description of the	4 weeks after commencement of services

Reports	Content	Submission date
	<p>updated work methods proposed for carrying out the services in accordance with the Terms of Reference. The report will also identify any major issues and problems likely to be encountered as well as staff plan with supporting CVs of professional staff and projected monthly billing.</p> <p>Summary:</p> <ul style="list-style-type: none"> ➤ Detailed work program; ➤ Updated methodology (where appropriate) in line with the TOR; ➤ Baseline data on project expected outcomes and outputs; ➤ Identification of major likely issues and problems, and proposition of recommendations; ➤ Format is to be agreed with ADB and PIURR. 	
Monthly Reports	<p>Monthly Report to summarize the progress of the project, the work accomplished, any problems encountered during the month, environmental and resettlement status, a work plan for the next month, and minutes of site meetings. The report will present progress information in graphical form, relative to the contractors' approved contract schedules.</p> <p>The Consultant will prepare a narrative progress report summarizing:</p> <ul style="list-style-type: none"> ➤ Construction progress during the month and cumulative to date for each individual contract drawing specific attention to any major causes of delay (administrative, technical or financial) with details of remedial action taken or recommended to the Employer. ➤ A comparison of actual and forecast expenditure both during the month and cumulative to date for each individual contract, and a record of the status of payment of the Contractors' monthly invoices, of all claims for cost or time extensions, and of actions required of PIURR to permit unconstrained works implementation. The Consultant will also advise on the final estimated cost for each individual contract and draw attention to any major changes in the project budget including details of remedial action taken or recommended to the Employer. ➤ Brief on all correspondence exchanged with the contractors particularly relating to contractual clauses, with financial and time implications. ➤ Technical appreciation of any design or quality control problems for each individual contract including details of remedial action taken or recommended to the Employer. 	At the end of each month till 10 th of each month.

Reports	Content	Submission date
	<ul style="list-style-type: none"> ➤ Status of compliance with the Environmental & Resettlement Plans <p>Summary:</p> <ul style="list-style-type: none"> ➤ Summary in graphical form to the extent possible of project progress (physical, financial, safeguards..), work accomplished and any problems encountered during the month; ➤ Proposition of work plan for next month with recommendations to achieve the objectives; ➤ Format is to be agreed with ADB and PIURR 	
Quarterly Reports	<ul style="list-style-type: none"> ➤ Summary of project progress (physical, financial, safeguards..), work accomplished and any problems encountered during the quarter; ➤ Summary of financial management action plan; ➤ Proposition of work plan for next quarter with recommendations to achieve the objectives; ➤ Format is to be agreed with ADB and PIURR 	At the end of each quarter till 10 th of each quarter
Annual Management Information Report at the end of each Financial Year	<p>The Consultant will prepare a comprehensive report summarizing all activities under the services at the end of each Financial Year, and also at other times when considered warranted by either the Consultant or PIURR because of delay of the construction works or because of the occurrence of technical or contractual difficulties. Such reports shall summarize not only activities of the Project Engineer / Manager but also the progress of the Contracts including all contract variations and change orders, the status of the Contractor claims, and brief descriptions of the technical and contractual problems being encountered and other relevant information for each of the ongoing contracts. This will present the overall status of all aspects of the project to include: progress achieved by project outputs measured against the targets of the design and monitoring framework, updated procurement plan, compliance with grant covenants, etc.</p> <p>Summary:</p> <ul style="list-style-type: none"> ➤ Summary of project progress (physical, financial, safeguards...); work accomplished and any problems encountered during the year; ➤ progress achieved by project output measured against the targets of the design and monitoring framework; ➤ Key implementation issues and solutions; ➤ Updated procurement plan; ➤ Updated implementation plan for the next 12 months ➤ Format is to be agreed with ADB and with PIURR 	Within 21 days after the end of the contract year to which the report refers

Reports	Content	Submission date
Mid-term Review Report	<ul style="list-style-type: none"> ➤ Comprehensive review of project progress, achievements and problems at mid-term review stage; ➤ Description of any revisions made or estimated to be made to the project design; ➤ Format is to be agreed with ADB and with PIURR 	At least 21 days prior to the ADB mid-term review Mission
Draft Completion Report / Interim Contract Completion Reports	The report will be based on the standard ADB format for project completion reports and will provide additional information relevant to the overall project implementation. The Consultant will prepare completion report for each contract after issuance of Taking-over-Certificate / Certification of Completion. This report shall summarize the implementation and financial history of the project. The defects list provided to the contractor and all outstanding claims pending resolution.	Not later than 3 months prior to completion of the civil works contract.
Final Project Completion Report	The Consultant will prepare a comprehensive final Completion Report within 90 days after Issuance of the Taking-over-Certificate of the last civil works contract. The Consultant will prepare a comprehensive final Completion Report for the project including each of the contracts and shall summarize the method of construction, as built record showing the location and details of all works carried out, all defects and certification of the satisfactory correction of such defects for each of the construction contracts, the construction supervision performed, and recommendations for future projects of similar nature to be undertaken by PIURR. A safeguards implementation completion (final) report will also be included as appendix to the final project completion report. This report will update the draft report with contract completion information, and will reflect comments provided on the draft completion report.	Not later than 3 months after completion of the civil works contract.

Specific Reports and Deliverables:

Reports	Content	Submission date
Consultant's Quality Assurance Manual	<ul style="list-style-type: none"> ➤ Procedures and Systems for construction supervision and contract administration; ➤ Format is to be agreed with ADB and with PIURR. 	90 days after commencement of services
Road Safety Audit Reports	<ul style="list-style-type: none"> ➤ Detailed findings of the road safety audit; ➤ Recommendations for making good any defects or omissions identified in the road safety audits; ➤ Format is to be agreed with ADB and with PIURR. 	Within 120 days after commencement of services (pre-construction audit)

Reports	Content	Submission date
		At least 15 days before taking over the works (post-construction audit)
Guidelines on Safe Arterial Roads Design	<ul style="list-style-type: none"> ➤ Guidelines on safe arterial roads design; ➤ Material for training of MOT and other relevant staffs; ➤ Material for public awareness-raising; ➤ Format is to be agreed with ADB and with PIURR. 	To be agreed with ADB and PIURR
Financial Management Systems and Procedures	<ul style="list-style-type: none"> ➤ Detailed assessment of the current financial management and reporting systems; ➤ Manuals and procedures for the new systems; ➤ Materials for training programs; ➤ Format is to be agreed with ADB and with PIURR. 	To be agreed with ADB and PIURR
Resettlement Monitoring Reports	<ul style="list-style-type: none"> ➤ LARP implementation compliance report ➤ A semi-annual social monitoring report highlighting the progress on implementation of resettlement and monitoring any unanticipated LAR issues during construction, documenting all activities including restoration of temporarily used land, grievance redress, formal and informal consultation, gender issues, socioeconomic aspects, child labor, drug trafficking, hygiene and safety, and other social aspects. ➤ LARP completion report 	<p>After completion of disbursement of compensation as per the approved LARP</p> <p>Within 15 days after the end of each 6-month reporting period</p> <p>Upon completion of the civil works</p>
Environmental Safeguards Monitoring Reports	<ul style="list-style-type: none"> ➤ Environmental monitoring report to include status of compliance with the project EMP/SSEMPs, records of related activities, status of grievance redress mechanism, issues and solutions, and results of environmental monitoring. ➤ Bi-annual review of implementation of the Contractor's SSEMPs; ➤ Format is to be agreed with ADB and with PIURR. 	Within 15 days after the end of each 6-month reporting period, i.e. Each six month after commencement of contract implementation until contract completion.
Defects Notification	<ul style="list-style-type: none"> ➤ Detailed inspection findings; ➤ Detailed technical and contractual recommendations; 	Within 5 months after issuing the

Reports	Content	Submission date
Period Inspection Report	➤ Format is to be agreed with ADB and with PIURR.	Taking-over-Certificate
Technical Reports	The Consultant will produce as necessary technical/ due diligence reports and position papers dealing with project matters during implementation	As and when necessary
Project Documentary Report	The Consultant has to make documentary of all major activities during constructions as well as that of completed project sections to be submitted towards the end of the project. These should also pertain: <ul style="list-style-type: none"> ➤ Laying and compaction of various pavement layers ➤ Operation of Asphalt and concrete Plants ➤ Quarry sites and laboratory activities ➤ Road after completion showing road furniture ➤ Various important stages in construction of structures ➤ Any other major activity involved requiring specific mention 	
Documents & Manuals Required	The consultants will prepare following documents to be approved by the Employer for efficient contract administration & construction supervision: <ul style="list-style-type: none"> ➤ Contract Administration Manual ➤ Quality Control & Assurance Manual ➤ Laboratory Manual ➤ Environmental Monitoring Checklist ➤ Safeguard Monitoring Check list 	Within 3 month after commencement of services
Land Acquisition and Resettlement Plan Update, LARP Addendum or Corrective Action Plan	➤ Final impacts, APs, and compensation payments based on detailed design or design changes resulting in LAR impacts.	After completion of design or changes in design

28. The consultant must obtain the Employer's specific approval before taking any of the following actions:

- Taking any action under a civil works contract designating the consultant as "the Engineer", for which action, pursuant to such civil works contracts, the written approval of the Client as "Employer" is required;
- Approval or removal of contractor's personnel from work;
- Any variation under the contract, other than those that are within the Engineer's authority as defined in the contract;
- Suspension of the contract works.

G. Location of Services

29. It is anticipated that for the duration of the project the locations for the CSC establishments will be as follows:

- (i) Project Management, for the team leader and for office-based personnel – CSC office in Dushanbe.
- (ii) Site Team / Resident Team – principal location in suitable location in between Dangara and Okmazor, as well as Hulbuk & Kangurt or the contractor's compound, to be decided.

H. Schedule

30. The civil works contract period will be 36 months [*P-1: 24 months and P-2: 18 months along with 12 months Defects notification period (DNP)*] from the commencement date. The commencement date is anticipated to be in early 2021. The contract completion date for Package-1 (*i.e. Hulbuk – Temurmalik – Kangurt Road Rehabilitation*) will be Q2 of 2023 and for Package-2 (*i.e. Dangara – Okmazor Road Rehabilitation*) will be Q1 of 2023.

I. Support, Counterpart Personnel and Information

A. SERVICES AND FACILITIES TO BE MADE AVAILABLE TO THE CSC

31. The following facilities will be provided through the civil works contract at no cost to the CSC:

- (i) Field offices for the CSC field team. The offices will be fully furnished, maintained and serviced, including all office equipment, computers, software and printers, all consumables, and security;
- (ii) materials testing laboratories, fully equipped, serviced and maintained, including equipment for field and laboratory testing, computers, software and printers and all consumables, and with appropriate technical personnel; and
- (iii) Fully maintained vehicles, with drivers.

32. The CSC will provide any other required support services and facilities through its contract.

B. Counterpart personnel to be assigned by MOT and PIURR to the CSC

33. PIURR will provide counterpart staff to work with the CSC. The counterpart staffs are to be trained by the CSC to gain hands-on experience in all aspects of project management and contract supervision. The estimate number of Client personnel – 25 counterpart staff. The counterpart staff will not work as members of the CSC team for delivering the services and they will be paid salaries by the Government. The cost of these counterpart staff will not be included in the Consultant's proposal and subsequent contract agreement.

C. Reports and Information

34. PIURR will provide all relevant existing reports and available documents to the CSC during the implementation of the services. PIURR will assist with facilitating access by the CSC to other government agencies for communications, collecting of relevant information, data, documents, etc. and other activities required for the services.

J. CLIENT'S INPUT AND COUNTERPART PERSONNEL

35. The Employer will provide the following assistance to the Consultant:

- Provide assistance to obtain the necessary visas, work permits and to comply with any other requirements for the purpose of undertaking the consultancy services;

- Provide liaison with other Government offices and departments as required for facilitating the consultant's work;
- Furnish all necessary data, documentation and information relevant to the Project.

36. The Government will exempt the consultant's personnel from (or the Government of Tajikistan shall bear the cost of) any taxes, duties, fees, levies and other impositions imposed under the laws and regulations in effect or which may be enforced in the future on the consultant and its personnel in respect of: (a) any payments made to the consultant or its personnel other than Tajikistan nationals in connection with carrying out the services; (b) any equipment, materials and supplies brought into the Republic of Tajikistan for the purpose of carrying out the services and which will subsequently be withdrawn therefrom or transferred to the Employer; and (c) personnel and household effects brought into the Republic of Tajikistan by the consultant's international team members and their dependents for their personal use and which will subsequently be withdrawn therefrom upon departure of such personnel.

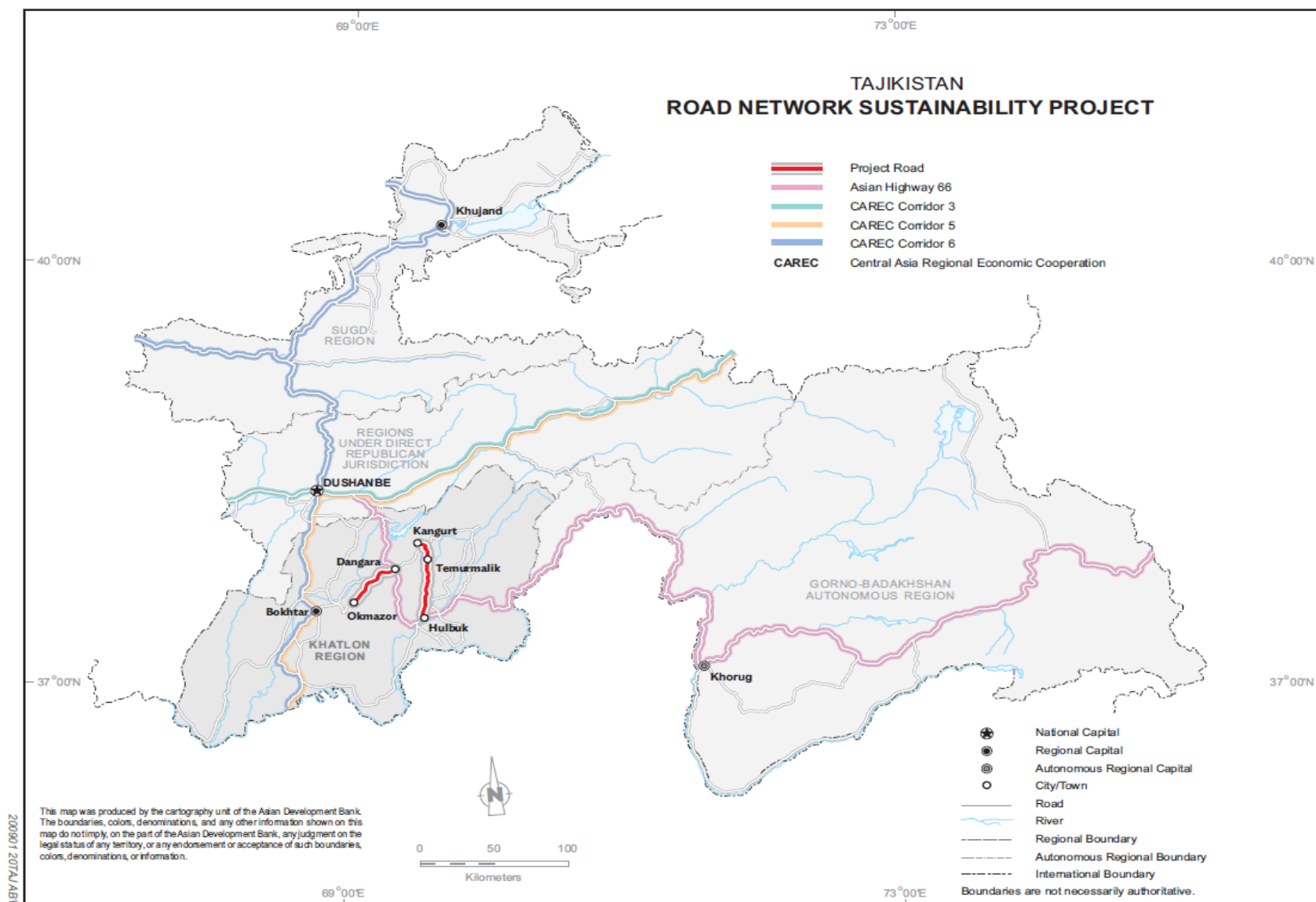
37. Under the terms of the civil works contract the contractor is required to provide the consultant – the Engineer – and its staff with:

- Fully furnished and maintained main site office, located within or close to Dushanbe;
- Fully furnished and maintained residential accommodation for the Engineer's main site office staff, comprising ten one-bedroom apartments, 20 Sq meter each, and eight two bedroom apartments, 40 Sq meter each, for the Engineer, to be designed and constructed or renovated by the contractor as permanent buildings within 3 months from the contract commencement date, or provide equivalent rented accommodation in Dushanbe;
- Three hot meals per day (breakfast / lunch / dinner), 7 days per week, to the Engineer's and Employer's staff on site (to all personnel, including drivers, employed by the Contractor on behalf of the Engineer through the Contract);
- Rental / provision of the Engineer's satellite site office near the Dangara and Okmazor, as well as Hulbuk - Kangurt including office maintenance;
- Residential accommodation for the Engineer's Satellite Site Office staff including maintenance;
- A fully furnished and serviced rented two-bed room apartment for the Team Leader in Dushanbe;
- A fully equipped Engineer's and Contractor's laboratory on site;
- Survey equipment;
- Up to 200 person-months of labor assistants for survey and laboratory testing;
- Supervision vehicles, including drivers and vehicle maintenance.

38. In addition to the facilities provided on the project site, the Employer will provide to the Consultant a furnished office for three persons at the premises of the Ministry of Transport in Dushanbe. The furniture and office equipment will be provided by the civil works contractor.

39. After completion of the services the consultant will hand over to the Employer all equipment and furniture provided under the civil works contract.

ANNEXURE-1: PROJECTS MAPS



ANNEXURE-2: POSITION BASED EXPERIENCE, QUALIFICATION AND TERMS OF REFERENCES

S/No	Title	Experience, Qualification & Responsibilities	
A	International Experts		
1	Chief Resident Engineer / Team Leader (CRE/TL)	Experience:	15 years of experience as Chief Resident Engineer in project management / coordination or general management and 10 years' experience as a project manager / team leader on major road construction projects based on FIDIC Conditions of Contract. Excellent communication (written and oral) skills in English and strong inter-personal skills will be considered an asset. Experience on ADB or other International Donor-funded project would be an advantage. Working knowledge in Russian Language and experience in Central Asian countries will be preferred.
		Qualification:	Bachelor's degree in Civil Engineering – preferably Masters in Civil Engineering / Highway Engineering / Transportation Engineering / Construction Management / Project Management or equivalent
		Responsibilities:	<p>The Team Leader will be responsible to MOT as the Employer, for the successful implementation of the project, and for managing the CSC team. The team leader will also assist PIURR as required with matters related to the project, including, providing responses to ADB's requests, and preparing for ADB missions. Overall responsibility for the organization, conduct and delivery of consultancy services and reporting to MOT / PIURR. The CRE / TL will head the Consultants' team and will work directly to manage the project and will maintain liaison with MOT / PIURR.</p> <p>Responsibilities of the CRE / TL will include, but is not limited to the following:</p> <ul style="list-style-type: none">• Assist PIURR in Project implementation;• Assume full responsibility for the consulting team and performance of services under the consultancy contract;• Ensure that the consulting team undertakes comprehensive review of the designs and specifications which were prepared by the design consultant;• Ensure that the consulting team undertakes comprehensive construction supervision and contract administration of the inescapable civil works;• Oversee the consultants activities ensuring compliance to details provided in the construction drawings and strict adherence to construction specifications;• Oversee and supervise construction of works in accordance with details provided in the construction drawings ensuring strict adherence to construction specifications;

S/No	Title	Experience, Qualification & Responsibilities	
			<ul style="list-style-type: none"> • Ensure preparation of detailed and quantitative progress reports to support the contractor's requests for progress payments; • Keep the Employer informed of technical issues and progress of all works both by informal and formal meetings and correspondence and assist in any project issue which the Employer may require; • Ensure preparation of detailed and quantitative progress reports to support the contractor's requests for progress payments; • Keep the Employer informed of technical issues and progress of all works both by informal and formal meetings and correspondence and assist in any project issue which the Employer may require; • Participate in the Dispute Board meetings to explain and discuss issues raised by the Contractor/Employer or Dispute Board; • Ensure implementation of environment and social safeguards requirements; • Assist the Employer in preparing responses to audit objections and queries of the financiers or other Government Authorities; • Coordinate with all concerned Employer's organizations on project issues; • At the end of the construction activities, guide and ensure that the team prepares a comprehensive Construction Completion Report inclusive of "as-built drawings" as appropriate; and • Perform any other duties that may assign.
2	Senior Contract Specialist	Experience:	15 years' experience as Contract Specialist on major road projects based on FIDIC Conditions of Contract, Experience and knowledge of ADB's procurement procedures is essential. Proven credentials in contract administration, evaluating contractor's claims and dispute resolution, preferable experience / track record of an arbitrator, mediator, adjudicator and/or dispute resolution advisor. Experience on ADB or other International Donor-funded project would be an advantage. Working knowledge in Russian Language and experience in Central Asian countries will be preferred.
		Qualification:	Bachelor's degree with a major in Civil Engineering, Law, Contracts, Purchasing, or Management – preferably MSc in Civil Engineering, Law, or Contracts / Procurement, or equivalent.
		Responsibilities:	Responsible for assistance in contract administration of works contracts, taking timely contractual actions related to cost, time and quality controls and closure of the contracts, and in case of dispute its referral to the adjudication and arbitration in case of dispute.

S/No	Title	Experience, Qualification & Responsibilities	
			<p>He/she will be responsible for assisting the MOT/PIURR and Team Leader in all the activities pertaining to contract management, early warning of key contractual actions, schedule and document contract management meetings and evaluating / resolving contractor's claims and contractual disputes.</p> <p>Responsibilities of the Senior Contract Specialist will include, but is not limited to the following:</p> <ul style="list-style-type: none"> • Assist TL and MOT/PIURR in coordinating contract management and planning activities for the work package with Engineering, Project Controls and Construction; • Assist to organize meetings for negotiating and resolving technical and contract completion issues; • Assist TL and MOT/PIURR in effect the timely distribution of reports and pertinent commercial information to and from Contractors in accordance with agreed schedule; • Assist in schedule turnover meetings with site personnel, where required; • Assist to check timesheets for contract conformance (rates, backup and extensions); • Assist in review Contractors' invoices and prepare Progress Payment Certificates with Cost Control; • Assist in review Contractors' costs, forecasts and requests for extras; • Assist in review and issue for approval and post Substantial Performance documents; • Participate in contract cost review meetings and regular project progress and assist with preparation of monthly contracts and project progress reports; • Assist in procurement and contracts administration and assistance actions such as contracts, solicitations, modifications, delivery schedules, plans and coordination with relevant departments; • Assist in preparation of procurement and contract documents; • Assists in the review of procedural aspects of contract actions. Participates in contracts administration sufficient to ensure contract terms and conditions are met and that the contractor delivers the required services in a timely manner to achieve the objectives of the project; • Assists in the termination of contracts for the convenience of the Project by the contractor. The incumbent is responsible for the preparation of all documentation necessary to support and defend termination decisions;

S/No	Title	Experience, Qualification & Responsibilities	
			<ul style="list-style-type: none"> • Recommends actions when the contractor is not in compliance with contract provisions; • Coordinate with contractors to determine and recommend alternative courses of action, such as extension of delivery schedule; • Conducts contract reviews to evaluate contractor's performance, and monitors contractor activity to assure compliance; • Monitors such matters as payments, claims, and contractual changes to ensure requirements of the contract are met; • Reviews completed contract file to ensure routine administrative matters are resolved or completed; • Support TL in drafting for submittal to ADB through MOT/PIURR, any requests for consent to extension of time / variation orders; and • Perform any other tasks that may assign.
3	Senior Environmental Specialist	Experience:	15 years' experience as Environment Specialist supervising and monitoring environmental management plans on donor financed road projects. Familiarity with ADB's safeguard policies or other International Donor-funded project implementation experience is desirable. Experience on ADB or other International Donor-funded project would be an advantage. Working knowledge in Russian Language and experience in Central Asian countries will be preferred.
		Qualification:	Bachelor's degree in Environmental Engineering – preferably Masters in Environmental Sciences or equivalent
		Responsibilities:	<p>He/she will be responsible for preparing Environmental screening check list and classifying subprojects that have not been yet classified, preparing and obtaining IEEs and EMP, ensuring prior clearance, monitoring, course correction, consultations, due diligence and disclosures.</p> <p>Responsible for preparing Environmental monitoring check list, reviewing and endorsement of SSEMP, review of Bi-Environmental monitoring reports, prepare corrective action place in case of noncompliance. The Senior Environmentalist will set up environmental management and monitoring system, train the national staff and ensure that the EMS is in place.</p> <p>Experience in environmental management and monitoring of projects, environmental assessment and/or design and implementation of environmental mitigation measures.</p>

S/No	Title	Experience, Qualification & Responsibilities	
			<p>He/she will be responsible for due diligence on environmental safeguards. The Senior Environmental Specialist will be responsible for monitoring the implementation of environmental management plan, undertaking remedial action in close consultation with respective Government of Tajikistan environmental agency and ADB to handle unexpected environmental impacts and submitting the monitoring report on EMP to the relevant agencies and ADB.</p> <p>Responsibilities of the Senior Environmental Specialist will include but not limited to the following:</p> <ul style="list-style-type: none"> • Review all relevant documents, particularly the Environmental Impact Assessment study; • Prepare / update a cost effective environmental management and monitoring plan for rehabilitation of the road works, which is in line with IEE/EMP recommendations so as to ensure minimal environmental effects both during and following the construction period; • Review the Site Specific Environmental Management Plan (SSEMP) for each sub-project and ensure its effective implementation; • Prepare and execute required appropriate actions to mitigate any negative environmental impacts associated with construction activities in collaboration with MOT/PIURR and all concerned stakeholders; • Prepare a detailed reforestation plan for the Project and supervise its implementation during construction process as required in the IEE/ EMP; • Develop training materials for MOT/PIURR staff to support environmental protection measures and to monitor and mitigate potential environmental impacts; • Ensure that any Environmental Impact Assessments, if required, fully comply with ADB Guidelines SPS 2009 and ensure that all required mitigation measures are identified and acceptable. Ensure that the environmental management and monitoring plans reflecting full details regarding the estimated mitigation costs are in place through the SSEMP; • Besides assisting in finalizing the biannual environmental monitoring report, he/she will also assist PIURR in finalization of quarterly progress report, annual progress report and any specific report asked by PIURR; and • Perform any other tasks that may assign.

S/No	Title	Experience, Qualification & Responsibilities	
4	Senior Resettlement / Safeguards Specialist	Experience:	15 years' experience in planning preparation, implementation and monitoring of Social Safeguards (Involuntary Resettlement) as Resettlement Specialist on IFI financed development projects and familiarity with ADB's Social Safeguard Policies. Experience on ADB or other International Donor-funded project would be an advantage. Working knowledge in Russian Language and experience in Central Asian countries will be preferred.
		Qualification:	Masters in Social sciences or relevant field.
		Responsibilities:	<p>He/she will be responsible to support MOT/PIURR to ensure compliance to social safeguards (Involuntary Resettlement/Indigenous people) while planning, implementing and monitoring of LARPs for the subprojects as required under Safeguard Policy Statement (2009). He/she will update the LARP or prepare LARP addendum or CAP based on design review; conduct consultations with project affected/displaced persons; establish updated LAR database and grievance redress system for social safeguards. Monitor day to day LARP implementation and consolidate LARP implementation progress in monthly progress reports, facilitate PIURR in recording and redress of grievances of project AP and prepare LARP implementation compliance reports upon completion of disbursement of compensation. Throughout the project implementation, he/she will prepare semi-annual social monitoring (internal monitoring) reports to track any unanticipated impacts during project implementation, and report on LAR-related activities including consultations, grievance redress and restoration of temporarily used land. Prior to project completion, he/she will prepare a LARP completion report that summarizes and evaluates the LAR-related experience in the project.</p> <p>Responsibilities of Senior Resettlement / Safeguards Specialist will include but not limited to the following:</p> <ul style="list-style-type: none"> • Screen subprojects for involuntary resettlement impacts to determine IR/IP impact significance and eligibility of the subproject for social safeguards due diligence and preparation/updating of LARPs under the project; • For subprojects with involuntary resettlement impacts, prepare / update Resettlement Plans in accordance with provisions outlined the Resettlement Framework for the Project; • Based on detailed final detailed design, prepare social safeguards due diligence reports confirming subprojects / project road sections with and without LAR impacts

S/No	Title	Experience, Qualification & Responsibilities	
			<p>including linear plans with clearly marked LAR and non-LAR sections and assist PIURR and the Engineer in notifying the LAR sections to contractors that are not open for construction</p> <ul style="list-style-type: none"> • Assist and supervise in conducting detailed measurement survey of impacted assets, updating of the impact inventory, census of DPs and shall prepare updated LARPs for ADB's review and clearance; • Assist in organizing and conducting meaningful consultations with affected / displaced people to ensure the concerns raised and addressed adequately addressed during design review, the LARPs have been fully disclosed and the DPs are informed on the eligibility criteria, entitlements, compensation payment mechanism and project based grievance redress system; • Assist PIURR and field staff to maintain updated LAR database and in implementation of LARPs in the subproject areas before physical or economical displacement and subsequent commencement of works; • Assist PIURR to establish and operationalize the project based grievance redress system and coordinate (on regular basis) with the grievance redress committee and assist the Grievance Redress Committee (GRC) in delivery of its functions including but not limited to recording, review and tracking of progress on complaints, information dissemination and consultations with the complainants during complaints resolution process; • Prepare a LARP implementation compliance report upon completion of the disbursement of compensation as per the LARPs which will be used as a basis for ADB no-objection for commencing works in the sections with LAR issues; • Assist PIURR in review of LAR issues that may emerge during execution of civil works, prepare and implement corrective actions/measure consistent with project safeguards requirements as outlined in the and LARPs; • Track and monitor day to day LAR implementation progress and make adjustments in implementation schedule to achieve the targeted timelines and provide safeguards related input in project implementation monthly progress reports; • Develop and conduct training sessions for PIURR staff involved in project LAR management to improve their understanding on the ADB's safeguards requirements and ensure proper understanding and implementation of the LARPs; • During the entire project implementation period, prepare semi-annual social monitoring (internal monitoring) reports to track any unanticipated impacts during project

S/No	Title	Experience, Qualification & Responsibilities	
			<p>implementation, and report on LAR-related activities including consultations, grievance redress and restoration of temporarily used land. that track unanticipated LAR issues during construction to be shared with ADB for review, clearance and disclosure;</p> <ul style="list-style-type: none"> • Review, monitor and evaluate the effectiveness of LARP implementation, recommend necessary corrective actions to be taken and advise PIURR on necessary corrective measures; • Take proactive action to anticipate the potential compensation and resettlement requirements of the project, keeping PIURR informed of relevant needs and desirable/necessary schedule; • Assess capacity building and on-the-job instruction needs for the national resettlement specialist, PIURR and MOT staff, and district and local government staff involved in resettlement activities; • Contribute to project progress reports with particular reference to issues, suggested solutions and lessons learned; • Arrange the work program and activities to conform to the project work program, and ensure the availability of the involuntary resettlement (IR) expertise and support during crucial stages of the project, until the project's resettlement plan has been fully implemented; • Monitor and report the implementation of the project's GRM through complaint cases registered in the GRM committee. Provide any improvement (if any) for the project GRM for better complaint's resolution. Include the GRM implementation status in the project progress reports; • Review the RP in the light of the experience of applying the plan with recommendations for LARP processes and approach for similar projects in the future and prepare a LARP completion report; • Assess capacity building and on-the-job instruction needs for the CSC team, the Employer's staff, and other authorities staff involved in resettlement activities. Develop and submit a training and capacity building program to the Team Leader within one month of the commencement of services; • Provide summary reports of the capacity building and instruction activities at the end of each visit by the specialist to the project to monitor LARP compliance • Perform any other tasks that may be assigned.
5		Experience:	15 years relevant experience with proven credential as traffic engineer / road safety specialist on major road projects. Experience on ADB or other International Donor-funded

S/No	Title	Experience, Qualification & Responsibilities	
	Senior Traffic / Road Safety Specialist		project would be an advantage. Working knowledge in Russian Language and experience in Central Asian countries will be preferred.
		Qualifications:	Bachelor degree preferably Masters in Civil Engineering / Transportation Engineering / Highway Engineering / Traffic Engineering and certification as safety auditor or equivalent.
		Responsibilities:	<p>The Senior Traffic / Road Safety Specialist is part of the services team and will be providing all necessary assistance to the construction supervision team with respect to work zone safety, and implementation of safety audit recommendations.</p> <p>He/she will assist to the TL in review and approve the safety plans of the contractor and he will monitor the safety of the works and the safety of the traffic diversions and ensure compliance with the regulations.</p> <p>He/she will assist in road safety audits, assessments, and providing advice to governments and other with ensuring internationally-accepted road safety facilities is incorporated into road sector projects.</p> <p>The specialist will be responsible to the TL for all road safety aspects of the project and also, when available, for working with PIURR to improve its capacity for road safety activities across the national road network.</p> <p>He/she will review hazardous location(s) and conditions and safety and operational deficiencies, identify potential safety and operational improvement and recommend appropriate improvements.</p> <p>Responsibilities of the Senior Traffic / Road Safety Specialist will include, but is not limited to the following:</p> <ul style="list-style-type: none"> • Prepare guidelines and training material on safe arterial roads design to be piloted where practicable on the project roads; • Conduct road safety reviews and audits at pre-construction, in-construction and post-construction stages to ensure the completed project road meets appropriate internationally-accepted road safety standards, and provide appropriate reports for each of these audits; • Review the detailed design documents to ensure that the results of the road safety audit have been duly incorporated;

S/No	Title	Experience, Qualification & Responsibilities	
			<ul style="list-style-type: none"> • Ensure that the contractor complies with contract requirements for traffic management, including road signing; • Assist MOT/PIURR in unifying and standardizing traffic add road signs for its road networks; • Prepare training workshops and public campaigns for the people in the project area (including schools and communities) on traffic regulations and rad safety issues; • The Senior Traffic / Road Safety Specialist will train the national staff on the team and perform any other tasks that may assign.
6	Senior Material Engineer / Quality Assurance Engineer	Experience:	15 years' experience as Senior Material Engineer or Quality Assurance Engineer on major road projects. Preferably eight (08) years' experience of Asphalt Concrete Mix Design in countries having similar climate condition and/or over loading problems like Tajikistan. Experience on ADB or other International Donor-funded project would be an advantage. Working knowledge in Russian Language and experience in Central Asian countries will be preferred.
		Qualification:	Bachelor's degree in Civil engineering preferably Masters in Geo-Technical Engineering / Highway Engineering / Geology / Material Engineering / Pavement Engineering or equivalent
		Responsibilities:	<p>Senior Material Engineer / Quality Assurance Engineer will assist the CRE/TL and will be responsible for quality of material used in construction by performing field and laboratory tests and certifying their acceptance based on his/her recommended specifications for the materials.</p> <p>He /She will be responsible to stipulate material testing procedures and specifications, make suitable recommendations regarding the borrows and query areas for construction materials, prepare JMF and responsible for preparation and testing of concrete mixes of different design mix grades using suitable materials (binders, aggregates, sand filler etc.) as identified during material investigation to confirm specifications applicable in Tajikistan.</p> <p>Senior Material Engineer / Quality Assurance Engineer will assist the team during the construction supervision of the roads, bridges and structures and assist in ensuring that the subject project is implemented in accordance with the required specification and approved drawings. The Senior Material Engineer / Quality Assurance Engineer will set up quality control systems, testing procedures, train the national staff and ensure that the system is in place.</p>

S/No	Title	Experience, Qualification & Responsibilities	
			<p>Responsibilities of the Senior Material Engineer / Quality Assurance Engineer will include, but is not limited to the following:</p> <ul style="list-style-type: none"> • Stipulate material testing procedures and specifications; • Identify sources of materials, quarry sites and borrow areas; • Confirm the suitability and availability of material in the borrow pits and quarries for pavement; • If required, identify and evaluate additional sources of materials; • Undertake field and laboratory testing of the materials to determine their suitability for various components of the work; • Prepare mass haul diagram for haulage purposes giving quarry charts indicating the location of selected borrow areas, quarries and the respective estimated quantities; • Make suitable recommendations regarding making good the borrow and quarry areas after the exploitation of materials for construction of works; • Be responsible for material testing and specification and certification of material quality; • Preparation and testing of concrete mixes of different design mix grades using suitable materials (binders, aggregates, sand filler etc.) as identified during Material Investigation to conform to specification applicable in Tajikistan; and • Preparation of JMF; and • Take samples and test the works and materials to ensure that the works are constructed to the specified standards; • Conduct at least 10% of all compliance testing with the Engineer's own staff, notwithstanding the contractors' quality assurance systems; • Inspect all works before they are covered by subsequent work; • Ensure that the contractors establish and maintain quality assurance systems according to the specified contract requirements; • Recommend approval/rejection of contractors' quality assurance personnel and ensure that only approved personnel are engaged in the contractor's quality assurance teams; • Audit the contractors' quality assurance systems bi-monthly; • Assist the CSC team, as required, in all matters related to project implementation, monitoring and reporting.

S/No	Title	Experience, Qualification & Responsibilities	
7	Senior Gender Specialist	Experience:	Preferably 15 years of experience in social safeguards work or social and community development. Experience on ADB or other International Donor-funded project would be an advantage. Working knowledge in Russian Language and experience in Central Asian countries will be preferred.
		Qualification:	Post-graduate degree in social sciences, anthropology or related fields.
		Responsibilities:	<p>Responsibilities of Senior Gender Specialist will include but not limited to the following:</p> <ul style="list-style-type: none"> • Prepare gender analysis and collate baseline data (sex-disaggregated) relevant to the scope and nature of the subprojects; • Inform the projects' design about the key gender features which could maximize women's access to the benefits from the investments and provide them an opportunity to exercise their abilities as "active players"; • Conduct stakeholder consultations/limited household surveys on the challenges and issues faced by both men and women particularly vulnerable groups including; elderly, women headed households, minorities, people with disabilities and transgender to inform the projects' design; • Assist in managing technical assistance so that the projects are designed keeping in mind the ADB's policy on Gender and Development (GAD) such that these outputs are achieved; • Conduct focus group discussions (FGDs) and consultations with the relevant stakeholders in the selected cities to collect information on the existing challenges faced by the areas pertaining to the scope of project; • Assist in development and monitoring of the project specific Gender Action Plans (GAP); • Assist in ensuring project monitoring and compliance with donor reporting requirements for the GAP; • Assist in generating increase in women involvement in community surveys, feedbacks and impact evaluations; • Establish an effective monitoring and reporting system based on sex-disaggregated data collected during public consultation and obtained from implementation team, consultant team, contractors and other parties; • Ensure that gender issues are integrated in RPs and LARPs; • Implement the GAP with support of MOT/PIURR;

S/No	Title	Experience, Qualification & Responsibilities	
			<ul style="list-style-type: none"> • Ensure that the GAP report is included in the quarterly reports to MOT/PIURR and ADB; • Work closely with all international and national consultants to ensure that gender inclusive elements are well integrated into all reports and knowledge products; and • Perform any other tasks that may assign
B	National Experts		
1	Deputy Team Leader / Senior Resident Engineer (DTL/SRE)	Experience:	15 years' relevant professional experience as Deputy Team Leader / SRE on major road projects in implementation of road projects, contract management, processing of claims. Experience on ADB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred.
		Qualifications:	Bachelor's degree in Civil Engineering - preferably Masters in Civil Engineering / Highway Engineering / Transportation Engineering / Construction Management / Project Management or equivalent
		Responsibilities:	<p>The Deputy Team Leader / Senior Resident Engineer will be responsible to the Team Leader for the effective implementation of the project, for overall management of the consultant team members, and for facilitating the relationship between the CSC and PIURR.</p> <p>Responsible for construction supervision and ensuring that the project is implemented in accordance with the required specifications and approved drawings. Assist Team Leader for issues relating to Highway Geometry etc. when required.</p> <p>Responsibilities of the Deputy Team Leader / Senior Resident Engineer will include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Act as the Team Leader during the absence of Team Leader; • Assist the Team leader in ensuring that the consulting team carries out construction supervision and contract administration of the civil works for the Project assuming the role of "the Engineer" and undertake all tasks as defined under FIDIC General Conditions of Contract for Construction; • Assist the TL in overseeing the consultants activities ensuring compliance to detail provided in the construction drawings and strict adherence to construction specifications;

S/No	Title	Experience, Qualification & Responsibilities	
			<ul style="list-style-type: none"> • Assist the TL in overseeing quality control methodology put in place, confirming its adequacy and ensuring that its application is satisfactorily carried out; • Render necessary advice and assist TL in contract administration and procurement issues / assignments / contractual claims; • Assist the TL in resolving any contractual issues; • Determine extension of time for completion and other claims in accordance with the conditions of contract in consultation with the CRE/TL; • Provide assistance to the Employer in dispute resolution as per provisions in the conditions of contract; • Assist the TL in keeping the Employer informed of contractual and claims issues by direct contacts and through discussions or correspondence; • Assist the Chief Resident Engineer/ Team Leader in holding meetings with the Contractor on contract and claims issues; • Assist the TL in preparing a comprehensive Project Completion Report (PCR) and any other duty / assignment the Team Leader may entrust.
2	Environmental Specialist	Experience	12 years' experience as Environment Specialist supervising and monitoring environmental management plans on donor financed road projects and familiarity with the ADB's safeguard policy. Specific experience in a similar position on road projects in accordance with Government of Tajikistan will be preferred. Experience on ADB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred.
		Qualifications	Bachelor's degree in Environmental Engineering - preferably Masters in Environmental Sciences or equivalent.
		Responsibilities:	<p>Responsible for preparing Environmental monitoring check list, reviewing and endorsement of SSEMPs, preparation/review of semi-annual Environmental monitoring reports, prepare corrective action plan in case of noncompliance. The Environmentalist will set up environmental management and monitoring system (EMS), train the national staff and ensure that the EMS is in place.</p> <p>The Environmental Specialist will be responsible for monitoring the implementation of environmental management plans, proposing and ensuring implementation of remedial actions.</p>

S/No	Title	Experience, Qualification & Responsibilities	
			<p>Responsibilities of the Environmental Specialist will include but not limited to the following:</p> <ul style="list-style-type: none"> • Assist Senior Environmental Specialist and Team Leader in reviewing SSEMPs and ensure its effective implementation; • Assist Senior Environmental Specialist in preparing and executing required appropriate actions to mitigate any negative environmental impacts associated with construction activities in collaboration with PIURR and all concerned stakeholders; • Assist in review all relevant documents, particularly the IEEs; • Assist and/or review the Site Specific Environmental Management Plan (SSEMP) of each contractor and ensure its effective implementation; • Assist and/or prepare and execute required appropriate actions to mitigate any negative environmental impacts associated with construction activities in collaboration with MOT/PIURR and all concerned stakeholders; • Assist and/or develop training materials for MOT/PIURR staff to support environmental protection measures and to monitor and mitigate potential environmental impacts; • Besides assisting in finalizing the semi-annual environmental monitoring report, he/she will also assist PIURR in finalization of quarterly progress report, annual progress report and any specific report asked by PIURR; and • Perform any other tasks that may assign.
3	Resettlement / Social Safeguards Specialist	Experience	12 years' experience in planning preparation, implementation and monitoring of Social Safeguards (Involuntary Resettlement and Indigenous people) as Resettlement Specialist on IFI financed development projects and familiarity with ADB's Social Safeguard Policies. Experience on ADB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred.
		Qualifications	Masters in Social sciences or relevant field.
		Responsibilities:	He/she will be responsible to support Team Leader and Senior Resettlement / Safeguards Specialist as well as MOT/PIURR to ensure compliance to social safeguards (Involuntary Resettlement Indigenous people) while planning, preparation, implementation and monitoring of resettlement plans for the subprojects as required under Safeguard Policy Statement (2009). During event he/she will facilitate PIURR in screen of subprojects for IR/IP requirements, identify, assess and update impact inventory linked to the DPs based on design review; conduct consultations with project affected/displaced persons and update the resettlement plans as per marked construction limits; establish updated LAR

S/No	Title	Experience, Qualification & Responsibilities
		<p>database and grievance redress system for social safeguards. Monitor day to day LARP implementation and consolidate RP implementation progress in monthly progress reports, facilitate PIURR in recording and redress of grievances of project AP and prepare Social Monitoring (internal monitoring) reports biannually or as provided in ADB cleared LARPs and project documents for ADB's review as well as final report on social safeguards implementation at completion of project.</p> <p>Responsibilities of Resettlement / Social Safeguards Specialist will include but not limited to the following:</p> <ul style="list-style-type: none"> • Assist to screen subprojects for involuntary resettlement impacts to determine IR/IP impact significance and eligibility of the subproject for social safeguards due diligence and preparation/updating of LARPs under the project; • Based on detailed final detailed design, prepare social safeguards due diligence reports confirming project road sections with and without LAR impacts including linear plans with clearly marked LAR and non-LAR sections and assist PIURR and the Engineer in notifying the LAR sections to contractors that are not open for construction • Assist and supervise in conducting detailed measurement survey of impacted assets, updating of the impact inventory, census of DPs and prepare updated LARPs for ADB's review and clearance; • Assist in organizing and conducting meaningful consultations with affected / displaced people to ensure the concerns raised and addressed adequately addressed during design review, the LARPs have been fully disclosed and the DPs are informed on the eligibility criteria, entitlements, compensation payment mechanism and project based grievance redress system; • Assist Team Leader and Senior Resettlement / Safeguards Specialist as well as MOT/PIURR and field staff to maintain updated LAR database and in implementation of Resettlement Plans in the subproject areas before physical or economical displacement and subsequent commencement of works; • Assist Team Leader and Senior Resettlement / Safeguards Specialist as well as MOT/PIURR to establish and operationalize the project based grievance redress system and coordinate (on regular basis) with the grievance redress committee and assist the Grievance Redress Committee (GRC) in delivery of its functions including but not limited to recording, review and tracking of progress on complaints, information

S/No	Title	Experience, Qualification & Responsibilities	
			<p>dissemination and consultations with the complainants during complaints resolution process;</p> <ul style="list-style-type: none"> • Assist Team Leader and Senior Resettlement / Safeguards Specialist as well as MOT/PIURR in review of LAR issues that may emerge during execution of civil works, prepare and implement corrective actions/measure consistent with project safeguards requirements as outlined in the LARPs; • Track and monitor day to day LAR implementation progress and make adjustments in implementation schedule to achieve the targeted timelines and provide safeguards related input in project implementation monthly progress reports; • Assist in disbursing compensation, and ensure that affected persons are compensated as per the final LARPs before commencing civil works in the relevant areas; • Assist the Senior Resettlement/Safeguards Specialist in preparing the LARP implementation compliance reports confirming full disbursement of compensation payments and implementation of activities in the approved LARPs; • Develop and conduct training sessions for PIURR staff involved in project LAR management to improve their understanding on the ADB's safeguards requirements and ensure proper understanding and implementation of LARPs; • Identify unanticipated/emerging LAR issues during project implementation and LARP-related activities and assist in preparing semi-annual social monitoring reports for ADB review, clearance and disclosure; • Review, monitor and evaluate the effectiveness of LARP implementation, recommend necessary corrective actions to be taken and advise PIURR on necessary corrective measures; • Take proactive action to anticipate the potential compensation and resettlement requirements of the project, keeping PIURR informed of relevant needs and desirable/necessary schedule; • Assess capacity building and on-the-job instruction needs for the national resettlement specialist, PIURR and MOT staff, and district and local government staff involved in resettlement activities; • Contribute to project progress reports with particular reference to issues, suggested solutions and lessons learned; • Perform any other tasks that may assign.

S/No	Title	Experience, Qualification & Responsibilities	
4	Gender Specialist	Experience	Preferably 12 years of experience in gender and/or social and community development. Experience on ADB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred.
		Qualifications	Post-graduate degree in social sciences, anthropology or related fields.
		Responsibilities:	<p>Responsibilities of Gender Specialist will include but not limited to the following:</p> <ul style="list-style-type: none"> • Assist and/or prepare gender analysis and collate baseline data (sex-disaggregated data) relevant to the scope and nature of the subprojects; • Inform the projects' design about the key gender features which could maximize women's access to the benefits from the investments and provide them an opportunity to exercise their abilities as "active players"; • Assist and/or conduct stakeholder consultations/limited household surveys on the challenges and issues faced by both men and women particularly vulnerable groups including; elderly, women headed households, minorities, people with disabilities and transgender to inform the projects' design; • Assist in managing technical assistance so that the projects are designed keeping in mind the ADB's policy on Gender and Development (GAD) such that these outputs are achieved; • Assist and/or conduct focus group discussions (FGDs) and consultations with the relevant stakeholders in the selected cities to collect information on the existing challenges faced by the areas pertaining to the scope of project; • Assist and/or facilitate and assist in gender analysis of proposed subprojects, prepare reports for subprojects; • Assist in ensuring monitoring the relevant component in the project's GAP; • Assist in generating increase in women involvement in community surveys, feedbacks and impact evaluations; • Establish an effective monitoring and reporting system based on sex-disaggregated data collected during public consultation and obtained from implementation team, consultant team, contractors and other parties; • Ensure that gender issues are integrated in RPs and LARPs; • Assist in implementing the GAP with support of MOT/PIURR and monitor following the relevant GAP indicators; • Ensure that the GAP report is included in the quarterly reports to MOT/PIURR and ADB;

S/No	Title	Experience, Qualification & Responsibilities	
			<ul style="list-style-type: none"> • Assist and/or provide inputs into all national and regional analyses, reports, workshops; • Work closely with all international and national consultants to ensure that gender inclusive elements are well integrated into all reports and knowledge products; and • Perform any other tasks that may assign
5	Traffic / Road Safety Specialist	Experience:	12 years relevant experience with proven credential as traffic engineer / road safety specialist on major road projects. Experience on ADB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred.
		Qualifications:	Bachelor degree preferably Masters in Civil Engineering / Transportation Engineering / Highway Engineering / Traffic Engineering and certification as safety auditor or equivalent.
		Responsibilities:	<p>The Traffic / Road Safety Specialist is part of the services team and will be providing all necessary assistance to the construction supervision team with respect to work zone safety, and implementation of safety audit recommendations.</p> <p>He/she will assist to the TL and Senior Traffic / Road Safety Specialist in review and approve the safety plans of the contractor and he will monitor the safety of the works and the safety of the traffic diversions and ensure compliance with the regulations.</p> <p>He/she will assist in road safety audits, assessments, and providing advice to governments and other with ensuring internationally-accepted road safety facilities is incorporated into road sector projects.</p> <p>The Traffic / Road Safety Specialist will be responsible to the TL and Senior Traffic / Road Safety Specialist for all road safety aspects of the project and also, when available, for working with PIURR to improve its capacity for road safety activities across the national road network.</p> <p>He/she will review hazardous location(s) and conditions and safety and operational deficiencies, identify potential safety and operational improvement and recommend appropriate improvements.</p> <p>The Traffic / Road Safety Specialist will train the other team members and perform any other tasks that may assign.</p>

S/No	Title	Experience, Qualification & Responsibilities	
6	Resident Engineer	Experience	12 years' experience as Resident Engineer on Highway or major road projects. Experience on ADB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred.
		Qualifications	Bachelor's degree in Civil Engineering – preferably Masters in Civil Engineering / Highway Engineering / Structure Engineering / Transportation Engineering / Construction Management / Project Management or equivalent.
		Responsibilities:	<p>Responsible for construction supervision and ensuring that the project is implemented in accordance with the applicable specifications, approved drawings, and timeframe. Responsible for reviewing and approving contractors' bills / Interim Payment Certificate (IPC). Supervise the work of Site Engineers and rest of construction supervision teams and will manage the construction milestones and quality control of works. Provide assistance to the Team Leader in overall management, monitoring and reporting and will be responsible for day-to-day management of works. The construction works will be executed in accordance with the FIDIC Conditions of Contract.</p> <p>Responsibilities of Resident Engineer (RE) will include but not limited to the following:</p> <ul style="list-style-type: none"> • The Resident Engineer will be responsible for quality, cost, scope, time, safety, and environmental control of the subprojects; • Review and assist in the approval of contractor's work program, method statements, material sources, preparing and issuing reports as defined subsequently, approving and/or issuing working drawings, approving the setting out of the works, and instructing the contractor; • Certifying work volume and recommending interim certificates for progress payments, maintaining consolidated project accounts, and preparation of financial statements, ensuring minimum disruption / damage to the environment by approval of contractors' work statement / methodology; • Monitoring the impact of construction works on the environment and local settlements and providing information to the Supervisory Consultants, PIURR and the ADB on the monthly progress reports; • Preparing and issuing reports as defined subsequently; • Approving and/or issuing working drawings, approving the setting out of the works, and instructing the contractor; • Taking measurements and keep measurement records;

S/No	Title	Experience, Qualification & Responsibilities	
			<ul style="list-style-type: none"> • Maintaining records, correspondence, and diaries; • Certifying work volume and recommending interim certificates for progress payments; • Maintaining consolidated project accounts, and preparing of financial statements and withdrawal applications for submission to the ADB; • Certifying completion of part or all of the works; • Inspecting the works at appropriate intervals during the defects notification period and issuing the defects notification certificate; • Processing the contractor's possible claims; • Ensuring minimum disruption/damage to the environment by approval of contractors' work statement/methodology, including monitoring the impact of construction works on the environment and local settlements and providing information to PIURR and the ADB on the monthly progress reports; • Providing the employer with complete records and reports, and approving the contractors' as-built drawings for the works; • Inspecting the works at appropriate intervals during the defects notification period and issuing the defects notification certificate; • Compile a Project completion report providing details of Project implementation, problems encountered, and solutions adopted, and detailing and explaining any variation in Project costs and implementation schedules from the original estimates; and • Perform any other tasks that may assign.
7	Geotechnical Engineer / Geologist	Experience :	12 years' experience as Geotechnical Engineer on major road projects; knowledge of soil bioengineering / biotechnical applications for slope stabilization. He/she should have experience in designing and implementing cost effective slope stabilization and erosion control measures. Experience on ADB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred.
		Qualifications:	Bachelor's degree in Civil Engineering – preferably Master degree or Ph.D in Geotechnical Engineering.
		Responsibilities:	Responsibilities of Geotechnical Engineer / Geologist will include but not limited to the following: <ul style="list-style-type: none"> • Provide clear recommendation on all issues related to subsoil and foundation engineering for bridges, culverts and earth retaining structures, stability of slopes and settlement, and pavement;

S/No	Title	Experience, Qualification & Responsibilities
		<ul style="list-style-type: none"> • Review contractors' geotechnical reports and materials test reports and recommend approval/rejection; • Review geotechnical aspects of contractors' designs and recommend approval/rejection; • Investigate sites and determine the stability of slopes; ensure that all part of the works that involve critical geotechnical conditions, such as embankments, excavations, are analyzed carefully, and that designs for these are appropriate; • Assist the Team Leader, as required, in all matters related to project implementation, monitoring and reporting. • Supervise all field investigations and testing; • Inspect structural foundations; • Contribute to the analysis of ail issues related to subsoil and foundation engineering for bridges, culverts and earth retaining structures, stability of slopes and settlement, and structures included in the civil works contracts; • Review geotechnical reports and soil test results for all contracts and recommend approval/rejection of such reports; • To perform geotechnical investigation including field and laboratory testing, for canal, road and river bridges; • To carry out sub-surface investigations consisting of boreholes / drill holes / test pits of required depth, supplemented by field and laboratory testing to accurately assess the engineering properties of the underlying soil strata for detailed design of foundations, substructures and roads shall be undertaken under strict quality control and adherence to relevant ASTM procedures / standards; • Identify risks of disasters such as mud slides, earthquakes, and provide advice on ways in which potential damage can be mitigated; • Measure characteristics of the earth such as gravity and magnetic fields using equipment such as seismographs gravimeters, torsion balances, and magnetometers; • Develop applied software for the analysis and interpretation of geological data; • Identify deposits of construction materials and assess the materials' characteristics and suitability for use as concrete aggregates, road fill, or in other applications; • Prepare geological maps cross-sectional diagrams, charts and reports, land use, and resource managements using result of field work and laboratory testing results; • To evaluate causes of movement and tagging mechanism along the physical route and propose remedial measures required to stabilize the slope;

S/No	Title	Experience, Qualification & Responsibilities	
			<ul style="list-style-type: none"> • Identification of problematic area as regards deposition of sand dunes and to address shifting of sand dunes along with remedial measures; • Soil and material investigation shall be done to ascertain the index and engineer properties of soil and rock encountered and evaluate result for final design. • Responsible for supervision of slope stabilization works; • Proposing measures to control erosion and siltation at construction sites; • Providing advice on proper disposal of construction debris to avoid side-casting of excavated materials; ensuring compliance with environmental standards; • Carrying out any other duty required;
8	Geometric Highway Design Engineer	Experience :	12 years' experience as Highway Design Engineer / Pavement Design Engineer on major road projects with proven credential in geometric design of highways. Experience on ADB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred.
		Qualifications:	Bachelor's degree in Civil Engineering – preferably Masters in Civil Engineering / Highway Engineering / Transportation Engineering / Construction Management / Project Management or equivalent.
		Responsibilities:	<p>The scope of duties of the Highway Design Engineer/Pavement Design Engineer, working with the International Materials and Geotechnical Engineer will include, but will not be limited to the following:</p> <ul style="list-style-type: none"> • Based on the assessments done during project preparation, update the road condition survey to reflect subsequent changes and classify and map pavement defects; • Guide and supervise material investigations related to the pavement defects; • Analyze and diagnose causes of pavement defects, and recommend adequate remedial treatments of damaged pavements; • Estimate the quantities of the pavement remedial works that needs to be carried out before the pavement overlay; • Provide technical advice for asphalt overlay works; • He/she will be responsible for design and design review of highway payment design, detailed geometric design with detailed highway safety report and pavement design with surface and subsurface drainage on basis of detailed soil investigation, axle load study and traffic surveys;

S/No	Title	Experience, Qualification & Responsibilities	
			<ul style="list-style-type: none"> • He/she will be responsible for designing road furniture design including traffic signs and geometrics, traffic control features, drainage designs, rehabilitation and repair plans, traffic plans and amenities with detailed specifications and cost effective multi hazard resistant design following two lane carriageway on the agreed standards. AASHTO, ASTM, ACI codes will be adopted; • Geometric design with detailed highway safety report of up-gradation of existing road; • Provision of ducts/crossing of future utilities like pipelines etc; • To evaluate for flexible, rigid and composite pavement along with cost comparison; • Assist the Team Leader and Deputy Team Leader, as required, in all matters related to project implementation, monitoring and reporting.
9	Structural Engineer	Experience :	12 years' experience as designer, design reviewer and/or supervision of structures with proven credentials in bridge designing. Experience on ADB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred.
		Qualifications:	Master in Civil Engineering / Structural Engineering / Highway Engineering or equivalent, preferably PhD in Structural Engineering or equivalent
		Responsibilities:	<p>He/she will be responsible for construction supervision of bridges and structural components of the road and ensuring that the subject project is implemented in accordance with the required specification and approved drawings.</p> <p>He will be responsible for construction supervision and review and approval of contractor's bills. He will assist the team of experts in the performance of his tasks. He will be responsible for designing especially on cost effective, multi-hazard resistant design, design the structural elements of roads component and bridges, including detailed structural drawings and specifications.</p> <p>He/she will be responsible for design and design review of the already designed structural elements of road components and bridges design and specifications on cost effective multi hazard resistant design.</p> <p>The scope of duties of the Structural Engineer, working with the international and national team of experts will include, but will not be limited to the following:</p>

S/No	Title	Experience, Qualification & Responsibilities	
			<ul style="list-style-type: none"> • Review, evaluate and recommend approval or rejection of contractors' detailed designs and shop drawings of bridges, culverts and all ancillary structures, and propose improvements; • Review and evaluate hydrological and geotechnical reports and data and make appropriate technical recommendations; • Provide support to the site engineer / inspector to supervise all structural works on a day-to-day basis; • Check and sign off all requests for inspection for structural works, including survey records; • Review and approve all relevant technical documents; • Organize and supervise any additional investigations deemed necessary for structural aspects of road works to be included in the Project; • Analyze structural design options for sustainability of road works and propose changes where required; • Guide and draft relevant portions of the specifications of road works. • Inspect the site and collect the condition data for the design review and necessary changes if any; • Assist in preparation of technical details such as specifications and estimates; • Provide details about existing structures, damages and assessment; • Assist and recommend approval of contractor's work program, method statements, material sources, etc; • Review and recommend approval and/or issuing working drawings, approval of the setting out of the works, and instruction to the contractor; • Taking measurements and keep measurement records; • Maintaining records, correspondence, and diaries; • Certifying work volume and recommending interim certificates for progress payments; • Provide feedback on the certification of completion of part or all of the works; • Ensuring minimum disruption/damage to the environment by approval of contractors' work statement/methodology, including monitoring the impact of construction works on the environment and local settlements and providing information to MOT/PIURR and the ADB on the monthly progress reports; • Providing the employer with complete records and reports, and recommend the contractors' as -built drawings for the works;

S/No	Title	Experience, Qualification & Responsibilities	
			<ul style="list-style-type: none"> Assist in the compilation of a Project Completion Report data, providing details of Project implementation, problems encountered, and solutions adopted, and detailing and explaining any variation in Project costs and implementation schedules from the original estimate; and Assist the Team Leader and Deputy Team Leader, as required, in all matters related to project implementation, monitoring and reporting.
10	Material Engineer	Experience	12 years as Material Engineer on highways and major roads projects preferably with experience of Asphalt Concrete Mix Design in in countries having similar climate condition and/or over loading problems like Tajikistan. Experience on ADB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred.
		Qualifications	Bachelor's degree in Civil engineering preferably Masters in Geo-Technical Engineering / Highway Engineering / Geology / Material Engineering / Pavement Engineering or equivalent
		Responsibilities:	<p>Material Engineer will assist the CSC team and will be responsible for quality of material used in construction by performing field and laboratory tests and certifying their acceptance based on his/her recommended specifications for the materials.</p> <p>He/she will be responsible to assist CSC team stipulate material testing procedures and specifications, make suitable recommendations regarding the borrows and query areas for construction materials, prepare JMF and responsible for preparation and testing of concrete mixes of different design mix grades using suitable materials (binders, aggregates, sand filler etc.) as identified during material investigation to confirm specifications applicable in Tajikistan.</p> <p>Material Engineer will assist the team during the construction supervision of the roads, bridges and structures and assist in ensuring that the subject project is implemented in accordance with the required specification and approved drawings. Material Engineer will assist CSC to set up quality control systems, testing procedures, train the national staff and ensure that the system is in place.</p> <p>He/she will be responsible for testing of road pavements and construction materials, concrete materials, and others as required.</p>

S/No	Title	Experience, Qualification & Responsibilities	
			<p>Responsibilities of the Material Engineer will include, but is not limited to the following:</p> <ul style="list-style-type: none"> • Assistance in material testing procedures and specifications; • Assist in identification of sources of materials, quarry sites and borrow areas; • Assist to confirm the suitability and availability of material in the borrow pits and quarries for pavement; • If required, identify and evaluate additional sources of materials; • Undertake field and laboratory testing of the materials to determine their suitability for various components of the work; • Assistance in preparation of mass haul diagram for haulage purposes giving quarry charts indicating the location of selected borrow areas, quarries and the respective estimated quantities; • Make suitable recommendations regarding making good the borrow and quarry areas after the exploitation of materials for construction of works; • Be responsible for material testing and specification and certification of material quality; • Preparation and testing of concrete mixes of different design mix grades using suitable materials (binders, aggregates, sand filler etc.) as identified during Material Investigation to conform to specification applicable in Tajikistan; and • Preparation of JMF; and • Assist the CSC team, as required, in all matters related to project implementation, monitoring and reporting.
11	Quantity Surveyor	Experience	12 years relevant experience on highways and major road projects. Experience on ADB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred.
		Qualifications	Bachelor's degree in Civil Engineering – preferably Masters in Civil Engineering / Highway Engineering / Structure Engineering / Transportation Engineering / Construction Management / Project Management or equivalent
		Responsibilities:	He/she will be responsible for measurement of all type of quantities and preparation of measurement sheet in accordance with approved drawings for the purpose of preparing interim and final payment certificates.

S/No	Title	Experience, Qualification & Responsibilities
		<p>He/she will be responsible for preparing the Bills of Quantities and the Engineer's Estimates for the individual subprojects.</p> <p>He/she will review detailed estimates for quantities (considering designs and mass haul diagram) and project cost for the entire project (civil work contract package-wise), including the cost of environmental and social safeguards proposed and market rate for the inputs or the local schedule of rates.</p> <p>The quantity surveyor will ensure correctness of documentation, interim payment certificates (IPCs) and quantities during the construction and confirming the computation and processing of IPCs, producing details of the final bill and total quantities consumed during the project.</p> <p>The quantity surveyors prepare quantitative estimates for any suggested variation with its cost impact on the project.</p> <p>Responsibilities of the Quantity Surveyor will include, but is not limited to the following:</p> <p>The Quantity Surveyor (QS) will be provide all necessary assistance to the road construction team with respect to all financial aspects and contractual matters in the project. He/she will participate in the review and approval of interim payments, the variations and other financial matters. He will analyze and evaluate all claims made by the contractor.</p> <ul style="list-style-type: none"> • Responsible for all matters relating to the financial and contractual aspects of the project; • Provide support on all financial and contractual matters throughout the course of the work in the project; • Participate in all projects related meetings; • Finalize the Contractors monthly payment certificates; • Streamline all cost and quantity records; • Advise the CSC team on measurement procedures and calculation of interim and final quantities; • Evaluate the unit rates for new work items;

S/No	Title	Experience, Qualification & Responsibilities	
			<ul style="list-style-type: none"> • Preparation of variation orders; • Advise on contractual matters related to financial issues; • Ensure completeness and validity of all contractual requirements; • Monitor the contractors resource allocation; • Preparation of financial statements for monthly report; • Assist in the auditing of payments to Contractors; • Check and record measurements of completed work; • Monitor contracts final cost estimates; • Review, negotiate and prepare claim settlements with the Contractors and the Engineer; • Participate in the preparation of Final Account with all supporting documentation; • Visiting the site on a regular basis to take measurements of work in progress; • Preparing monthly valuation certificates of work done on site; • Using Bills of Quantities for cost control; • Preparing cash-flow and cost reports; • Ensuring and enforcing contractor compliance with contract clauses. Handling disputes between contractor and client; and • Assist the CSC team, as required, in all matters related to project implementation, monitoring and reporting.

Non-Key Experts Terms of Reference:

1. Surveyor / Survey Engineer: Professionally qualified survey engineers/surveyors, or equivalent, with preferably 10 years' experience in the setting out and measuring major infrastructure projects, including preferably 5 years for road projects involving major bridges and culverts. The Surveyor / Survey Engineers will be part of the CSC team and will be responsible for all survey-related tasks on the project. Experience on ADB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred.

2. Site Engineers / Road Inspectors: Preferably Bachelor degree in Civil Engineering or equivalent qualification in engineering or a related field, and preferably with a basic range of construction-related experience, including earthworks, site testing, concrete structures and bitumen-based surfacing. Experience on ADB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred. Responsibilities of the **Site Engineers / Road Inspectors** will include, but is not limited to the following:

- Under the direction of the Resident Engineer, ensuring that all road works under the contract, including earthworks, pavement, traffic facility, and other road-related works are undertaken by the contractor in full compliance with the requirements of the contract;
- Receiving from the contract requests for inspection, and undertake inspections based on those requests;
- Confirming that works completed by the contractor comply with the contract in all respects before permitting the contractor to carry out subsequent works that would conceal, overlay, or otherwise cause to be made inaccessible works that had not been accepted as complying with the contract;
- Coordinating with other consultant's team members, for example survey, material testing and quality control, quantity survey and payment preparation, environment, and others as appropriate, in undertaking the position's responsibilities;
- Ensuring on a day-to-day basis that the contractor complies with the project's EMP and the contractor's site specific EMP;
- Carrying out any other duty required by the senior staffs

3. Site Engineers / Bridge Inspectors: Preferably Bachelor degree in Civil Engineering or equivalent qualification in engineering or a related field, and preferably with a basic range of construction-related experience, including concrete structures. He/she will be assisting the CSC team for construction supervision of bridges and structural components of the road and ensuring that the subject project is implemented in accordance with the required specification and approved drawings. Experience on ADB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred. Responsibilities of the **Site Engineers / Bridge Inspectors** will include, but is not limited to the following:

- Under the direction of the Resident Engineer, Structure Engineer and other appropriate senior CSC staffs, ensuring that all structure works under the contract, including foundations, concrete works, traffic facility, and other structure-related works are undertaken by the contractor in full compliance with the requirements of the contract;
- Receiving from the contract requests for inspection, and undertake inspections based on those requests;
- Confirming that works completed by the contractor comply with the contract in all respects before permitting the contractor to carry out subsequent works that would conceal, overlay, or otherwise cause to be made inaccessible works that had not been accepted as complying with the contract;

- Coordinating with other consultant's team members, for example survey, material testing and quality control, quantity survey and payment preparation, environment, and others as appropriate, in undertaking the position's responsibilities;
- Ensuring on a day-to-day basis that the contractor complies with the project's EMP and the contractor's site specific EMP;
- Carrying out any other duty required by the senior staffs

4. Laboratory Technicians: Preferably Bachelor degree in Civil Engineering or equivalent qualification in a technical discipline or related field, and preferably with a basic range of experience to cover materials testing for road and structural works. He/she will assist the CSC team including Material Engineer in performing all specified quality control tests on materials and mixes as per specifications drawn/approved by Material Engineer, all specified quality laboratory tests on materials samples and geotechnical samples as specified by the RE and assist the Inspectors in assessment of concrete mixes etc. Experience on ADB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred.

5. CAD Engineer: He/she shall be skilled draftsman specialized in the field of road and bridge design – preferably Bachelor's degree in Civil Engineering. Proven more than 10 years' experience as CAD Expert on highways and major road design projects. The expert should be a comprehensive understanding of road design procedures and requirements of DD drawings compilation. Experience on ADB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred.

6. Translator/Interpreter: Professionally qualified Russian/English translator, with a least 5 years of relevant experience.

TERMS OF REFERENCE
RNSP/CS-2: CONSULTING SERVICES FOR ASSISTANCE IN COLLECTION, ANALYSIS
AND PROCESSING OF DATA ON ROAD ASSETS¹

A. The Project

1. The Government has requested ADB to provide support to the Road Network Sustainability Project (the project) to continue its efforts to upgrade the national road network and to ensure sustainability of operations and maintenance thereof. The Project's objective is enhanced safety and reliability of the road networks in Southern Tajikistan. The project's executing agency is the Ministry of Transport (MOT). Output 1 of the project involves the rehabilitation of Dangara–Okmazor road (two-lane, 28.7 km) and Hulbuk–Kangurt road (two-lane, 59.5 km) as well as a road safety awareness campaign for roadside residents. Output 2 involves the strengthening of the Road and Transport Sector Digitization Unit under MOT and assisting it in developing the data inventories of the country's road networks, which is one response to the country's perennial and immediate need to increase the funding for road maintenance. Output 3 aims to enhance women's access to socioeconomic opportunities by providing knowledge and skills related to business entrepreneurship or household financial management to women residing along the project roads.

2. These terms of reference (TORs) are specifically for Output 2 of the project (the output), and the responsible unit for implementation is the Road and Transport Sector Digitization Unit of the MOT that was created in December 2020. The Unit has a total of 6 staff members, of which 3 staff members are involved in RAMS development and operation. The TORs will be implemented in line with the MOT's RAMS Action Program, which was approved in December 2020. There is currently no comprehensive road inventory or condition data available in the MOT, making it difficult to estimate maintenance needs and optimize available resources. Under the output, the Consultant will help the MOT carry out the collection of inventory and condition data for the entire road network managed by the MOT and use this data to prepare annual and multiannual work plans.

3. Consulting services will be engaged using Full Technical Proposal (FTP) procedures based on quality- and cost-based selection (QCBS) method following Procurement Regulations for ADB Borrowers (2017, as amended from time to time)² and ADB Procurement Policy and Regulations (2017, as amended from time to time) with a quality: cost ratio of (90:10). The provisions of ADB's Anticorruption Policy will be included in the request for proposal.

B. Scope of the Consulting Services

4. The Consultant is required to carry out the collection of road network inventory and condition data for all international, republican and local roads managed by the MOT (together referred to as the public road network). This will involve basic drive-over surveys using the MOT

¹ This terms of reference is the one included in the contract, and will be amended to include the additional scope once the ADB Board's approval of the additional financing and the scope is confirmed.

² ADB. 2017. Procurement Regulations for ADB Borrowers. Manila. <https://www.adb.org/documents/procurement-regulations-adb-borrowers>.

survey vehicle³ as well as the post-processing and validation of the collected data and its entry into a road database. The collected data will be analyzed and used to prepare annual and multiannual work plans for use by the MOT. The data collection, post-processing and validation will be carried out with the involvement of the staff from the Road and Transport Sector Digitization Unit. Throughout the assignment, the Consultant will provide formal and on-the-job training to the MOT staff on all steps so that they may replicate the process independently in future years. The main activity stages are listed below. A complete list of data collection requirements and sources is provided in Attachment 1. A description of the public road network to be surveyed is provided in Table 1.

Table 1: Public Road Network Managed by MOT

Category	Roads (km)					Bridges (m)		Tunnels (m)	
	Asphalt	Bituminous gravel	Gravel	Earthen	Total	#	Length	#	Length
International	1,851	1,142	353	2	3,348	515	15,391	5	28,258
Republican	1,065	564	462	36	2,127	333	8,098	-	-
Local	1,941	3,789	1,995	1,139	8,864	1,404	20,154	-	-
Total	4,857	5,495	2,810	1,177	14,339	2,252	43,643	5	28,258

Source: MOT 2020.

- (i) **Preparation:** Before initiating the data collection exercise, the Consultant will carry out the following preparatory activities in close cooperation with MOT and summarize in the inception report. The inception report should be submitted to MOT within one month after mobilization and be cleared. As for the activity g., MOT's approval of the data collection plan is required before proceeding with the data collection. The plan is expected to be submitted by end of the second month.
- Test and calibrate the MOT survey equipment, ensuring that it is appropriate and in working order for collecting the defined data. The results of the calibration must be submitted together with the data collection plan.
 - Divide the road network into links and nodes using suitable criteria.
 - Provide each link with a specific code based on the MOT road code (link code format to be agreed with MOT).
 - Collect the secondary data required for each road link based on MOT data (where the source is mentioned as being MOT data).
 - Collect traffic data from MOT based on their traffic counting stations (available on MOT server).
 - Determine and agree with MOT the categories to be distinguished for surface type, moving traffic counts, surface distress, damage types, bridge type, bridge deck material, bridge structural condition, tunnel type, tunnel structural condition.
 - Draw up a data collection plan for the survey of the different roads and submit to MOT for clearance.
- (ii) **Data collection:** Once the data collection plan has been approved by MOT, the Consultant will collect inventory and condition data for the entire road network under MOT's responsibility during the assignment. The first year the consultant will

³ The survey equipment including the survey vehicle will be procured by the MOT under a separate project. This is expected to include a GPS receiver, a high-resolution odometer, a forward-looking video camera, a laser profilometer, a bump integrator, a laptop with data acquisition software, video post-processing software and an event rating keyboard.

collect inventory and condition data for all the international and republican roads under the MOT's responsibility. The second year, the consultant will collect condition data for all international and republican roads that were surveyed the previous year, updating the inventory data where necessary, and will collect inventory and condition data for all remaining roads under the MOT's jurisdiction. The inventory and condition data collection will include the following activities.

- h. Carry out a drive-over survey of the entire public road network managed by MOT using the MOT survey vehicle. MOT is expected to provide the survey vehicle together with MOT responsible staff member to accompany the Consultant during the surveys. The costs related to the surveys will be borne by the Consultant (see the section of Counterpart Support). For single- and dual-lane roads this will require surveys in one direction only, while for roads with more than two lanes separated by a median this will require surveys in both directions. Data collection will include odometer, international roughness index (IRI)⁴, forward-looking video, and GPS data, all interlinked. All data collection is expected to be carried out in the spring and summer (between May and September) to avoid snow and ice affecting the data collection.

(iii) **Data processing and validation:** Once the data collection using the survey vehicle has been carried out, this data will require further processing to identify additional road characteristics (see Attachment 1) and to make the data suitable for entry into the database, as well as validation to identify any errors or other problems with the data, following the procedures explained below. These activities will be repeated both in the first year and the second year of operation, based on the data collected each year.

- i. Carry out post-processing of the video data to identify additional road characteristics using an event rating keyboard⁵. Post-processing of the video data will include reviewing the video using suitable software to render both the video data, the GPS data and other relevant data, and using an (event rating) keyboard to identify additional road inventory and condition features and their location, linking this to the other data collected from the drive-over survey. The data types to be identified through post-processing of the video data are indicated in Attachment 1.
- j. Validate and check all data for errors. This will include a detailed check of a sample of at least 5% of the collected data using the collected video as reference. Where errors or missing data are encountered and these cannot be corrected, the data collection will need to be repeated.
- k. Convert all data to the required format, distinguishing between data that needs to be provided by link, by fixed 100 metre section, or by segments of variable length (depending on when the data changes). Data regarding tunnels and bridges will need to be linked to the bridge or tunnel concerned, as well as to the road link these are located in.

(iv) **Data entry into the database:** The MOT is currently planning to develop a road asset management system (RAMS) database with assistance from the World

⁴ For paved roads, the laser profilometer will be used. For unpaved roads and roads in very poor condition the bump integrator will be used.

⁵ This is preferred to entering this data directly during the drive-over survey to avoid surveyor fatigue and to ensure that data is replicable and can be verified using the video data.

Bank,⁶ and the data to be collected by the Consultant will eventually need to be entered into this database. The data entry will take place both in the first year and the second year of operation, based on the data collected each year, as detailed below.

- l. Enter the collected, processed and validated data into the MOT database. Check all data in the database against the collected data, ensuring that it can be accessed properly. Coordinate with the MOT and the database consultants to be engaged under the World Bank-financed project regarding any amendments required for entry or storage of the collected data in the MOT database.
 - m. Provide all collected, processed and validated data in a separate basic database format. If the MOT database (including the RAMS database) is not fully functional at the time of data entry or if it is not suitable for the entry of all collected data, this will ensure that the collected data can be provided to the MOT, allowing it to be transferred at a later date.
- (v) **Data analysis and planning:** The Consultant will analyse the collected data to prepare annual and rolling 3-year plans. The RAMS database to be prepared with World Bank support will include planning modules that should be used in the preparation of these plans (footnote 6). The Consultant will complement this with an analysis and planning exercise using the Highway Development and Management Model (HDM-4), allowing both methods to be compared and the suitability of the planning modules to be properly tested. The Consultant will help the MOT to develop annual plans and rolling 3-year plans in both the first year and the second year of operation, covering those road networks for which data has been collected and is available. The plans will prioritize the funding allocation to individual roads and road segments and the related treatments, showing the proposed coverage in table and map form as the basis for future budget requests. The Consultant will furthermore assist the MOT in optimizing the allocation of the approved MOT road sector budget to the different roads and treatments.
- n. Using the planning modules of the RAMS database, prepare an annual work plan as well as a rolling 3-year plan as the basis for the next budget request.
 - o. Using the planning modules of the RAMS database, propose an optimized use of the MOT road sector budget for the following year once this has been approved.
 - p. Using HDM-4, carry out the exercises (n) and (o) above, preparing annual work plans and rolling plans, and optimizing the use of the approved MOT road sector budget.
 - q. Compare the results of the two approaches (planning modules of the RAMS database and HDM-4) and provide recommendations regarding the suitability of each approach for MOT's needs and capacities.
- (vi) **Funding needs and financing:** The Consultant will use the collected data to analyse the long-term maintenance funding needs by carrying out an HDM-4 strategy analysis. This will look at 3-4 budget scenarios, starting with current and

⁶ The World Bank is planning to assist the MOT in developing the RAMS database under the recently approved Fourth Phase of the Central Asia Regional Links Program – CARs-4 (<https://projects.worldbank.org/en/projects-operations/project-detail/P166820?lang=en>).

projected budget allocations for the road sector, and including 2-3 scenarios for increased funding allocations for road maintenance. These additional funding scenarios will allow the condition of the road network managed by the MOT to be stabilized, as well as gradually improved over time. The Consultant will furthermore carry out an assessment of suitable funding sources and potential funding amounts, which will serve as an input for defining the different funding scenarios. The exact funding scenarios to be modelled will be agreed with the MOT.

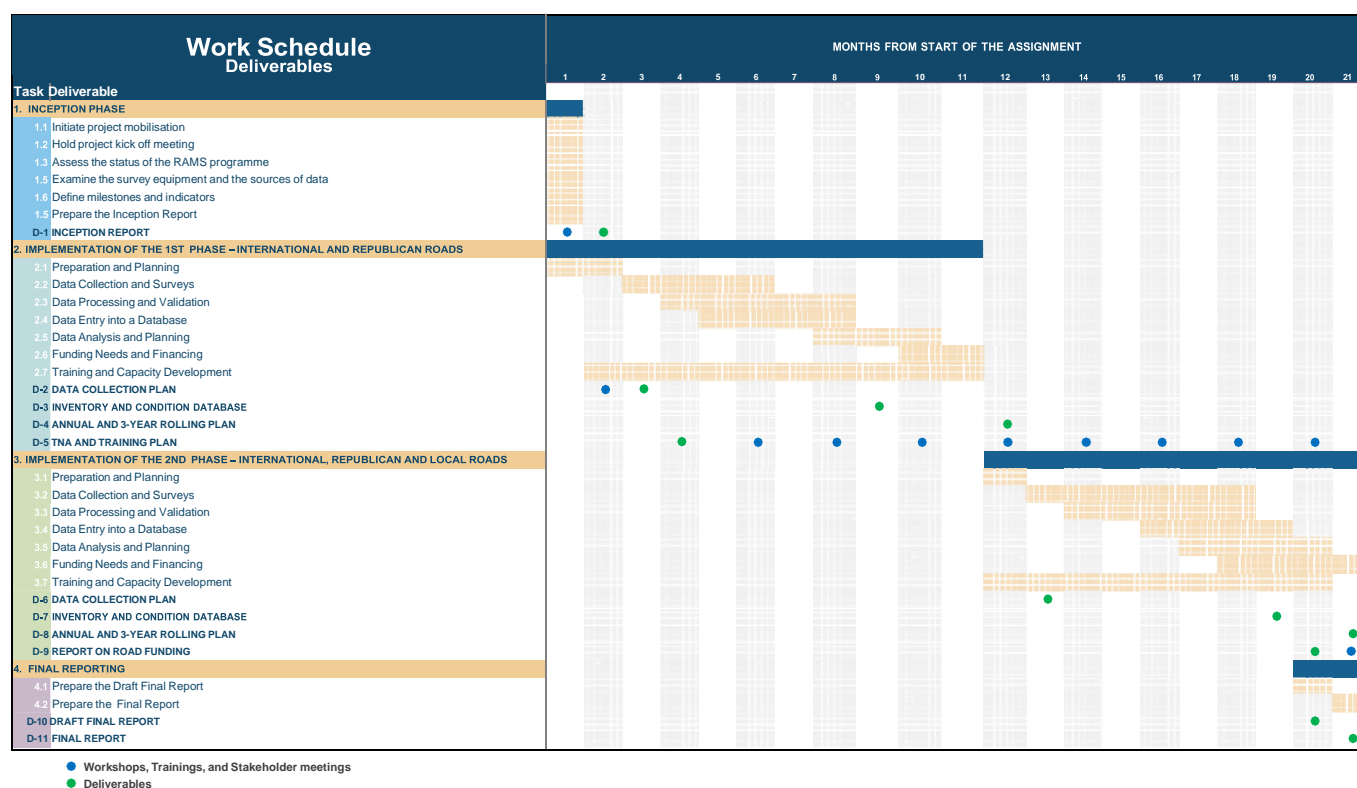
- r. Carry out a study to identify the road user charges currently being collected in Tajikistan (including the value of the revenue collected annually for recent years). Provide recommendations how these may be used to increase funding for the road sector, specifically road maintenance. Identify how revenue from road user charges may be increased by increasing the rates or introducing new charges. Identify a suitable set of road user charges and related revenue that may cover the maintenance needs for the coming 10 years. This study on revenue from road user charges and its use should involve both the MOT and the Ministry of Finance (MOF).
 - s. Using HDM-4, carry out a strategy analysis using 3-4 budget scenarios and indicating the coverage (showing types of interventions in tables and maps) as well as the expected future road network conditions. The funding scenarios will be based on current funding levels, as well as 2-3 additional funding scenarios with increased funding based on road user charge allocations from the study mentioned above. One of the additional funding scenarios should allow the condition of the road network to be stabilized over time, while at least one other funding scenario will allow the road network condition to be gradually improved over time. This analysis will be repeated in year 2 using the full data inventory and condition data. Based on the HDM-4 strategy analysis, prepare a report on funding needs for the international, republican and local road networks managed by the MOT and how these may be financed from road user charge revenues.
 - t. Prepare a report on the introduction of a Road Maintenance Fund, including best practices from other countries in the region and beyond. Describe how such a fund could operate in Tajikistan, how it would be financed, how it would be managed, and how it would operate.
 - u. Organize a one-day workshop on road maintenance financing and the establishment of a Road Maintenance Fund with participants from the MOT, the Ministry of Finance, the Ministry of Economic Development and Trade, the Ministry of Justice and other relevant entities and development partners. The workshop will present the findings regarding the funding needs, the possible use of road user charges, and the establishment of a Road Maintenance Fund. The workshop will include discussions on the way forward for Tajikistan. The design of the workshop is to be approved by the MOT.
- (vii) **Training of MOT staff:** The Consultant will carry out training of MOT staff, focusing on staff from the Road and Transport Sector Digitization Unit that will be responsible for data collection, processing, validation and entry as well as data analysis and planning in the future. The training of MOT staff will include formal training sessions (classroom and field) as well as on-the-job training by involving the staff in all activities of this assignment.
- v. Prepare a set of manuals describing in detail the steps of data collection, data processing, data validation, data entry, data analysis and planning. These

manuals will describe the detailed steps to be undertaken, indicating the required equipment, staff and other resources and the relative time and funding required. These manuals will be tested during the different stages of this assignment, ensuring that they provide sufficient detail so these steps can be carried out by MOT staff.

- w. Carry out formal training sessions for the MOT staff regarding each of the manuals described above. These formal training sessions may involve a number of days, and will include a theoretical part and a practical part (using relevant equipment and data). Videos of the training sessions will be prepared for future use by the MOT. These training sessions will be held for staff of the Road and Transport Sector Digitization Unit as well as other relevant MOT staff.
- x. On-the-job training will be provided throughout the assignment to the MOT staff, involving them in all steps. This will focus on staff of the Road and Transport Sector Digitization Unit who will be responsible for replicating the different steps and stages. They will be involved in each stage and will participate in the data collection, processing, validation and entry, familiarizing themselves with these activities. The Road and Transport Sector Digitization Unit staff as well as other relevant staff of the MOT will also be involved in the data analysis and planning, ensuring that they properly understand how this is carried out and familiarizing themselves with the software used.

C. Schedule

5. The time schedule for the implementation of the different stages of this assignment is provided below. This distinguishes between year 1 activities and year 2 activities, with most activities being repeated in both years. Year 1 only includes data collection, entry and analysis for international and republican roads, while year 2 also includes local roads managed by the MOT. Year 2 also includes the workshop and the final reports on financing. Table 2 presents an indicative implementation schedule, which will be reviewed with the Road and Transport Sector Digitization Unit after the Consultant is mobilized. Note that various field visits will be programmed mainly during the data collection phase, while field visits are expected after the phase as necessary. The assignment is expected to start in September 2022.



D. Reporting, Deliverables, and Payment

6. The contract will be lump sum-based, with payments against approval of the following deliverables.

- (i) **Inception Report.** The inception report will be submitted within one month from mobilization. The report shall describe i) the process for the calibration of the survey equipment, ii) the process for dividing the road network into nodes and sections, iii) the data to be obtained from secondary sources, iv) the survey methodology to be used, v) the procedures to be applied for data processing and validation, and vi) the resources and updated schedule for year 1 and year 2. The purpose of the inception report is to fine tune the proposed methodology specific to project conditions which were not possible to identify and/or quantify at the time of the proposal. However, the Consultant shall not reduce the scope of work and/or resources specified in their proposal.
- (ii) **Data Collection Plan (Year 1).** The Data Collection Plan for Year 1 will be submitted within 2 months after mobilization. It will describe the resources and include a schedule for the survey of all international and republican roads up to the winter season. It will include a calibration report for all survey equipment to be used in the surveys. It will also include a detailed description of the international and republican road network divided into nodes and links as the basis for the planned surveys. The report will define all data types to be collected, as well as the categories to be applied for specific data types. The report will furthermore describe in detail the procedure to be applied for post-processing of the data (especially the video data) and for data

validation and subsequent data entry into the database, including resources and schedule.

- (iii) **Database with collected data (Year 1).** The database with collected data for Year 1 will be submitted within 8 months after mobilization. This will include all data collected during the surveys of international and republican roads as well as data obtained from secondary sources, after post-processing and validation. The data will be in line with the data requirements listed in Attachment 1 or as agreed with MOT and ADB. If the data cannot yet be entered into the MOT database, it will be temporarily stored in a basic database and made available for transfer to the MOT database at a later stage.
- (iv) **Annual plan and rolling 3-year plan (Year 1).** The annual and 3-year rolling plans for Year 1 will be submitted within 10 months after mobilization. Based on the collected data, the Consultant will prepare an annual plan and a 3-year rolling plan for the international and republican road network. The plans should describe total treatment requirements for the international and republican roads as well as the prioritized treatments for the different years. Treatments should distinguish between maintenance (excluding pavement and structure repairs), current repairs (pavement and structures), mid-term repairs (periodic maintenance) and capital repairs (rehabilitation). The plans will include cost estimates for the different treatments and for the different road classes.
- (v) **Data Collection Plan (Year 2).** The Data Collection Plan for Year 2 will be submitted within 12 months after mobilization. It will describe the resources and include a schedule for the survey of all international, republican and local roads managed by MOT. For the international and republican roads this will only include the updating of the condition data, with inventory data collection limited to road sections for which data was not yet collected or where pavements were renewed since the last survey. The plan will include a calibration report for all survey equipment to be used in the surveys. It will also include a detailed description of the local road network divided into nodes and links as the basis for the planned surveys. The report will define all data types to be collected, as well as the categories to be applied for specific data types. The report will furthermore describe in detail the procedure to be applied for post-processing of the data (especially the video data) and for data validation and subsequent data entry into the database, including resources and schedule.
- (vi) **Database with Collected Data (Year 2).** The database with collected data for Year 2 will be submitted within 19 months after mobilization. This will include all data collected during the surveys of international, republican and local roads from Year 1 and Year 2 as well as data obtained from secondary sources, after post-processing and validation. The data will be in line with the data requirements listed in the Attachment 1 or as agreed with MOT and ADB. If the data cannot yet be entered into the MOT database, it will be temporarily stored in a basic database and made available for transfer to the MOT database at a later stage.
- (vii) **Annual Plan and Rolling 3-year Plan (Year 2).** The annual and 3-year rolling plans for Year 2 will be submitted within 20 months after mobilization. Based on the collected data, the Consultant will prepare an annual plan and a 3-year rolling plan for the entire public road network. The plans should describe total treatment requirements for all public roads managed by MOT as well as the prioritized treatments for the different years. Treatments should distinguish between maintenance (excluding pavement and structure repairs), current repairs (pavement

and structures), mid-term repairs (periodic maintenance) and capital repairs (rehabilitation). The plans will include cost estimates for the different treatments and for the different road classes.

- (viii) **Final Report on Road Maintenance Funding.** The final report on road maintenance funding will be submitted within 21 months after mobilization. This will include the results of the data analysis in Year 1 and Year 2, describing the medium-term funding needs for maintenance and repair of the public road network managed by MOT. The report will also include a review of the road user charges currently collected by the Government of Tajikistan, including revenue levels for recent years and the destination of these revenues. Finally, the report will describe the potential for establishing a Road Maintenance Fund in Tajikistan financed by earmarked road user charge revenues, including examples from other countries in the region and beyond. The draft report will be presented and discussed in a national workshop, and the workshop findings will be incorporated in the final report.

Table 2: Reporting Schedule

Deliverable	Indicative Timeframe
Inception report	1 month
Data collection plan (Year 1)	2 months
Database with collected data for all international and republican roads (Year 1)	8 months
Annual plan and rolling 3-year plan (Year 1)	10 months
Data collection plan (Year 2)	12 months
Database with collected data for all roads managed by MOT (Year 2)	19 months
Annual plan and rolling 3-year plan (Year 2)	20 months
Final Report on Road Maintenance Fund (including workshop report)	21 months

7. All reports will be submitted in English and Russian in hard copy to PIURR and ADB (3 copies and 1 copy respectively) and in electronic form as PDF files through an appropriate large file transfer application.

8. The contract is a lump-sum, and the payment milestone will be linked with the above reports.

Payment Phases	Activity Tasks	Delivery by:
Milestone Payment 1 (15%)	Inception Report	1 Month after mobilization
Milestone Payment 2 (10%)	Data Collection Plan (Year 1)	2 Month after mobilization
Milestone Payment 3 (20%)	Database with collected data (Year 1)	Within 8 months after mobilization
Milestone Payment 4 (15%)	Annual plan and rolling 3-year plan (Year 1)	Within 10 months after mobilization
Milestone Payment 5 (10%)	Data Collection Plan (Year 2)	Within 12 months after mobilization

Payment Phases	Activity Tasks	Delivery by:
Milestone Payment 6 (10%)	Database with Collected Data (Year 2)	Within 19 months after mobilization
Milestone Payment 7 (10%)	Annual Plan and Rolling 3-year Plan (Year 2)	Within 20 months after mobilization
Milestone Payment 8 (10%)	Final Report on Road Maintenance Funding	Within 21 months after mobilization

E. Consultant's Personnel and Other Inputs

9. The Consultant will be responsible for providing the following personnel. The positions and number of person-months are indicative, and the Consultant may propose an alternative mix in its bid, as long as the responsibilities and experience requirements are met.

Key experts:

- (i) **International Road Asset Management Specialist/Team Leader (15 person-months).** The team leader will be responsible for coordinating and assisting in all steps of the assignment.

The candidate shall have a Master's or higher degree in civil engineering, transport economics or other relevant fields. The candidate shall have relevant experience with data collection equipment and organizing the collection of road inventory and condition data and its subsequent processing, validation and entry into a database. The candidate shall be well versed in the use of HDM-4 and be able to use this software to prepare annual and multiannual work plans as well as carry out a strategy analysis at road network level.

The candidate shall have at least 10 years of project specific experience in managing similar projects, both in developed and developing countries. The candidate shall preferably have a minimum of 10 years of experience as project manager or team leader. Regional experience in Central Asia and South Caucasus countries will be an advantage. The candidate shall be fluent in English and shall be skilled in report writing, and the fluency in and knowledge of Russian is an advantage.

- (ii) **International Road Financing Specialist (2 person-months).** The road financing specialist will carry out the assessment of road sector funding and road user charges, and how these may be used to finance the road maintenance needs. He/she will also help the MOT carry out the assessment regarding the establishment of a Road Maintenance Fund and facilitate necessary coordination with the relevant agencies/development partners.

The candidate shall have a Master's or higher degree in transport economics, civil engineering or other relevant fields. The candidate shall have at least 10 years of project specific experience in carrying out similar assignments in developed and/or developing countries. Regional experience in Central Asia and South Caucasus

countries will be an advantage. The candidate shall be fluent in English and shall be skilled in report writing.

- (iii) **National Road Asset Management Specialist/Deputy Team Leader (20 person-months).** The deputy team leader will assist the team leader in coordinating and carrying out the activities under this assignment. The candidate will be responsible for coordination with MOT staff and will support all data collection, processing, validation and entry.

The candidate shall have a Bachelor's or higher degree in civil engineering, transport economics or other relevant field. The candidate shall have at least 10 years of general experience in the road sector and have relevant experience in the collection and processing of road data. The candidate shall be fluent in English and Russian and shall be skilled in report writing.

- (iv) **National Data Survey Specialist (16 person-months).** The data survey specialist will be responsible for operating the data survey equipment of MOT during the data collection. The candidate will also assist in the subsequent data processing.

The candidate shall have a Bachelor's or higher degree in civil and road engineering or information and communication technologies (ICT). The candidate shall have at least 10 years of general experience as an IT engineer and have relevant experience in data collection and processing preferably in transport sector. The candidate shall have knowledge of maintenance and management of database. The candidate shall be fluent in English and Russian and shall be skilled in report writing.

Supporting staff (National):

- (v) **Translator/Interpreter (15 person-months):** S/he will help the above key experts in daily communication with MOT and relevant agencies, and shall be professionally qualified Russian/English translator. It is preferable that s/he has the professional experience of more than five years. The fluency in and knowledge of Tajik is required.
- (vi) **Office Coordinator (15 person-months):** S/he will help the key experts in daily logistics arrangement and office management and coordination with MOT and its relevant offices/units, and be required to be fluent in English and Russian and preferably Tajik.

F. Counterpart Support

10. To enable the Consultant execute the above listed tasks, MOT is expected to provide necessary assistance, such as office spaces in MOT equipped with desks and chairs, and a survey vehicle with the necessary survey equipment for data collection. In addition, MOT is expected to assign the dedicated staff for this assignment, particularly from the Road and Transport Sector Digitization Unit, which will enable the staff to gain hands-on experience from the Consultant and help the Consultant to coordinate efficiently with the relevant government authorities prior to data collection. as well as the development partners for smooth coordination related to the RAMS database.

11. In addition, MOT, particularly the staff of the Road and Transport Sector Digitization Unit, is expected to assist the Consultant in providing any secondary data available to the MOT.

12. The following arrangement is considered essential.

- (i) The Consultant will principally carry out most of the tasks listed above in Dushanbe, while the data collection will be held throughout the country using the MOT survey vehicle. MOT will provide the survey vehicle to be used for data collection together with a driver for the vehicle and a staff member from the Road and Transport Sector Digitization Unit to support the data collection. However, all per diems (including for MOT staff), fuel, tolls, vehicle maintenance, etc. need to be provided by the Consultant.
- (ii) The Consultant will be provided with office space in the MOT. The MOT will provide access to the MOT database. Access will also be provided to a computer with HDM-4, although the Consultant is required to also have their own version of HDM-4 (this will remain property of the Consultant). Printing and plotting facilities will be provided by MOT.

Attachment 1

Data to be Collected through Drive-Over Survey and Post-Processing

Road Inventory	Unit	Source
Road class	Road	MOT data
Road name	Road	MOT data
Road code	Road	MOT data
Link code	Link	MOT data (to be defined)
Link name	Link	MOT data
Road Management Region	Link	MOT data (Sughd, Gissar, Rasht, Bokhtar, Kulob, GBAO)
Centreline GPS track	Link	GPS receiver
Start and end chainage	Link	Odometer (continuous by road)
Start and end coordinates	Link	GPS receiver
Road link lengths	Link	Odometer
Surface type	Segment	Post-processing of video data (categories to be defined)
Number of lanes	Segment	Post-processing of video data (#)
Carriageway width	Segment	Post-processing of video data (metres)
Terrain class	Segment	Post-processing of video data (flat, rolling, mountainous)
Traffic counts	Link	MOT traffic counting stations
Traffic estimation	Link	Post-processing of video data (moving traffic count categories)

Road Condition	Unit	Source
Roughness (IRI)	100 m	Laser profilometer, Bump Integrator
Surface distress category	Segment	Post-processing of video data (categories to be defined)
Damage type	Segment	Post-processing of video data (categories to be defined)*
Damage GPS location	Segment	GPS receiver
Damage chainage location	Segment	Odometer

* Damages refer to larger localized damages (landslides, cuts, collapses, etc.) that require urgent attention.

Bridge Inventory	Unit	Source
Bridge name	Segment	MOT data
Bridge code	Segment	MOT data
River name	Segment	MOT data
Bridge chainage location (start point)	Segment	Odometer
Bridge GPS track	Segment	GPS receiver
Bridge type	Segment	Post-processing of video data (categories to be defined)
Bridge length	Segment	Odometer, Post-processing of video data
Bridge number of lanes	Segment	Post-processing of video data (#)
Bridge deck carriageway width	Segment	Post-processing of video data (metres)

Bridge Inventory	Unit	Source
Bridge deck material	Segment	Post-processing of video data (categories to be defined)
Bridge number of spans	Segment	Field assessment, Post-processing of video data (#)
Bridge construction year	Segment	MOT data
Bridge superstructure condition	Segment	Post-processing of video data (categories to be defined)

Tunnel Inventory	Unit	Source
Tunnel name	Segment	MOT data
Tunnel code	Segment	MOT data
Tunnel chainage location (start point)	Segment	Odometer
Tunnel GPS track	Segment	GPS receiver
Tunnel type	Segment	Post-processing of video data (categories to be defined)
Tunnel length	Segment	Odometer, Post-processing of video data (metres)
Tunnel width	Segment	Post-processing of video data (metres)
Tunnel number of lanes	Segment	Post-processing of video data (#)
Tunnel construction year	Segment	MOT data
Tunnel structural condition	Segment	Post-processing of video data (categories to be defined)

TERMS OF REFERENCE

RNSP/CS-3: CONSULTING SERVICES FOR ASSISTANCE IN IMPLEMENTING WOMEN EMPOWERMENT PROGRAM

1. The Ministry of Transport of the Republic of Tajikistan, under the Asian Development Bank funded Road Network Sustainability Project (Grant 0752-TAJ), invites consulting firms and non-profitable/civil society organizations to submit their project proposals to implement the output, namely “enhancement of women’s access to socioeconomic opportunities,” aiming at improving access of women to socioeconomic opportunities in conjunction with improvements to the roads in the Khatlon Oblast.¹

A. Project Description and Scope of Work

Background to the Project

2. The project will address the oblast's immediate needs by improving two arterial roads, namely (i) Dangara–Okmazor section and (ii) Hulbuk–Temulmalik–Kangurt section. Improving these roads is essential to realizing the government's plan to make Dangara the oblast's key economic hub and the oblast's new capital city. The roads are a vital connector of major economic centers in the oblast and international corridors in the Southern Tajikistan. The Dangara–Okmazor road bridges the country's major international roads, facilitating international and domestic movements of goods and peoples. The Hulbuk–Temulmalik–Kangurt road provides the local population with access to social and economic needs while linking Asian Highway No. 66 at Hulbuk. Despite their importance, the two roads do not provide reliable travel due to frequent avalanches and insufficient maintenance.

3. The Khatlon oblast, where the project sections pass through, is the poorest oblast in the country, while the population is the largest. Most populations along the project roads are engaged in the informal economy, mainly farming activities, and/or selling their agricultural products (cotton, vegetables and fruits) or hand-made cloths at markets. Such an economic structure in the oblast has been observed as being vulnerable against external shocks like COVID-19. It is expected that improving the project roads would help attract external traders from outside the project areas and boost/diversify trade patterns to generate more economic opportunities in a sustainable manner. The project roads and their associated roadside facilities are designed with road safety and disaster-resilient features, reducing road traffic fatalities and injuries, enhancing the roads’ comforts and reliabilities for a variety of users.

4. The project is expected to be closed on 31 December 2024. The project is aligned with the following impacts: (i) economic growth promoted, and (ii) safe and competitive connectivity established across the CAREC region, while the project will have the following outcome: safety and reliability of the road networks improved in Southern Tajikistan. The project was approved by the ADB’s Board of Directors on 19 November 2020 and the implementation will subsequently commence in January 2021. The project’s executing agency is the Ministry of Transport, and the implementing agency is the Projects Implementation Unit for Roads Rehabilitation (PIURR).

¹ This terms of reference is the one included in the contract, and will be amended to include the additional regional scope (Bokhtar–Okmazor section) once the ADB Board’s approval of the additional financing.

5. The consultant to be engaged will help the PIURR to implement this task in close collaboration with the National Committee of Women and Family Affairs (NCWFA).

6. Consulting services will be engaged using Biodata Technical Proposal (BTP) procedures based on fixed budget selection (FBS) method following Procurement Regulations for ADB Borrowers (2017, as amended from time to time)² and ADB Procurement Policy and Regulations (2017, as amended from time to time). The contract will be lump sum based and payments under the Contract shall be made in Lump Sum installments against deliverables specified below under Para. 13. The provisions of ADB's Anticorruption Policy will be included in all invitation documents and contracts for consultants.

Geographic Focus

7. The task's target areas are along Dangara–Okmazor and Hulbuk–Kangurt sections.

Scope of Works

8. The output is divided into the two items, and their details are described as below.

9. **Item 1:** The item aims at designing and implementing women's entrepreneurship and livelihood program activities.

1-1. Preparatory works for developing program for local women on distributing knowledge on entrepreneurship and household financial management using mobile phones.

Sub-activities:

- (i) Execute interview surveys with women in the project areas and mobile service companies to understand the usage of mobile phones in the project areas.
- (ii) Identify potential mobile service companies as an implementation partner of implementing the knowledge distribution package, particularly if short message service is opted as a tool to disseminate.
- (iii) Select and develop the most appropriate mechanism to share information with women in the project areas at their convenience, using their mobile phones (short message services or mobile phone application)

1-2. Assessment to identify potential and existing business and income-making opportunities for women in the project areas.

Sub-activities:

- (i) Identify and assess existing and potential business opportunities which are/will be available for women in the project areas and resources required for getting involved in such opportunities.

² ADB. 2017. Procurement Regulations for ADB Borrowers. Manila.
<https://www.adb.org/documents/procurement-regulations-adb-borrowers>.

- (ii) Comprehend daily livelihood activities women are engaged into at the project sites, which are almost included in their daily routines and do not contribute directly to income generation.

1-3. Develop the program to be developed under Activity 1-1 for women along the project roads to learn entrepreneurship and household financial management, based on Activity 1-2.

Sub-activities:

- (i) Develop a 2-year program to offer basic knowledge on how to (1) develop business operation in sustainable manners and (2) manage households-level financial issues, based on the result of Activity 1-2 (hereafter called “knowledge distribution program”).
- (ii) Design the knowledge distribution programs to be compatible with the mobile application or short message service subscription, which will be developed in Activity 1-1.
- (iii) Run the program with potential beneficiaries in the project areas to check operationalities and fix any technical errors before the official launch.
- (iv) Assist the PIURR in obtaining necessary permissions, if any, to launch the knowledge distribution program.
- (v) Carry out advocacy events along the project areas and promote women’s registration and participation in the program.
- (vi) Identify needs for any special skills to be required for women’s involvements in markets, and develop a 1-year vocational training program for execution.
- (vii) Identify and invite successful female entrepreneurs in the country/oblast as mentors or sponsors to share their experiences, and provide advice and guidance to women registered in the program.
- (viii) Facilitate networking among participants with potential interests in starting new business activities or scaling up their current business activities.

1-4. Organize networking/schooling events for those registered in the program.

Sub-activities:

- (i) Design networking/schooling events as a platform to recap the knowledge that have been provided in the knowledge distribution program for the participants’ better understanding; discuss ideas and concerns among the participants and trainers; and help foster mutual-aid systems on business development among the participants.

1-5. Conduct a study to explore any opportunities for mutual child-care.

Sub-activities:

- (i) Explore and develop any possibilities for mutual child-care systems. It is critical for women engaged in economic activities to manage the care of their child(ren) while being outside their house. The results of the findings will be documented in the quarterly report.

10. **Item 2:** Develop a grant program to offer women entrepreneurs selected by the selection committee.

11. The item's objective is to provide access to women entrepreneurs to opportunities for improving and strengthening their livelihoods. The consultant is expected to carry out the following activities:

- (i) Assist in (a) establishing a grant committee consisting of the NCWFA, the PIURR and representatives of relevant non-government organizations; and (b) developing the grant distribution framework including selection procedures.
- (ii) Develop and draft the guidelines, terms and conditions for women to apply for the grant.
- (iii) Assist in selecting recipients of the grant (ten women entrepreneurs) and monitoring their implementation.

Deliverables:

12. The below is the indicative. The schedule should be discussed during negotiation and documented in the minutes. None of the listed deliverables should be submitted prior to the issuance of the notice of commencement by the PIURR.

- (i) Inception report and training plans by Month 1.
- (ii) Market assessment report by Month 5
- (iii) Quarterly report every three months
- (iv) Mid-term report by Month 15
- (v) Draft Final Report, two months prior the end of the contract period
- (vi) Final Report by the end of the contract period

Prior to developing the inception report, the consultant is required to develop a health and safety management plan describing preventive measures to be taken during implementation and obtain the prior approval by the PIURR. The Consultant should include the approved health and safety management plan in the inception report, and document the compliance with the approved plan in the quarterly reports and draft/final reports.

Payment Milestones:

13. Payment shall be linked to major activity milestones, which shall be verified with the above listed deliverables.

Indicative Payment Milestones and Deliverables

Payment Phases	Activity Tasks	Performance Indicators/Outputs	Reporting Obligations / Means of Verification	Delivery by:
Advance payment (20%)				
Milestone Payment 1 (15%)	Inception Report	<ul style="list-style-type: none"> Submit the inception report in accordance with the report's structure agreed at 	<ul style="list-style-type: none"> Submission of Inception Report 	End of Month 1

Payment Phases	Activity Tasks	Performance Indicators/Outputs	Reporting Obligations / Means of Verification	Delivery by:
		commencement.		
Milestone Payment 2 (10%)	Activity 1-1	<ul style="list-style-type: none"> Complete and submit the market assessment report 	<ul style="list-style-type: none"> Market Assessment Report 	Month 5
Milestone Payment 3 (10%)	Activity 1-2	<ul style="list-style-type: none"> Develop the Knowledge distribution program with the approval by the NCWFA for implementation 	<ul style="list-style-type: none"> Knowledge Distribution Program 	Month 12
Milestone Payment 4 (15%)	Activity 1-3, 1-4 and 1-5	<ul style="list-style-type: none"> Submit mid-term report with the PIURR's approval 	<ul style="list-style-type: none"> Mid-term report 	Month 15
Milestone Payment 5 (10%)	Activity 2	<ul style="list-style-type: none"> Obtain the approval by the NCWFA. 	<ul style="list-style-type: none"> Grant program, confirmed by the NCWFA 	Month 20
Milestone Payment 6 (10%)	Draft Final Report	<ul style="list-style-type: none"> Submit the draft final report with the PIURR's approval 	<ul style="list-style-type: none"> Draft final report 	Month 28
Milestone Payment 6 (10%)	Final Report	<ul style="list-style-type: none"> Submit the final report with the PIURR's approval 	<ul style="list-style-type: none"> Final report 	Month 30

Team Composition

	Expertise	No. of Position	Person-months	Qualification Requirements	Major Responsibilities
<i>Key Experts</i>					
1	Project Manager	1	20	<ul style="list-style-type: none"> • University degree in business administration, sociology, engineering laws, or project management; • Preferably 10 years of experience in implementing women empowerment projects or relevant activities with the government agencies and/or international development agencies including non-governmental organizations. • Preferably three projects where having been involved as team leader or project manager. • Preferably five projects where having been involved as gender/community engagement specialist to assist the project beneficiaries' business development and organize relevant events. • High fluency in writing and speaking Tajik and Russian (and preferably English) 	<ul style="list-style-type: none"> • Be responsible for overall project management and supervision of each activity under Items 1 and 2 with quality assurance of all items to be distributed to participants under the knowledge distribution program or vocational training program • Ensure all activities to be held under this assignment are gender sensitive and relevant to the local context • Assist coordination with the local authorities and civil society organizations, PIURR and NCWFA • Prepare inception report, quarterly progress reports and completion report.
2	Gender and Community Engagement Specialist	1	13	<ul style="list-style-type: none"> • University degree in sociology, social sciences, or any other relevant fields; • Preferably eight years of experience in working with women and women related issues in the 	<ul style="list-style-type: none"> • Disseminate the launch of the knowledge distribution program to stakeholders in the project areas • Help the Project Manager to facilitate regular communications with local authorities and potential

	Expertise	No. of Position	Person-months	Qualification Requirements	Major Responsibilities
				<p>country, particularly the southern region;</p> <ul style="list-style-type: none"> • Preferably five projects where having been involved in advocating and promoting women's empowerment particularly in socioeconomic fields 	<p>participants during implementation</p> <ul style="list-style-type: none"> • Record and report any concerns from those stakeholders to the project manager and help her/him address promptly • Assist in organizing networking events or any supplementary events as necessary in close coordination with the local authorities and community groups
3	IT Specialist	1	8	<ul style="list-style-type: none"> • University degree in engineering, information technology (IT) or business administration; • Preferably eight years of experience in working in areas related to IT, particularly mobile phone; • Preferably four projects where having been involved in developing short message service subscriptions or mobile applications 	<ul style="list-style-type: none"> • Work with relevant mobile phone and/or IT companies to develop and test/run mobile application and or short message services; • Upload materials to be developed by other experts to the developed subscription/application; • Regularly maintain the systems to deliver the knowledge distribution program properly without any system troubles during implementation
4	Market Assessment Specialist	1	5	<ul style="list-style-type: none"> • University degree in economics or other related field; • Preferably six years of experience in market assessments in rural Tajikistan and preparation of the independent paper or presentation summarizing own findings and recommendations. 	<ul style="list-style-type: none"> • Carry out market assessment to assist participants in identifying existing and new business opportunities for their business activities and identify livelihood development opportunities for women. • Prepare brochures or other forms of presentations summarizing the

	Expertise	No. of Position	Person-months	Qualification Requirements	Major Responsibilities
					<p>assessment findings and recommendations</p> <ul style="list-style-type: none"> • Develop materials on the findings to be included in the knowledge distribution program • Draft market assessment guidebook(s) to potential women entrepreneurs who are registered in the knowledge distribution program, for reference.
5	Legal Specialist	1	4	<ul style="list-style-type: none"> • University degree in Law with the registration as the certified lawyer • Preferably seven years of experience in activities of business development and women's economic empowerment 	<ul style="list-style-type: none"> • Provide legal advice and guidance to the Project Manager when necessary during implementation; • Provide legal advice and support to participants related to their business development procedures in accordance with the country's legislation and any relevant legal requirements; • Develop materials of legal advice to participants related to entrepreneurship, business activities in local markets, household-related matters to be included in the knowledge distribution program
6	Accountant	1	6	<ul style="list-style-type: none"> • University degree in Economics, Finance and/or other related fields • Preferably seven years of experience in budgeting and financial management in organizations 	<ul style="list-style-type: none"> • Develop materials related to entrepreneurship and financial management to be included in the knowledge distribution program • Monitor the grant distribution program under the activities in Item 2

	Expertise	No. of Position	Person-months	Qualification Requirements	Major Responsibilities
				<ul style="list-style-type: none"> • Preferably to have experience in consultation and mentoring services to women on households financial management and start-up of their business 	<ul style="list-style-type: none"> • Assist the grant recipients in preparing the business plan and the quarterly reports on the grant proceeds' use • Help prepare the semi-annual financial reports with all supporting documents and forms during implementation
7	Trainer on Vocational Training	1	5	<ul style="list-style-type: none"> • University degree in economics, finance, education, law, social science, or any other relevant fields • Preferably seven years of experience in developing training programs, materials, and resources • Preferably having three projects related to entrepreneurship, business development and planning, and specific skills trainings in coordination with the government and international development agencies 	<ul style="list-style-type: none"> • Design (i) training program on entrepreneurship, business planning and development, financial management and (ii) vocational training program, together with materials • Implement the training program (logistics and administrative coordination, budget, identification and invitation of mentors, sponsors, and trainers) • Record the entire process of the program from designing/planning until the implementation is completed, which should be included in the quarterly reports and completion report.
Non-Key Expert					
8	Translator (English–Russian/Tajik) and Coordination Assistant	1	24	<ul style="list-style-type: none"> • University degree in related field • Preferably seven years of experience in helping implementation of projects financed by international development agencies as translator and interpreter for 	<ul style="list-style-type: none"> • Assist the project team in overall coordination and documentation works in English • Provide administrative supports, not limited to translation and interpretation, during implementation

	Expertise	No. of Position	Person-months	Qualification Requirements	Major Responsibilities
				English and Russian/Tajik communication	

Project Duration and Budget

14. The duration of the project is indicatively 30 months, to be implemented within the period from July 2021 until December 2023.

15. Funds will cover operational costs but will NOT fund purchase of equipment, furniture, and fixtures, and other capital outlays, as well as cost of rent and other utilities.

B. Eligibility Criteria for Proponent Organizations

16. All applicant organizations should meet the criteria listed below:

- (i) Updated the relevant registration with the government of the Republic of Tajikistan.
- (ii) Following experience within the latest seven (7) years:
 - performing the management of more than two (2) projects financed by international financial institutions with obtaining good track records for delivering timely outputs and quality results on gender-related activities.
 - implementing more than two (2) projects relevant to this assignment in timely and quality manners.
 - holding similar outreach activities (ideally in the southern region), including execution of surveys and organization of events for women.

Adequate experience on liaising effectively and working mutual relationships with government agencies including the MOT and the NCWFA.