

TERMS OF REFERENCE

CHIEF PROCUREMENT AND CONTRACT MANAGEMENT SPECIALIST

Contract	NCS-03		
Project	G1039-KGZ Project: Almaty-Bishkek Economic Corridor Regional Improvement of Border Services		
Qualification	Chief Procurement and Contract Management Specialist		
Source	National	Category	Independent

Objective/Purpose of the Assignment:

The State Border Service of the Kyrgyz Republic has received a Loan and Grant from the Asian Development Bank (ADB) for the implementation of "Almaty–Bishkek Economic Corridor Regional Improvement of Border Services " project (ABEC RIBS). The Project Management Unit (PMU) under the State Border Service of the Kyrgyz Republic is responsible for project implementation in the period 2026-2030.

The project provides for the construction of three state border crossing points Ak-Tilek in Chui, Karkyra in Issyk-Kul and Kichi-Kapka in Talas oblasts of the Kyrgyz Republic. The project aims to eliminate restrictions related to transport and tourism at border crossings caused by (i) poor infrastructure and road crossing infrastructure; (ii) lack of modern border control technologies, which leads to a slowdown in border control procedures; and (iii) lack of knowledge and experience in using modern border control procedures and equipment, based on risk assessment, from border services. By addressing these key constraints, the project will simultaneously contribute to (i) improving climate resilience and green infrastructure at checkpoints and cross-border transport operations; and (ii) reducing the risk of human trafficking and improving border crossing conditions for vulnerable travelers.

The Chief Procurement and Contract Management Specialist of the PMU will be the National Consultant (hereinafter referred to as the "Consultant"), who is the subject of this ToR.

Scope of work:

The consultant will assist the PMU by providing professional procurement consulting services to ensure timely project implementation and compliance with the terms of financing agreements. This includes, but is not limited to, organizing and executing project procurement and contract administration and coordinating the work of an International Procurement Consultant.

Detailed tasks:

Detailed tasks of the Consultant include the following:

1. Coordinate the procurement of goods, works and services under the Project as specified in the procurement plan, in accordance with the ADB procurement guidelines.
2. Provide support to the Executing agency (EA) in managing the contract for providing consulting services. This includes, among other things, monitoring the fulfillment of the terms and objectives of the Contract, making changes and additions to the contract, participating in the elaboration of disputes and claims with Contract participants, etc.;
3. Coordinate and support the international procurement specialist in the procurement of ICT equipment, furniture, equipment, X-ray equipment for baggage inspection and security equipment for checkpoints and training centers;
4. Provide support to the EA in the management of contracts for the supply of ICT equipment, furniture, equipment, X-ray equipment for baggage control and inspection, and security equipment. This includes: monitoring the fulfillment of the terms and objectives of the Contract; making changes and additions to the contract; participating in the elaboration of disputes and claims with Contract participants, etc.;

5. Coordinate and provide support to the international procurement specialist in the procurement of contractors and the construction supervision consultant, as well as in the conclusion of contracts for the performance of contract and supervision works for the construction of crossing points and a Training center;
6. Provide support to the EA in the management of contracts for the performance of contract and supervisory work on the construction of checkpoints. This includes: monitoring the fulfillment of the terms and objectives of the Contract; making changes and additions to the contract; participating in the elaboration of disputes and claims with Contract participants, etc.;
7. Conduct procurement, develop and update the procurement plan and other procurement documents within the project;
8. Ensure that procurement procedures are fully consistent with the ADB Procurement Guidelines and the national procurement policy.
9. Provide support to the PMU in responding to comments or requests from ADB and the EA for clarification of procurement documentation;
10. Participate in the work of evaluation commissions as an observer and provide methodological advice throughout the evaluation process;
11. Review the draft evaluation reports prepared by the evaluation commission and coordinate their submission to ADB for review;
12. Ensure communication and coordination between the PMU, ADB and EA on procurement and contract issues;
13. Monitor overall procurement progress and provide consolidated reports to ADB and EA.
14. Conduct domestic procedures for the approval and ratification of international agreements.

Performing other tasks on behalf of the PMU Director.

Qualification requirements and evaluation criteria

- Higher education in finance, procurement, international business and business management or related fields;
- Minimum 7-year experience in procurement or contract administration, including at least 5 years of working with projects financed by international financial institutions (EBRD, WB, ADB, etc.).
- Experience working with the ADB Consultant Management System (CMS ADB);
- Knowledge of ADB's procurement policies, guidelines, and procedures for the procurement of goods, works, and consulting services;
- Experience in working with government agencies and donors in conducting domestic procedures for approving and ratifying international agreements;
- Excellent knowledge of Russian and good knowledge of English is mandatory, knowledge of the Kyrgyz language will be an advantage;
- Good computer skills (Windows, MS Office, Word, Excel, PowerPoint).

Expected result/ Reporting requirements:

The consultant reports to the PMU Director and will provide progress reports as needed.

The Client reserves the right to terminate the contract unilaterally in case of unsatisfactory work of the Consultant.

Place of Assignment:

Bishkek, Kyrgyz Republic