REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES – INDIVIDUAL CONSULTANTS)

**Republic of Kazakhstan**

**Development Project Highway “East-West” (the Site of Almaty-Khorgos) International Transit Corridor “Western Europe-Western China” (CAREC-1b)**

Loan No. : P 128050

Assignment Title: **Individual** **Contract Management Specialist**

This EOI follows the GPN of dated March 21, 2012 Published in the UN Development Business Issue # 819

The Republic of Kazakhstan has applied for a loan from the International Bank for Reconstruction and Development toward the cost of proposed new East - West Roads Project: Western Europe-Western China International Transit Corridor (CAREC 1b & 6b). The Project is part of the Government program to upgrade of the road corridor from China to Russia through Almaty, Shymkent, Kyzylorda and Aktobe cities (the Western Europe-Western China Corridor—WE-WCC—about 2787km). The Government intends to apply part of the proceeds of the loan from World Bank to finance consultancy services.

The consulting services (“the Services”) to perform administration of contracts and maintain procurement of works, goods and services within the procurement sector for the

reconstruction (construction) of 4 lanes road with cement concrete payment.

The Committee for Roads Ministry of Transport and Communications of the Republic of Kazakhstan now invites eligible individual consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: description of similar assignments, experience in similar conditions, years of experience and etc.

The attention of interested Consultants is drawn to paragraphs 1.9 and 1.11 of the World Bank’s *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers* dated January 2011 (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest and eligibility.

A Consultant will be selected in accordance with the International Competitive Bidding method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours 09.00 a.m. till 18.00 p.m.

Expressions of interest must be delivered in a written form to the Ms. Raushan Tayenova Head of the Board for Investment Project Preparation (address below) by **03.00 p.m.   
July 12, 2013.**

**Ms. Raushan Tayenova, Head of the Unit for Investment Project Preparation**

**Committee for Roads, Ministry of Transport and Communication**

**32/1 Kabanbay Batyr Ave., 6th floor, Office# 612**

**010000, Astana city, Republic of Kazakhstan**

**Tel: +7 7172 24 35 36**

**Fax: +7 7172 29 90 65**

**E-mail:** [**mambetov\_k@mtc.gov.kz**](mailto:mambetov_k@mtc.gov.kz)**;** [**bizhumanova@mtc.gov.kz**](mailto:bizhumanova@mtc.gov.kz)

**Web site:** [**www.mtk.gov.kz**](http://www.mtk.gov.kz)

**Development Project Highway “East-West” (the Site of Almaty-Khorgos) International Transit Corridor “Western Europe-Western China” (CAREC-1b)**

**Terms of Reference for Individual** **Contract Management Specialist**

(International)

**I Background:**

The Republic of Kazakhstan has applied for a loan from the International Bank for Reconstruction and Development toward the cost of proposed new East - West Roads Project: Western Europe-Western China International Transit Corridor (CAREC 1b). The Project is part of the Government program to upgrade of the road corridor from China to Russia through Almaty, Shymkent, Kyzylorda and Aktobe cities (the Western Europe-Western China Corridor—WE-WCC—about 2787km). The Government intends to apply part of the proceeds of the loan from World Bank to finance individual consultants to manage the Project.

The objective of the Project is to increase transport efficiency along the section of the Western Europe – Western China Road Corridor within Almaty Oblast, and to modernize highway management on sections of the Western Europe – Western China Road Corridor.

The Project’s implementing agency will be the Ministry of Transport and Communications of the Republic of Kazakhstan (the MOTC), mainly through its Committee for Roads (the CR).

**Objective of the assignment**

The key objective of the assignment is to perform administration of contracts and maintain procurement of works, goods and services within the procurement sector of the Project.

**Scope of services and responsibilities**

* 1. Administration of concluded project contracts and participation in development of annual project implementation programs;
  2. Management of project reporting data, administration of project documentation and records, control over the schedules and project payment amounts;
  3. Collaboration with Consultants, Contractors and Suppliers, and control over execution of their obligations during implementation of projects within allowed jurisdiction;
  4. Monitoring and prediction of civil works completion dates, control over observance of construction time-frames according to the calendar schedules submitted by Contractors;
  5. Supervision, in cooperation with the procurement specialist, of conducting all stages of the biddings: preparation of bidding documents, bid opening, evaluation of bids, preparation of minutes for tender committee meetings, control over strict observance of bidding procedures set out by international donors;
  6. Evaluation of design decisions jointly with project coordinators and introduction of alterations to the subject designs;
  7. Management of questions related to reconciliation of collaborative interactions between all project participant’s with local and state powers within the limits of local jurisdiction;
  8. Control over timely auditor inspections of projects financial reports and their submission to financing institutions and the Ministry of Finance of the Republic of Kazakhstan (RK);
  9. Coordination of questions related to allotment of lands for construction sites and material sources with local and state authorities;
  10. Organization of commissions on resettlement of disputes related to land ownership, property, and objects affected during project implementation within jurisdiction of RK;
  11. Assistance to Contractors in settlement of questions that lie within the jurisdiction of local and state powers, control over appropriate revisions and expertise of the projects;
  12. Processing of complaints, applications, and claims from local and state powers received during implementation of projects, including complaints and claims received from local population under supervision of Project Coordinators, arrangement of their settlement;
  13. Control over safekeeping of prequalification, bidding documents, minutes of tender committee meetings, contracts, financial and auditor reports as well as other documentation related to implementation of projects in cooperation with the procurement specialist, keeping record and analysis of execution of all accepted Loan Agreements obligations, taking measures on their execution within allowed jurisdiction;
  14. Coordination of project activities, including interactions among relevant ministries and agencies involved in implementation of projects within the limits of the RK jurisdiction;
  15. Examination of project implementation progress and status of executing the obligation and requirements stipulated by appropriate international financing agreements, monitoring of achieved progress and assistance in settlement of ongoing obstacles during implementation of projects within jurisdiction of the RK;

**Reporting Relationship:**

The Contract Management Specialist will be reporting to the Individual Consultants Team Leader and the CR.

**Qualifications and Experience:**

* Higher education in legal or engineering disciplines;
* General work experience related to the contract administration of FIDIC contracts;
* At least 5 year practical experience as the FIDIC contracts management specialist in international organizations and/or organizations financed by international donors;
* Completion of professional training, seminars or advanced courses in law, finance, contract management;
* Fluency in business written and spoken English language;
* Analytical and communication skills;
* Ability to work effectively in a teamwork environment;
* Good computer skills, knowledge of all Microsoft office applications.

**Duration of the assignment**

The duration of assignment is 28 person - months, the term of engagement may be extended by mutual agreement of the parties involved.