

TERMS OF REFERENCE (ToR)

Contract	CS-01
Grant No.	G1039-KGZ "Almaty-Bishkek Economic Corridor Regional Improvement of Border Services" Project
Expertise	Construction Supervision Consultant
Source	National

Goal and tasks

In 2014, the Governments of the Kyrgyz Republic and Kazakhstan and the Asian Development Bank (ADB) established the Almaty-Bishkek Economic Corridor Development Program (ABEC) to support regional economic and social cooperation and integration between the Kyrgyz Republic and Kazakhstan. The ABEC program has successfully established institutions for bilateral cooperation between the two countries and their major cities, drawn up several preliminary feasibility studies, and initiated a number of investment projects aimed at promoting bilateral trade, tourism, and transport.

In 2020, the ABEC program consultants prepared recommendations, a preliminary draft and cost estimates for the facilities and equipment of the Ak-Tilek, Karkyra, Kichi-Kapka border crossing points (BCP) and the National Training Center for the Border Service (BS) under the State Committee for National Security (SCNS) of the Kyrgyz Republic and other border authorities. Based on the report of ABEC consultants, it is proposed that Regional Improvement of ABEC Border Services (ABEC RIBS) should include: (i) improvement of infrastructure and facilities at the Ak-Tilek, Karkyra and Kichi-Kapka BCPs; (ii) improvement of the conditions of the BS Training center in Bishkek; (iii) acquisition and installation of ICT and equipment to ensure security at the project facilities; and (iv) purchase and install ICTs and mobile security equipment for other selected BCPs.

Scope of Services

The Consultant on technical supervision (Consultant) will provide supervision services for construction sites. The construction sites are located in the Issyk-Kul, Talas and Chui regions. Depending on the results of the tender, contractors for these facilities can be either different companies or one company. The beginning of construction on each site can also be carried out at different times. The consultant, in cooperation with the Executing Agency (EA) and the Project Management Unit (PMU), will conduct technical supervision of the construction sites. The Consultant shall report to the PMU and EA, submit to the PMU/EA progress reports (monthly) and a final project completion report.

Detailed tasks and/or expected results

The Consultant is expected to perform the following tasks:

Task 1.

After entry into force of the Contract, submit to the Client within 2 weeks the Contractor's and Consultant's work schedules in Microsoft Project computer program for approval by the Client.

Before the tender period:

- to analyze the Detailed Engineering Design of each facility on the topic of flaws, omissions and errors;
- to verify the compliance of the Bill of quantities (BQ) submitted for the tender, the working documentation and the requirements of State standard and building codes and regulations in accordance with the legislation of the Kyrgyz Republic.

During the tender period:

- analyze (after submitting tender documents (participants' proposals) the submitted documents, including the Bill of quantities (BQ) with the bidder's prices for compliance with the volumes of projects specified in the Working Documentation, the qualifications of employees and the experience of the Company for compliance with the tender documentation.

Further, to carry out technical supervision and control over the progress of construction works, strictly in accordance with the developed DED, as well as the requirements of the applicable building codes and regulations (hereinafter referred to as – BCR) of the Kyrgyz Republic, regulating the procedure for construction and installation works (hereinafter-CIW), as well as comply with the requirements and procedures of the ADB safeguards¹, from the beginning of construction until the completion of all volumes of work, acceptance and commissioning of the project facilities (hereinafter referred to as the- Facility). During construction, keep a record /log of all proposed changes to the working draft of the Facility, determine their feasibility in terms of material and financial and project completion dates. Together with the author of the project and the contractor, to propose certain solutions to the Client. Keep a separate log of approved changes by the Client.

Task 2.

The Consultant is obliged to monitor the implementation of construction and installation works, taking into account the elimination of defects found in the construction stage. On an ongoing basis, check the availability of executive technical documentation and sign all accounting documents: certificates of completed works in the form of F-2 and F-3, acts of hidden work, acceptance certificate of responsible structures, relevant documents for the used building materials and structures, equipment, etc.;

To fulfill their obligations in full from the moment the Contract comes into force (letter from the PMU or EA on the start of work) with the elimination of all identified deficiencies (in the construction and installation works and installation equipment) established by the commission and the Client. The Consultant shall continue its functions until completion of all scopes of work, acceptance and commissioning of the project facilities, at which time all necessary mandatory agreements, endorsements and approvals of authorized bodies, organizations and officials for acceptance of the constructed Facility into operation shall be in place, and until the completion of the warranty period of the Facility.

¹ The detailed scope of responsibilities of Environment safeguards Specialist are included in Appendix 1. The detailed scope of responsibilities of the Social safeguards specialist are included in Appendix 2.

Task 3.

Fulfill all obligations in accordance with the current "Regulations on Technical Supervision, Independent Engineering Organization, Technical Audit" approved by Resolution of the Cabinet of Ministers of the Kyrgyz Republic, and Order No. 11-npa of the State Agency for Architecture, Construction, Housing and Communal Services under the Government of the Kyrgyz Republic dated December 15, 2017.

Task 4.

To ensure that the provision of Services will be carried out in strict and full compliance with the source data and DED provided by the Client to the Consultant, in accordance with this Terms of Reference, the norms and requirements of the building codes and regulations, the Technical Condition, the State Standard, as well as the norms and requirements of regulatory legal and technical acts in force on the territory of the Kyrgyz Republic, and regulating the provision of services in this area, including labor protection standards, fire safety, safety regulations, environmental requirements, as well as internal regulations of the Client, operating on the Clients' territory. Bear full responsibility for the weight, volume, quality, completeness and exact compliance of the Services provided, their results, requirements and legislation in force on the territory of the Kyrgyz Republic;

Task 5.

Be responsible to the Consultant's specialists regarding labor and/or any other obligations or disputes without involving the Client. Participate in resolving issues related to the relationship between the Consultant and the Consultant's specialists in connection with the fulfillment of the Consultant's obligations, including in resolving issues related to their remuneration, as well as other labor and related issues without involving the Client. The Consultant undertakes to resolve all issues related to the fulfillment by the Consultant's specialists and the Consultant's obligations independently, without the participation of the Client.

Task 6.

Assist the Client's representatives / PMU to carry out random inspections of the proper performance of the Services by the Consultant's specialists. In case of any violations by the Consultant (including the Consultant's specialists) of the Client's requirements and conditions, norms of legal acts in force in the territory of the Kyrgyz Republic, the Consultant undertakes to eliminate them and report them to the Client without delay.

Task 7.

Consultant according to the minimum qualification criteria for the Consultant and key personnel the Consultant according to the table below "Minimum Qualification Criteria for the Consultant's Key Personnel" shall provide highly qualified specialists and workers with appropriate education and certificates for the types of works.

- The Consultant shall not be entitled to change the key personnel specified in the tender documents (without the written consent of the Client) during the construction/implementation of the project.

- The Consultant shall be strictly guided by the requirements of the Legislation of the Kyrgyz Republic in the sphere of architectural, town-planning and construction activities, regulations

on technical supervision, independent engineering organization when performing its obligations;

Task 8.

To carry out technical supervision over the progress and quality of the construction and installation works, compliance with their terms, quality and correctness of the use of materials, products and equipment, without interfering in the operational and economic activities of the executors of the construction production. To check the availability of supporting documents (certificate, passport) on the quality of materials, products and equipment used by the Contractor, as well as to require the availability of documented results of incoming control and laboratory tests.

Keeping a comparison sheet to reflect the completed work volume and required work volumes to complete remaining work on the project facilities;

Task 9.

To ensure fulfillment of the terms and conditions of the contract for the construction of the Facility, drawn up between the "Client and the" Contractor", in terms of fulfillment by the Contractor of its obligations on the scope, quality and terms of all types of construction works.

- To represent and protect the Client's interests at the construction sites as the Client's technical representative;

Task 10.

To gradually monitor the completion (by the contractor of the construction of the Facility) of all reporting documentation, during construction, the Consultant gradually issues a certificate of completion for all installed engineering and technical equipment (and upon completion of construction, issues a final certificate of completion for each facility, including all installed engineering and technical equipment) necessary for the presentation of the acceptance the (state) commission for the delivery and acceptance of completed construction (contract) works and for the commissioning of project facilities;

Task 11.

Provide the Client, as required, with forecast data on the Contractor's disbursement of funds for the relevant month, quarter, half-year.

Participate in the inspection of the construction project activities by the supervisory authorities and provide all necessary information as agreed by the Client.

Task 12.

Perform control over compliance with the rules of Engineering and Fire safety, as well as environmental safety, for the storage and storage of construction materials, products and equipment on the construction site of the Facility; if violations of these rules are detected, the Consultant (together with the Contractor) must immediately take measures to eliminate them.

Task 13.

Supervise the availability and correctness of execution documentation, including assessment of the reliability of geodetic, execution diagrams of completed structures with selective control of the accuracy of the position of elements (if any). Upon commissioning of the Facility, the Consultant shall provide the Client with execution diagrams of all external

and internal engineering networks, as well as, in accordance with Task 1, a list of approved changes to the detailed design for each project object. The Consultant shall also provide the Client with a Certificate of Warranty for the work performed and for the installed equipment by the Contractor (as per the contract between the Client and the Contractor). Further, after the Facilities are put into operation, the Consultant is obliged to prepare all the necessary documents for the transfer of Facilities to the Customer's balance sheet (reporting documentation in the form of a register for each facility and equipment).

Task 14.

To demand on behalf of the Client in case of non-fulfillment or improper fulfillment of obligations by the Contractor (in terms of quality, quantity and terms of works) to eliminate deficiencies, to set a deadline for their elimination, fixing the requirements in the log of construction (contracting) works, to control the timely fulfillment by the contractors of the requirements and instructions entered in the log by the Consultant's representatives.

- to control the fulfillment of requirements and instructions of the State Supervision and local self-government bodies in accordance with the procedure established by law;

Task 15.

At the request of the Client, submit planned and unscheduled reports on the progress of implementation, changes in projects or construction (contract) works related to the Facility, and a market overview of the progress of construction and installation works on the Facility's construction site;

- make (together with the work producer) an assessment of the conformity of completed construction (contract) works, structures, sections, engineering networks, sign acts of hidden works confirming compliance with the DED and actually performed works, monitor compliance with the requirements on the inadmissibility of performing subsequent works before signing these acts, if necessary, carry out control measurements of completed construction (contract) works;

Task 16.

To carry out (together with the Construction Contractor) the final assessment of the completed construction (contracting) works in accordance with the requirements of the legislation, design and regulatory documentation, to participate directly in the work of the acceptance (state) commission for acceptance of the completed construction of the facility;

- to perform on behalf of the Client other actions on its behalf related to the technical supervision of construction (contracting) works within the competence specified in this ToR;

Task 17.

To submit to the Client from 25th to 30th day of each month (or other agreed dates) the final signed acts of completed works, acts of acceptance and installation of equipment, mechanisms with justification (indicating the use of resource part of the act, machines, mechanisms) for payment, simultaneously with the provision of invoice for payment of technical supervision services, in accordance with the payment terms of the forthcoming Contract; The above-mentioned signed acts on the part of the Consultant are the basis for paying for services to a particular supplier or contractor. The consultant is obliged, together with the contractor, to draw up a forecast plan for the completion of construction and installation works and the disbursement of budgetary funds for the project.

The Consultant shall be fully responsible for the authenticity of the signed certificates in accordance with the legislation of the Kyrgyz Republic.

Task 18.

The consultant, at the first request of the Client, provides an off-road vehicle for departure and monitoring of the construction of project facilities;

Task 19.

Reports provided to the Client:

1. Preparation and submission of the initial report no later than 20 days from the beginning of the Consultant's work. Report in Russian and English in electronic and hard versions (hard copies of each document and electronic versions), for each project facility separately.

The report should contain: initial project data, information about project participants, terms of mobilization of the Contractor and Consultant at the facilities, and other data. The Contractor's and Consultant's work schedule must be available in **the Microsoft Project computer program**.

2. Monthly report on the progress of construction of project facilities. Report in Russian and English in four copies in paper and electronic versions.

The report should contain: monthly progress or backlog of construction (their causes and solutions) in physical and monetary terms, sections of the TS, Fire Safety Regulations, environmental issues, a list of resolved / unresolved issues, a list of proposed / approved changes to the working project of the Object, acceptance certificates of completed works if there are other issues on the requirement The customer. The report must contain the requirements for all tasks in this ToR.

3. Preparation and submission of the final project completion report to the Client in Russian and English in four copies in paper and electronic versions, including initial /progress and final reports for archiving);

After the end of the warranty period, provide a report on the end of the warranty period. The report must contain the requirements for all tasks in this ToR.

Task 20.

The Consultant shall coordinate the work of RAM Engineering/Kyrgyzgiprostroy in terms of fulfillment of their responsibilities for author's supervision over construction of facilities. As a representative of the Client, monitor the timeliness and accuracy of their reports. A summary of their reports shall be reflected in the Consultant's reports.

Task 21.

The consultant is required to ensure the daily presence of a technical supervision representative (resident engineer) at the facility during construction works to reliably monitor the entire construction process, the materials used, and record the work cycle in accordance with the DED and the approved statement of work volumes in the work log. The Consultant is required to document the work performed, as well as record the process of work performed (photos, videos, acts of work performed, acts of hidden work).

Task 22.

Other tasks and responsibilities not specified above but are necessary for the proper execution of the Services shall be deemed part of the Consultant's obligations under the Contract. During the implementation of the project, the Consultant must comply with all written or oral instructions of the Client/PMU regarding the implementation of the project.

Minimum qualification requirements for a Consultant:

- At least 6 years of experience in providing construction supervision services;
- The proven experience of similar services provided in civil engineering facilities, with at least 2 successfully completed contracts in the last 3 years;
- Work experience in projects funded by international donor organizations (at least 2 completed contracts).

Minimum qualification requirements and selection criteria for key and non-key Consultant specialists:

№	Key specialists	General qualification	General experience	Specific experience	Estimated contribution time
1	Technical Supervision team leader	Higher education in industrial civil engineering (ICE) and Chief Project Engineer (CPE) certification, knowledge of English (spoken and written) is an advantage.	At least 15 years of total experience in industrial civil engineering (ICE). Of these, at least 8 years as a technical supervision team leader (Client's name).	At least 5 years of experience in international projects financed by the Asian Development Bank, World Bank, Islamic Development Bank, and similar donors in the field of technical supervision of the construction of industrial and civil buildings and structures.	32 person/month

2	Industrial and civil engineering engineers with a degree in civil engineering - 3 (three) people. One resident Engineer at each facility	Higher education in the field of industrial and civil engineering and a certificate of an engineering specialist for engineering services, or an engineer for technical supervision, knowledge of English (spoken, written) language has an advantage.	General work experience in the field of industrial and civil engineering for at least 15 years. Of these, as a Technical Supervision Engineer (Client's name), for at least 10 years	At least 5 years of experience in international projects funded by the ADB, the World Bank, the IDB and similar donors in the field of technical supervision of the construction of industrial and civil buildings and structure.	32 people/ months x 3 Engineers
3	Cost estimation engineer	Higher technical education and the certificate of the Cost Estimator Engineer	General work experience in the field of industrial and civil engineering for at least 10 years. Of these, he has been working as an Estimate Engineer for at least 8 years.	At least three completed similar projects (Client's name, contacts)	12 person/ month
4	Engineering and technical supervision of power supply networks;	Higher education as an electrical Engineer and a certificate of an electrical supply engineer or a quality control specialist in this field	General work experience in the field of power supply to industrial and civil facilities for at least 10 years. Of these, he has been working as an engineer and technical supervisor of power supply networks for at least 5 years.	At least three completed similar projects (Client's name, contacts)	12 person/ month

5	Engineering and technical supervision of water supply and sewerage networks;	Higher education of a Water Supply and Sewerage Engineer and a certificate of a water supply and sewerage engineer or a quality control specialist in this field	General work experience in the field of water supply and sewerage of industrial and civil facilities for at least 10 years. Of these, he has been working as a technical engineer overseeing water supply and sewerage networks for at least 5 years.	At least two completed similar projects (name of the Client, contacts)	9 person/month
6	Engineer for technical supervision of heating, air conditioning, ventilation	Higher education of an Engineer in heating, air conditioning, ventilation and a certificate of an engineer in heating, air conditioning, ventilation and sewerage or a specialist in quality control in this field	General work experience in the field of water supply and sewerage of industrial and civil facilities for at least 10 years. Of these, he has been working as an engineer for technical supervision of heating, air conditioning, and ventilation systems for at least 5 years.	At least two completed similar projects (name of the Client, contacts)	12 person/month
7	Engineer for fire protection and video surveillance and low-current systems	Higher technical education in a similar field and a certificate of an engineer for fire system protection and video surveillance and low-current	General experience in the protection of fire protection systems and video surveillance and low-current systems of industrial and civil facilities for at least 10 years. Of these, he has been working as	At least two completed similar projects (name of the Client, contacts)	12 person/month

		systems or a specialist in quality control in this field	an engineer for the protection of the fire system and video surveillance and low-current systems for at least 5 years.		
8	Highway engineer	Higher education as a road engineer and a certificate of a highway construction engineer or a quality control specialist in this field	Total work experience in the field of road construction for at least 10 years. Of these, he worked as an engineer overseeing the construction of highways for at least 5 years.	At least three completed similar projects (Clients's name, contacts) The experience of working in international projects funded by the ADB, the World Bank, the IDB and similar donors has an advantage	9 person/month
Nº	Non-key specialists	General qualification	General experience	Specific experience	Estimated contribution time
9	Environmental Engineer (Terms of Reference described in appendix #1)	Bachelor's degree in environmental science, environmental engineering, urban planning or related field, certificate of Environmental engineer, knowledge of English (spoken, written) language has an advantage	Total work experience in the field of environmental management is at least 8 years, including at least 5 years as an Environmental Engineer	At least 3 years of experience in international projects funded by the ADB, the World Bank, the IDB and similar donors in the field of environmental management. Work experience in conducting expertise in the field of environmental assessments, implementation and monitoring, as well as compiling reports	9 person/month

10	Occupational Health and Safety Specialist	Higher technical education in a similar field and a certificate of an occupational health and safety engineer	General work experience in the field of occupational safety and industrial safety for at least 8 years. Of these, he has been working as an Occupational Health and Safety Specialist for at least 5 years.	At least two completed similar project (name of the Client, contacts)	16 person / month
11	Social and Resettlement Specialist (Terms of Reference described in appendix #2)	Bachelor's degree in social sciences, law, land use, and management	General work experience in the field of social affairs management and resettlement for at least 5 years	At least 3 years of experience in international projects funded by the ADB, the World Bank, the IDB and similar donors in the field of social affairs management and resettlement. Work experience in conducting expertise in social assessments, implementation and monitoring, as well as compiling reports	6 person / month
12	Assistant team leader for technical supervision/ Office management and reporting specialist	Bachelor's degree, knowledge of English (spoken, written) language has an advantage	At least 5 years of total work experience, including at least 1 year as an assistant manager	Experience in international projects funded by the ADB, WB, IDB, and similar donors is an advantage.	32 person/month

13	Specialist for monitoring and control of contract execution	Bachelor's degree in law, economics, management, or engineering; knowledge of English (spoken and written) is an advantage.	At least 10 years of total work experience, including at least 5 years as a contract monitoring and contract execution specialist.	At least two completed similar projects (name of the Client and contact details) Experience in international projects funded by the ADB, WB, IDB, and similar donors is an advantage.	12 person/month
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The expected contribution time of the Consultant's staff is approximate. The Consultant is obliged to provide and coordinate with the Client the Work Plan of the Consultant of the company, indicating the planned contribution of each specialist according to the schedule of construction of facilities.

The Consultant is obliged, in agreement with the Customer, to regulate the actual contribution of each employee (for a certain period of time of services, timesheet) depending on the start, completion of construction and the warranty period of each facility for the duration of the project, not exceeding the total budget of the Consultant's contract.

Expected results of the tasks and terms of payment for the Consultant's services

Table 1. Expected results of tasks and terms of payment

Expected results Reports for each facility are provided separately	Reporting schedule	Payment terms
Consultant's mobilization expenses, no more than 2.9% of the contract amount		within 15 days from the date of signing the contract, if there is a letter of warranty from an international bank or an internationally recognized bank in Kyrgyzstan
Inception report, work schedule in Microsoft Project computer program and recommendations on organization of work for each project facility	no later than 20 days from the beginning of the Consultant's work. The summary of the report is specified in tasks #19	Within 20 days after the approval of the reports
Monthly construction progress reports	Each month no later than the 10th day of the next month.	Within 20 days after the approval of the reports

	Summary of the report is specified in tasks # 19, #21, #22	
Quarterly reports	Each quarter no later than the 10th day of the next month	Within 20 days after the approval of the reports
Annual reports	Once a year no later than January 20 of the next year	
Final report on completion project	not later than the 20th day of the next month after signing the acceptance certificate of the facilities into operation. Brief contents of the report are specified in tasks #15, #21, #22	Within 20 days after the approval of the reports
Report on the end of the warranty period	not later than the 20th day of the next month after the end of the warranty period of the facilities	Within 20 days after the approval of reports

Appendix 1. Terms of Reference of Environmental Engineer (National)

- (i) Update the initial environmental examinations (IEEs) of Ak-Tilek, Karkyra and Kichi-Kapka Border Crossing Points (BCPs) based on detailed engineering design, and if there are changes in project scope.
- (ii) Review documents submitted by contractors related to the environment, health and safety such as but not limited to site-specific environmental management plan (SSEMP), environmental progress report, corrective action reports, grievance reports, costs to meet safeguard requirements and others as may be needed to ensure compliance with ADB Safeguard Policy Statement 2009 and applicable government laws, rules, and regulations.
- (iii) Ensure the staff involved in safeguards compliance from the executing agency, project management unit (PMU), contractors and subcontractors will be provided with project-specific capacity building program to assure their full understanding of the compliance requirements per relevant provisions of the loan agreements, Project Administration Manual (PAM), permits/clearances from regulatory agencies, initial environmental examination reports, environmental management plans (EMPs), site-specific environmental management plans (SSEMPs), monitoring reports, and other relevant documents.
- (iv) Ensure approvals and necessary environmental impacts assessments (EIA / OVOS) and construction permits are obtained by the contractor from relevant government agencies prior to commencement of construction works.
- (v) Review and endorse the site-specific environmental management plans (SSEMPs) prepared and submitted by contractors prior to submission to PMU for approval.
- (vi) Monitor and inspect the contractor's implementation of SSEMPs to ensure that management measures are implemented in accordance with safeguards provisions in the loan agreement, project administration manual, and the environmental management plans. This includes regular visits to project sites.
- (vii) Assess and check the contractor's instrumental monitoring of environmental parameters and in case of exceedances, recommend and monitor corrective actions to be undertaken.
- (viii) Support PMU in the preparation of semi-annual environmental monitoring reports during project construction within one month after each reporting period and address ADB's comments.
- (ix) Monitor environment safeguards provisions indicated in loan agreement, project administration manual, environmental management plans (EMPs) and site-specific environmental management plans.
- (x) Assist PIU in preparing environment safeguards inputs to quarterly progress reports and semi-annual environmental monitoring reports (SAEMRs) to be submitted to ADB.
- (xi) Support EA through PMU in ensuring meaningful consultations with project affected persons throughout the project cycle with attention to the needs of the vulnerable and disadvantaged groups.
- (xii) In coordination with Social Safeguards Specialist, provide orientation to affected stakeholders and workers on project's grievance mechanism prior to commencement of works and during project implementation. Oversee the maintenance of grievance logbook of each BCP. Monitor the submission of grievance registration forms to PMU for consolidation as part of the semi-annual environmental monitoring reports.

- (xiii) Review and comment on environment safeguards section of the monthly progress reports submitted by the contractor detailing the work undertaken during the previous month and the progress of SSEMP implementation.
- (xiv) Assist PMU in preparing the project completion report.
- (xv) Ensure that the construction methods proposed by the contractor for carrying out the works are satisfactory, with particular references to the technical requirements of the environmental management plans (EMP) of the 3 BCPs.
- (xvi) Develop and implement training programs for DWR and MOES staff at the site on project management including implementation of EMP and SSEMP; and
- (xvii) Supervise the works of PIC National Environment Specialist.

Appendix 2. Terms of Reference of the Social and Resettlement Specialist (National)

- (i) Update the Resettlement Plan (RP) prepared for Ak-Tilek BCP and Social Due Diligence Reports (SDDR) prepared for Karkyra and Kichi-Kapka BCPs based on the detailed engineering design, and if there are changes in project scope.
- (ii) Review documents submitted by contractors related to social safeguards, including corrective action reports, grievance reports, costs to meet safeguard requirements and others as may be needed to ensure compliance with ADB Safeguard Policy Statement 2009 and applicable government laws, rules, and regulations.
- (iii) Ensure the staff involved in safeguards compliance from the executing agency, project management unit (PMU), contractors and subcontractors will be provided with project-specific capacity building program to assure their full understanding of the compliance requirements per relevant provisions of the loan agreements, Project Administration Manual (PAM), RP, SDDRs, monitoring reports, and other relevant documents.
- (iv) Ensure civil works start only after obtaining clearance of RP and SDDRs from ADB.
- (viii) Support PMU in the preparation of semi-annual social monitoring reports during project implementation within one month after each reporting period and address ADB's comments.
- (ix) Support EA through PMU in ensuring meaningful consultations with project affected persons throughout the project cycle with attention to the needs of the vulnerable and disadvantaged groups.
- (xii) In coordination with the Environmental Safeguards Specialist, provide orientation to affected stakeholders and workers on project's grievance mechanism prior to commencement of works and during project implementation. Oversee the maintenance of grievance logbook of each BCP. Monitor the submission of grievance registration forms to PMU for consolidation as part of the semi-annual social monitoring reports.
- (xiii) Assist PMU in preparing the project completion report.
- (xv) Develop and implement training programs for DWR and MOES staff at the site on project management including implementation of RP and SDDR; and
- (xvii) Supervise the works of PIC National Social Specialist.