**Project 1, Tashkent Province Sewerage System Development Project**

**Terms of Reference**

**Project Management, Coordination and Capacity Building (PMCCB)**

**A. Objective of the Assignment**

1. The project requires to recruit the PMCCB consultant to support the government to plan and implement the project in the cities of Chirchik, Yangiyul, Akhangaran, Almalyk, Angren, and Bekabob, all located in Tashkent Province, Uzbekistan. The consultant will support the Tashkent Provincial Suvokova (TPS), the implementing agency; and the Project Coordination Unit (PCU) located in Tashkent City, who will be responsible for the timely and cost-effective implementation and completion of the Project. The Consultant will also assist and improve where necessary the project management capability of the implementing agency and the PCU.

**B. Scope of Services**

2. The consultant will assist the TPS and PCU with the overall project coordination and management through the relevant agencies at the provincial, and cities level. The consultant will work closely with TPS, PCU, and engineering, procurement, and contract management (EPCM) consultant, PMCCB consultant, and ADB. The consultant will work in Tashkent City on a full-time basis (time-based contract) while international experts are entitled and may work from home based on an agreed arrangement. Specific services to be provided by the consultant includes, but is not limited to are as follows:

1. assist TPS and PCU in managing the civil works and goods contracts and verifying variation orders issued to the contractors;
2. control costs, quality and schedule of contractors’ works and deliverables;
3. recommend appropriate mitigation actions when quality of deliverables does not meet the specifications;
4. define and ensure that implementation of an installation safety process manual is following local regulations, standards and best practices and not in any way conflictive with ADB principles;
5. fully operationalize and ensure the regular updating of the monitoring and evaluation (M&E) system and the associated software and tools. Produce the necessary reports;
6. assist the TPS and PCU in implementing the gender action plan (GAP) and public information, education and communication (IEC) program;
7. assist the TPS and PCU in ensuring that all social and environmental safeguard provisions are met as per the local regulations and the legal/loan covenants;
   1. assist the TPS and PCU in conducting following activities:

* Preparation of the replies to auditors.
* Procurement of Contractors
* Preparation of Procurement and Contract documents
* Technical & financial evaluations
* Contract preparation.
* Contract approval & signing.
* Review and approval of Feasibility & Design Reports
* Ensuring monthly targets with quality
* Ensuring Contractor equipment, material and supervisory staff at site.
* Daily progress reports.
* Ensuring specification compliance through quality assurance and quality control.
* Payments and audit observations
* Investigation agencies queries.
* Assets Transfer and associated activities
* Project completion certificate
* Mobilization of communities for smooth operation
* Transfer of land

1. Approve and adopt guidelines and a manual for (i) site selection; (ii) feasibility study (including screening tool to ensure no category A, or involuntary resettlement project is funded); (iii) detailed design; (iv) operation and maintenance; (v) procurement; and (vi) screening checklist for climate change mitigation
2. Strengthen the system of internal controls to prevent or detect material misstatements on a timely basis, and establish an internal audit function with professional staff.
3. Develop an annual internal audit plan that will prepare annual internal audit reports, and to report any deficiencies and weaknesses uncovered during its review of projects system of internal control, and to recommend improvements to mitigate risk.
4. Implement and maintain a risk management plan to mitigate fraud and corruption risks. Implementing agency to ensure proper implementation of (i) project design and specification, (ii) project selection, (iii) project costing, (iv) component quality, (v) inspection and validation, (vi) payment requests, and (vii) asset management.
5. Develop and implement a proactive policy and practical actions to strengthen the anticorruption system, such as: (i) demonstrate management’s commitment, (ii) increase awareness of anticorruption, and (iii) strengthen staff accountability on key decisions and expenditure approval.
6. Ensure that process to provide the necessary information to [fill in what gov office or committee here] for all large procurement amounts is followed at every stage as per Government’s and ADB guidelines.
7. Structure and adopt the program performance monitoring system.
8. The system will incorporate the recommendations to ensure all program indicators are effectively monitored and reported on during the entire program.
9. Adopt a centralized internet-based M&E system, with access provided to education and health departments, and ADB.
10. Submit program progress reports bi-annually to ADB.
11. Implement gender mainstreaming strategy and gender action plan for the project and include the implementation progress in the implementing agency’s bi- annual monitoring report.
12. Community consultations include consultations with women beneficiaries as well on-site selection and project benefits.
13. Develop and adopt procedures to register and address grievances regarding environmental and social safeguards; and
14. Any documents, ancillary notes and/or reports that may be assigned from time to time at the request of ADB project officer.

Specific duties including but not limited to the following:

**3. Project Start-up and Office Administrations**

1. Assist TPS and PCU to identify, establish and strengthen the TPS and PCU offices and make sure that the offices are safe, secure and conveniently located near to key partners and stakeholders.
2. Procure necessary supplies and equipment, as approved under the Project, for TPS and PCU in coordination with IA and PCU.
3. Assist TPS and PCU to maintain office premise standards.
4. Facilitate initial establishment of the Project Steering Committee (PSC) and thereafter coordinate and conduct regular meetings. Prepare briefing materials on progress and issues and providing general support to the PSC to effectively guide the program’s implementation.
5. Assist the TPS and PCU to procure utility vehicles, maintenance machineries and office equipment through national/international shopping and national competitive bidding procedures.
6. Assist to establish an effective coordination and project monitoring mechanisms within and between PCU office in Tashkent City and the project site offices.
7. Maintain effective coordination with all project site offices.
8. Support TPS and PCU to maintain effective coordination with TPS and respective Suvokovas.

**4. TPS and PCU Support**

* **Project Management Support:**

1. Provide day-to-day support to the TPS and PCU in the overall management of project implementation, involving coordination of activities, monitoring, maintenance of records, certification of works, and progress reporting to relevant authorities.
2. Assist with the regular review and update of the project administration manual (PAM).
3. Assist the TPS and PCU in managing procurement activities for civil works, goods and services contracts and progress reporting on procurement activities.
4. Support the EPCM, TPS and PCU in contract management.
5. Prepare a schedule / timeline in a recognize software with the mutual consent with TPS and PCU and input all the activities on monthly basis.
6. Develop a project financial information and accounting system and carry out its operation.
7. Support TPS and PCU to obtain timely government approvals for the project-related matters and documents (e.g., memo, letter, policy and legal documents).
8. Prepare and update Land Acquisitions and Resettlement Plan (LARP) based on detailed design and assist TPS and PCU in the preparation of regular monitoring reports, and updates to the LARP based on new information, and as required, during project implementation.
9. Review all contractual documents, drawings and advise the TPS and PCU for inconsistencies/deficiencies and take corrective actions with TPS and PCU approvals.
10. Convene and attend all meetings required to carry out the services necessary for project activities, including periodic meetings with city TPS / consultants and contractors to review progress, and prepare and distribute copies of the agenda and circulation of the meeting minute records.
11. Advise and assist the TPS and PCU in establishing and maintaining the most appropriate and effective organizational, fiscal, implementation and management arrangements to ensure successful project implementation.
12. Prepare various reports (e.g., regular reports based on agreed format, monthly and quarterly progress reports, mid-term review, in a manner satisfactory to the TPS/PCU and ADB.
13. Coordinate and monitor the project site offices, ensuring proper and effective unit functioning and take corrective measures where required.
14. Effectively coordinate with the EPCM and PMCCB consultants on all activities relating to the project, including engineering design, procurement, construction management, operational design, and business management. Ensure that these activities are timely implemented and reported.

* **Capacity Development and Project Communication Support:**

1. Develop and coordinate the implementation for the TPS and PCU in delivering the capacity development component.
2. Preparation of monitoring and progress reports for the capacity building program in consultation with TPS and PCU.
3. Assist to provide on-the-job training and guidance to the TPS and PCU staff in the areas such as, project management, customer management, social safeguards, gender mainstreaming, sanitation and hygiene awareness program, public communication and participation component and other related training to ensure successful project implementation.
4. Support TPS and PCU on various project communication activities (e.g., awareness campaign) implementing the PAM stakeholder communication strategy and media relationship.

* **Financial Management:**

1. Provide support and guidance in the implementation and monitoring of the Financial Sustainability Action Plan. This includes assistance in the preparation of financial monitoring reports.
2. Lead to support TPS and PCU in the preparation of disbursement related documents. Provide training to financial and procurement staff in the ADB loan disbursement policies and withdrawal of loan proceeds including the imprest fund procedure (e.g., withdrawal applications, documents for advance fund).
3. Develop and implement accounting software and provide training on FMS for recording of financial transactions, maintaining proper books of accounts for TPS and PCU.
4. Prepare and implement strong internal financial control systems as per ADB guidelines.
5. Work closely with TPS and PCU financial management officers.
6. Identify, procure, develop, and set up a financial management system (FMS), including project financial information and accounting system to be used during the implementation of the Project.
7. Elaborate and propose procedures for setting-up and maintaining consolidated project accounts throughout the implementation of the project.
8. Provide assistance for the preparation of the first annual work plan and budget and of work plan and budget for the subsequent project’s years as well as in updating of detailed cash flow projections.
9. Lead the periodical review of the work plan and budget of the project.
10. Provide assistance to prepare draft loan withdrawal applications for the payment of eligible project costs and other disbursement related documents.
11. Provide assistance to TPS and PCU in preparing terms of reference for auditing all project accounts, recruit project auditor, and following up on the comments/recommendations of the auditor.
12. Assist the TPS and PCU in preparing the project financial progress reports as required by ADB; provide required inputs and information necessary for the preparation of periodical progress reports and completion report.
13. Provide advice on capacity building needs of TPS and PCU staff, review financial management capacity building programs proposed by the suppliers of the FMS software, and provide assistance during the delivery of training sessions.
14. Liaise with the financial specialists selected for the delivery of training in financial management under the capacity building program and provide relevant inputs and material for training preparation as required.
15. Monitor project expenditures and supervise the quarterly and annual financial reports during the first Program’ year.
16. Assist and provide support to TPS and PCU to maintain regular book keeping and accounting.
17. Provide input to TPS and PCU on carrying out review and consolidating monthly financial statements and requests for payment by contractors and service providers and assist the TPS and PCU in the process of approval for payment release.
18. Undertake financial and economic analysis, as required, of the subprojects.
19. Effectively coordinate with the PMCCB consultant and assist with the development of a cost of service study and tariff model for water and other municipal services targeting full cost recovery.
20. Review financial sections of the project documents to ensure that the financial sections conform to the Government’s requirements.
21. Review TPS financial projections and business plan and advise TPS and PCU on how realistic the business plan is, and whether it conforms with the financial requirements of the project documents, and prepare recommendations for the TPS/PCU and ADB’s consideration.
22. At year 2 of the project carry out a review and update the Financial Management Assessment of the EA and TPS.
23. Provide inputs to quarterly, semi-annual and annual reports as needed.

5. Duration: The consulting services under the contract will be implemented over a maximum period of 24 months. For procurement support, the services will stop at contract signing stage.

6. **Mandatory Staffing Requirement.** As a mandatory requirement, the consulting team shall include the experts described in Table 1 below, for which CVs will be evaluated. Minimum person-month allocations for those experts are also provided in this table. The firm is required to propose the actual time allocation and the potential addition of team members. The actual time allocation will depend on the particular methodology and approach being proposed. The required qualifications and experience of mandatory experts, and key tasks they are to undertake are shown in Table 2.

**Table 1: Summary of Mandatory Staffing Requirement**

| **S/No** | **Expertise** | **Positions** | **Input (Person Months)** |
| --- | --- | --- | --- |
| **A.** | **International Experts** | | |
| 1 | Project Team Leader / Project Management Specialist | 1 | 15 |
| 2 | Financial Management Specialist | 1 | 7 |
| 3 | Institutional and Services Reforms Specialist | 1 | 7 |
| 4 | Procurement Advisor | 1 | 7 |
| 5 | Communication Advisor | 1 | 7 |
| 6 | Public Participation Advisor | 1 | 3 |
|  | **Sub-Total** | **6** | **46** |
| **B.** | **National Experts** | | |
| 1 | Project Management Specialist/DTL | 1 | 12 |
| 2 | Procurement and Contact Management Expert | 2 | 20 |
| 3 | Monitoring and Evaluation/ Reporting Specialist | 1 | 10 |
| 4 | Environment Specialist | 1 | 8 |
| 5 | Institutional and Services Reforms Specialist | 1 | 8 |
| 6 | Resettlement Specialist | 1 | 8 |
| 7 | Gender Specialist | 1 | 8 |
| 8 | HR and Capacity Building Expert | 1 | 8 |
| 9 | Planning Engineer (Information Coordination, Scheduling, Planning and Controlling) | 2 | 18 |
| 10 | Community Outreach Expert | 1 | 2 |
|  | **Sub-Total** | **12** | **102** |
| **Grand Total** | | **18** | **148** |

**Table 2: Mandatory Key Positions**

**– Qualifications, Experience and Key Tasks**

| **S/No** | **Title** | **Experience, Qualification & Responsibilities** | |
| --- | --- | --- | --- |
|  | **International Experts** | | |
| **1** | **Project Team Leader / Project Management Specialist**  **(15 pm)** | **Experience:** | Preferably 15 years of international experience in project management/coordination or general management and 10 years should be at senior level and managerial position. The candidate must have demonstrated ability to lead teams composed of international and national consultants and create a strong working relationship with the Client. Excellent communication (written and oral) skills in English and strong inter-personal skills will be considered an asset and Experience in Central Asia will be an added value. |
| **Qualification:** | Bachelor’s degree in engineering/ engineering management/general management/urban development or equivalent (internationally recognized professional qualification) – preferably Master in engineering/management/urban development or equivalent. |
| **Responsibilities:** | He/she will have overall responsibility for the organization, conduct and delivery of consultancy services and reporting to the Client. Team Leader will head the Consultants’ team and will work directly to manage the project and will maintain liaison with the Client IA and PCU. Guide the whole team on overall managing the project coordination, monitoring and reporting activities.  Responsibilities as a Team Leader will include, but is not limited to the following:   * Assist the IA/PCU in Project implementation, coordination, monitoring and reporting. * Assume full responsibility for the consulting team and performance of services under the consultancy contract. * Ensure that the consulting team undertakes the overall project management of the sub-projects including timely reporting. * Ensure preparation of detailed and quantitative progress reports to support the project reporting and true picture in terms of progress both physical and financial. * Keep the Client informed of any issues that may delay the implementation and progress of all works both by informal and formal meetings and correspondence and assist in any project issue which the Client may require. * Ensure that the implementation of environment and social safeguards requirements are complete and updated. * Coordinate with other Consultants (EPCM and OBDM) for timely completion of their inputs and report the same to the Client. * In collaboration with the procurement specialists make sure that the bidding documents are prepared in accordance with ADB procurement guidelines and standard bidding documents and update the Client on the overall progress of procurement activities. * Elaborate a set of performance parameters to be used for monitoring the performance of the all components. * Provide recommendation to the Client on any early warnings that may delay the overall project activities or any specific sub-projects activities. |
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| **2** | **Financial Management Specialist**  **(7 pm)** | **Experience:** | Preferably 12 years’ international working experience in program/project finance, accounting and financial reporting under ADB and/or another International Donor funded project. Knowledge of Financial Management Systems (FMS) is required. And 5 years’ working experience in similar projects in countries with similar geographic conditions is and added value. Experience in financial and economic analysis and tariff setting/regulation of municipal infrastructure and services is required. |
| **Qualification:** | Bachelor’s degree with a major in Finance/Accounting/Economics/Management or equivalent – preferably Master’s degree in Finance/Accounting/Economics/ Management or equivalent. |
| **Responsibilities:** | Under the supervision of the Project Team Leader, the Financial Management Specialist will undertake the following tasks:   * Work closely with the Project Team Leader to develop the project annual work plans and budget. * Support IA and PCU to prepare withdrawal applications and supporting documents for timely disbursements. * Support IA and PCU to implement Section 2.09 of the Project Agreement of PICIIP. * Work closely with IA/PCU Finance Management Specialist and Accountant. * Identify, procure, develop, and set up a financial management system (FMS), including Project Performance Monitoring System (PPMS), project financial information and accounting system to be used during the implementation of the Project and further transferred to the Tashkent City province administration. * Elaborate and propose procedures for setting-up and maintaining consolidated project accounts throughout the implementation of the project. * Provide assistance for the preparation of the first annual work plan and budget and of work plan and budget for the subsequent Project’s years as well as in updating of detailed cash flow projections. * Lead the periodical review of the work plan and budget of the Project. * Provide assistance to prepare draft loan withdrawal applications for the payment of eligible Project costs and other disbursement related documents. * Provide assistance to IA/PCU in preparing terms of reference for auditing all project accounts, recruit project auditor, and following up on the comments/recommendations of the auditor. * Assist the IA/PCU in preparing the Project financial progress reports as required by ADB; provide required inputs and information necessary for the preparation of periodical progress reports and completion report. * Provide advice on capacity building needs of IA/PCU and CIU staff, review financial management capacity building programs proposed by the suppliers of the FMS software, and provide assistance during the delivery of training sessions. * Liaise with the financial specialists selected for the delivery of training in financial management under the Capacity Building Program and provide relevant inputs and material for training preparation as required. * Provide inputs as needed for the preparation of the TOR for the recruitment of consulting services for the implementation Capacity Building Program. * Monitor project expenditures and supervise the quarterly and annual financial reports during the first Program’ year. * Assist IA and PCU to maintain regular book keeping and accounting. * Provide input to IA/PCU on carrying out review and consolidating monthly financial statements and requests for payment by contractors and service providers and assist the IA/PCU in the process of approval for payment release. * The consultant will undertake financial and economic analysis, as required, of the subprojects. * Work with OBDM consultants to develop cost of service study and tariff model for water and other municipal services targeting full cost recovery. * Review financial sections of the PICIIP PC-1 to ensure that the financial sections of PICIIP PC-1 conform to the Government of Tashkent City and Government of Uzbekistan requirements. * Review PICIIP financial projections and business plan and advise IA/PCU on how realistic the business plan is and if it conforms to financial requirements in the project documents. * At year 2 of the Project carry out a review and update the Financial Management Assessment of the EA and IA. * Provide inputs to quarterly, semi-annual and annual reports as needed |
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| **3** | **Institutional and Services Reform Specialist**  **(7 pm)** | **Experience:** | Preferably 12 years’ international working experience in institutional improvement and reform of water or similar public utility companies. Experience in community and communal services institutional analysis and development, particularly in the water supply and sanitation sector is required. Having 5 years’ working experience in similar projects in countries with similar geographic conditions will be an added advantage. ADB or other International Donor-funded project implementation experience is desirable. |
| **Qualification:** | Bachelor in Development studies/Economics/Finance/Administration (Business/Public)/Engineering or related field or equivalent, preferably Master in Development studies/Economics/Finance/Administration (Business/Public)/Engineering or related field or equivalent. |
| **Responsibilities:** | Under the supervision of the Project Team Leader, the Institutional and Service Reform Specialist will undertake the following tasks:   * Work with ODBM consultants (to be recruited) to assess, design, and facilitate corporate development as defined in Project Administration Manual (PAM). * Review and define the institutional structure, mandates, staff requirements, and job descriptions and qualifications of the company. * Prepare service standards and key performance indicators that are clearly defined and measurable, to be reported by the company. * Lead to work with government officials and other consultants to implement Financial Sustainability Action Plan as included in PAM. * Based on staff requirements, assess capacity requirements for staff, and prepare and implement a capacity development program for putting in place adequate capacity in IA focusing on technical aspects; and co-lead implementation of the capacity development program. * Develop a monitoring framework for water utilities reflecting the service standards and key performance indicators, and assist IA in undertaking monitoring and producing reports; * Advise TPS administration and other relevant Government stakeholders on international best practices for water sector regulation and provide specific guidance considering the context of Uzbekistan, mainly from a technical viewpoint. * Suggest suitable changes aimed to render IA more autonomous operationally and financially and to incentivize and its district branches to improve operating efficiency. * PS the Capacity Building Program and provide support with specific examples and eventually participating to selected workshops sessions; * Provide inputs to periodic and annual reports, as required. * Other works including: Establishing new municipal companies – organization structure, staffing, salaries, hiring, training, etc.; Developing new municipal companies’ business plan – Institutional Development aspects; and Building capacity for new municipal companies’ structure, staffing, salaries, hiring, training, etc. * Assist the identification of revenue requirements to assist the tariff modelling activity. |
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| **4** | **Procurement Advisor**  **(7 pm)** | **Experience and**  **Qualification:** | Bachelor Degree in a relevant discipline and an internationally recognized professional qualification.  At least 10 years’ experience in procurement, including in public sector enterprises, with assignments in developing countries and on projects funded by ADB or other international donors.  Through knowledge of ADB or other international donor’s procurement requirements.  Demonstrated client liaison and capacity building skills. |
| **Responsibilities:** | This advisor trains EA/IA/PCU/CIU Procurement staff and provides expertise on the following:   * International (FIDIC/ADB) Procurement for all IA/PCU/PCUs, following ADB procurement guidelines; * Evaluation of bids; and * Updating as required of the Procurement Plan |
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| **5** | **Communication Advisor**  **(7 pm)** | **Experience and**  **Qualification:** | Master Degree in a relevant discipline and an internationally recognized professional qualification.  At least 10 years’ experience in communication, including for any urban utility company, and assignments in developing countries.  Demonstrated client liaison and capacity building skills. |
| **Responsibilities:** | The international communication specialist supports the Team Leader in all activities, with specific responsibility for production of the Communication Plan and communication tools such as the Project Website and the Project Promotional Video. |
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| **6** | **Public Participation Advisor**  **(3 pm)** | **Experience and**  **Qualification:** | Master Degree in a relevant discipline and an internationally recognized professional qualification.  At least 10 years’ experience in communication, including for any urban utility company, and assignments in developing countries. |
| **Responsibilities:** | The international public participation specialist has specific responsibility for identifying important stakeholders, producing the CAPP and conducting public participation activities to collect feedbacks to feed into the Project design. |
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|  | **National Experts** | | |
| **1** | **Project Management Specialist / DTL**  **(12 pm)** | **Experience:** | Preferably 12 years’ experience in project management/coordination or general management and 8 years should be at senior level and managerial position. The candidate must have demonstrated ability to lead teams and create a strong working relationship with the Client. Excellent communication (written and oral) skills in English and strong inter-personal skills will be considered an asset. |
| **Qualification:** | Bachelor’s degree in engineering/ engineering management/general management/urban development or equivalent (internationally recognized professional qualification) – preferably Master in engineering/management/urban development or equivalent. |
| **Responsibilities:** | Under the direct supervision of the Project Team Leader, the Project Management Specialist / DTL will undertake the following tasks but is not limited to the following:   * Support the TL in assisting the IA/PCU in Project implementation, coordination, monitoring and reporting. * Support the TL in assuming full responsibility for the consulting team and performance of services under the consultancy contract. * Support the TL in to ensure that the consulting team undertakes the overall project management of the sub-projects including timely reporting. * Support the TL to ensure preparation of detailed and quantitative progress reports to support the project reporting and true picture in terms of progress both physical and financial. * Support the TL in keeping the Client informed of any issues that may delay the implementation and progress of all works both by informal and formal meetings and correspondence and assist in any project issue which the Client may require. * Support the TL in assisting the implementation of environment and social safeguards requirements are complete and updated. * Support the TL in coordination with other Consultants (EPCM and OBDM) for timely completion of their inputs and report the same to the Client. * Support the TL in collaboration with the procurement specialists to make sure that the bidding documents are prepared in accordance with ADB procurement guidelines and standard bidding documents and update the Client on the overall progress of procurement activities. * Support the TL to elaborate a set of performance parameters to be used for monitoring the performance of the all components. * Support the TL in providing recommendation to the Client on any early warnings that may delay the overall project activities or any specific sub-projects activities. * Act as an acting TL in absence of the team leader. |
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| **2** | **Procurement and Contract Management Expert**  **(10 pm) (2 experts)** | **Experience:** | Preferably 12 years’ experience in a Procurement and contract management major civil works and goods project. Proven credentials in procurement management and knowledge of ADB or other MDBs will be an added advantage. |
| **Qualification:** | Bachelor’s degree with a major in Civil Engineering, law, contracts, purchasing, business, management or equivalent – preferably Master’s degree in Civil Engineering, law, contracts / procurement, management or equivalent. |
|  | Under the direct supervision of the Project Team Leader, the Procurement Expert will undertake the following tasks but is not limited to the following:   * Provide support in coordination of preparation of the bidding documents in close coordination with the IA/PCU procurement specialists for the procurement of goods and works and make sure that such documents are in accordance with ADB Procurement Guidelines (April 2015 and as updated from time to time); * The consultant will prepare in preparation of the procurement plan for the identified subprojects and coordinate the preparation of procurement documents/tendering and bidding documents for procurement of subproject (goods and civil work both) related to all sector (water, wastewater, solid waste, urban roads and equipment; * Assist the IA/PCU to carry out procurement progress reporting and annual review of the Procurement Plan; * Liaise with the Expert responsible for Procurement under the “Capacity Building” component of the Project and provide project related support for the preparation of the training modules. * Assist the IA/PCU to carry out annual review of the Procurement Plan * Assist the IA/PCU procurement specialist and the bid evaluation committee in the coordination for the bidding process for the procurement of works and goods; assist for; (a) the preparation and publication of invitations to bid, (b) answers to bidders’ queries, (c) evaluation of tenders; (d) preparation of bid evaluation reports; * Assist in coordination for organizing, bidder site visits, if applicable; * Assist to procure office vehicles, supplies and equipment; * Work together with the IA/PCU and EPCM procurement specialists to coordinate the processes of obtaining no-objection from the ADB, during the bid evaluation and for bid evaluation reports; * Manage all procurement processes, procurement, bidding, claims, tendering, in * He will be responsible implementation of rules and procedures as per ADP or local guidelines. * Work together with the IA/PCU project director for the preparation of the necessary documentation for contract signing and consultant and contractor mobilization; * Provide inputs to periodical and annual reports as required. * Experience and knowledge of ADB’s procurement procedures is essential. He/she will be responsible for assisting the client in all procurement reporting and progress matters. |
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| **3** | **Monitoring and Evaluation/ Reporting Specialist**  **(10 pm)** | **Experience:** | Preferably 12 years as M&E specialist/ reporting specialist for major infrastructure projects with proven experience in monitoring, coordination, evaluation and reporting. Experience in ADB or other donor agencies is an added advantage. |
| **Qualification:** | Bachelor’s Degree in Statistics/Engineering/Management or equivalent – preferably Master in Statistics/Engineering/Management or equivalent. |
|  | Under the supervision of the Project Team Leader, He/she will be responsible for:   * Development of the Program Performance Monitoring System (PPMS) in accordance with IA/PCU and ADB requirements. * Development of monitoring procedure for different parameters in PPMS. * Reporting the performance of projects according to the parameters in the PPMS. * Maintaining a calendar of M&E activities. * Preparation of periodic Monthly & Quarterly Reports. * Supporting staff & IA and PCU in preparation of progress reports. * To work closely with other specialists of IA and PCU to provide M&E guidance and feedback. * Any other relevant task assigned by the TL or the Client |
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| **4** | **Environment Specialist**  **(8 pm)** | **Experience:** | Preferably 12 years’ experience in designing, implementation, and monitoring of environmental monitoring plan. Knowledge of ADB environmental policy and experience with the application of ADB environmental guidelines is required. 5 years’ working experience in similar projects in countries with similar geographic conditions. And excellent verbal and written communication skills in English. ADB or other International Donor-funded project implementation experience is desirable. |
| **Qualification:** | Bachelor in Natural or Environmental sciences/Civil Engineering /Environmental Engineering or equivalent, preferably Master in Environmental sciences/Civil Engineering /Environmental Engineering or equivalent. |
| **Responsibilities:** | Under the supervision of the Project Team Leader, the Environmental Specialist will undertake the following tasks:   * Provide the necessary inputs for the implementation of the EMP using the compliance monitoring checklist included in the project IEE. * Provide inputs to the IA/PCU/IA Social and Environmental Specialist to supervise the pre-commissioning baseline monitoring following the Mitigation and Monitoring guidelines provided in the IEE. * Organize analysis of water, air and soils as specified in the EMP. * Monitor and report on effectiveness of management of waste proceeding from the dismantling of components of the existing and of the water distribution centers (WDC) being rehabilitated paying attention to the handling of removed debris until disposal or recycling and landscaping. * Propose and elaborate reporting formats to be further used by the IA/PCU/IA Social and Environmental Specialist make sure that results of monitoring are reported in quarterly, bi-annual, annual reports and in the Project completion report for submission to the IA, PCU and ADB, as required. * Provide inputs to the IA/PCU in dealing with contractors for the implementation of the EMP and supervise the compliance of the Contractor in implementing the Environmental mitigation measures. * Provide guidance in the implementation and monitoring of the Environmental Monitoring Plan (EMP), during the pre-construction and construction periods. This also includes to conduct the EIA where required and approval from relevant authorities and preparation of IEE/ EMP and monitoring reports * Prepare specifications to be included in the Bills of quantities (BOQ) for Contractors which will oversee: i) carrying out the EMP as specified in the IEE, and ii) conduct environmental monitoring including measurements and observations on dust and air pollution during construction in accordance with the Quarterly Compliance Monitoring Checklist for Contractor. * Assist the IA/PCU in dealing with the road Police Department for the preparation of traffic emergency plans and temporary deviations of traffic during construction. * Provide guidance to the design and build contractor to prepare a sludge management plan of the new 6 months before commissioning of the Plant; open a dialog with and involve IA to endorse due responsibility for environmentally compatible management of the sludge during the long-term operation of the STP. * Prepare a methodology and a checklist review for supervision of the EMP completion and relevant report to be prepared by Contractors and assist IA and PCU to obtain timely such reports. * Provide inputs and methodology to IA/PCU and CIU to: i) prepare and maintain a grievance redress mechanism, ii) establish a grievance redress committee (GRC), and iii) carry out monitoring on effectiveness; make sure that: (i) GRC will have strong female representation, and (ii) the grievance process is implemented effectively, according to the plan and schedule in the IEE. * Prepare additional studies including social-economic, topographical, technical, environmental, and social safeguards surveys, as the needs arise. * Provide inputs to periodic and annual reports as applicable. |
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| **5** | **Institutional and Services Reform Expert**  **(8 pm)** | **Experience and**  **Qualification:** | Master Degree in a relevant discipline and an internationally recognized professional qualification.    At least 15 years’ experience in institutional development, including assignments in developing countries and on projects funded by ADB/IFI.    Demonstrated client liaison and capacity building skills. |
| **Responsibilities:** | Assist Institutional and Services Reform Advisor in:   * Establishing new municipal companies – organization structure, staffing, salaries, hiring, training, etc.; * Developing new municipal companies’ business plan – Institutional Development aspects; and * Building capacity for new municipal companies’ structure, staffing, salaries, hiring, training, etc. |
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| **6** | **Resettlement Specialist**  **(8 pm)** | **Experience:** | Preferably 12 years’ overall experience as a Resettlement Specialist/ Social Safeguard Expert on major infrastructure projects. Preferably of 5 years’ work experience in land acquisition and involuntary resettlement. Knowledgeable and up-to-date knowledge of laws and regulations of Uzbekistan on land acquisition and compensation and related activities. Knowledge in Safeguard Policy Statement of ADB 2009 is required. Experience in implementation of LARP for ADB or other International Donor-funded projects in Uzbekistan is required. Excellent verbal and written communication skills in English. ADB or other International Donor-funded project implementation experience is desirable. |
| **Qualification:** | Bachelor’s degree with a major in social sciences, sociology or anthropology or equivalent – preferably Master’s degree in social sciences, sociology or anthropology or equivalent. |
| **Responsibilities:** | Under the supervision of the Project Team Leader, the Environmental Specialist will undertake the following tasks:   * Prepare and update where required all the LARP related data, activities and reports. * Developing the land acquisition and resettlement plan (LARP) for all subprojects related all sector where resettlement or land or any other asset of the public is being acquired for the project. The ADB safeguard policies and guidelines will be followed in addition to the local laws related to resettlement and land acquisition. The consultant will also prepare safeguards due diligence reports for all subprojects. * Preparation of data base of all the affected households and their eligibility and entitlement based on the final LARP. * Assist in disbursement of compensation and assistance and ensure that affected persons are compensated as per the LARP before commencement of civil works in relevant section. * Review, monitor and evaluate the effectiveness with which the LARP is implemented, and recommend necessary corrective actions to be taken. Advise on corrective measures where necessary to the IA/PCU. * Work with the IA/PCU to establish a system to monitor social safeguards of the project and prepare indicators for monitoring important parameters of safeguards. * Take proactive action to anticipate the potential resettlement requirements of the project to avoid delays in implementation. * Prepare procedures to document and record the grievances and sensitize the IA/PCU on the grievance redress mechanism which includes the notification, arranging the GRC meetings and recording the grievance in a data base. * Assist IA/PCU in monitoring the implementation of land acquisition in the Project. * Design a LARP monitoring report template and develop monitoring indicators * Consolidate/ prepare, with assistance from IA/PCU and semi-annual social monitoring and due diligence reports. |
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| **7** | **Gender Specialist**  **(8 pm)** | **Experience:** | Preferably 12 years’ experience of working on gender issues and training and capacity building in projects of social sectors including water and sanitations. Having direct experience in nongovernment organizations, government agencies and research institutes in Uzbekistan, with direct involvement in the development and implementation of gender mainstreaming features in development projects. |
| **Qualification:** | Bachelor’s degree in gender studies/sociology/social sciences or equivalent – preferably Master in gender studies/sociology/social sciences or equivalent. |
| **Responsibilities:** | Responsibilities will include but not limited to the following:   * The consultant will assist the IA and PCU in identifying scope for gender mainstreaming and assist in implementation and monitoring of Gender Action Frameworks. * Review gender action plan (GAP), social poverty reduction and sector strategy, C&P plan, and other social development documents prepared during the project preparatory technical assistance. * Orient IA, PCU in assuring clear understanding of project schedule and respective roles and responsibilities in GAP implementation and other social development activities. * Establish an effective monitoring and reporting system based on sex-disaggregated data collected during public consultation and obtained from implementation team, IA and its district branches, contractors and other parties, including trainers who will provide community hygiene promotion and sanitation awareness trainings. * Carry out the gender analysis of subprojects and ensure project are gender sensitive and addresses gender concern and needs of women. * Training of IA and PCU staff and other Consultants deputed staff on gender areas on continues basis and prepare training and communication material in local language; * Implement the GAP with support of IA and PCU and update the GAP regularly * Ensure that the GAP monitoring report is included in the quarterly reports to IA/PCU/IA and ADB. |
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| **8** | **HR and Capacity Building Expert**  **(8 pm)** | **Experience and**  **Qualification:** | Master Degree in a relevant discipline and an internationally recognized professional qualification.  At least 10 years’ experience in HR and capacity building, including for any urban utility company.  Sound knowledge of the local business executive labor market, and of government of Tashkent City (including new municipal companies) institutional arrangements. |
| **Responsibilities:** | This expert will be in charge of “head hunting” and recruiting from the local market all municipal companies’ staff, including high level management.  He will also assist the international institutional development Advisor in designing the capacity building program and will be responsible for the implementation of the same, coordinating inputs from all team members. |
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| **9** | **Planning Engineer (Information, Coordination, Scheduling, Planning and Controlling)**  **(18 pm) (2 experts)** | **Experience:** | Preferably 12 years’ experience as Project Coordinator/ M&E specialist in infrastructure projects. Knowledge and experience of information sharing, and coordination is desired. Experience in ADB or other donor agencies is an added advantage. |
| **Qualification:** | Bachelor’s degree in Civil Engineering/ Engineering management or equivalent – preferably Master in Engineering Management or Planning or equivalent. |
| **Responsibilities:** | He/she will be responsible for:   * The overall project coordination and information sharing through reports, updates and meeting arrangements. * Development of the Program information sharing tool and assist in designing the Performance Monitoring System (PPMS) in accordance with IA/PCU and ADB requirements and DMF monitoring and implementation. * Coordinate with the team on the individual work plans and their monitoring and intimation on possible updating when required. * Support in preparation of periodic Monthly & Quarterly Reports. * Provide early warnings on the areas where improvements are required both at individual level and project level. * Supporting staff & IA and PCU in preparation of progress reports, presentations and updates. * Any other relevant task assigned by the TL or the Client * Assist/prepare the M&E specialist and TL in technical progress reporting. * Assist TL in daily day to day activity reporting. * Support the TL in technical aspects of the project at the field level. * Assist IA/PCU/IA in day to day subprojects progress reporting. * Raise early warnings of any hurdles during the execution of the project. * Liaise with the supervisory consultants on daily progress and reporting. * Any other task assigned by the TL. |
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| **10** | **Community Outreach Expert**  (2 pm) | **Experience and**  **Qualification:** | Bachelor Degree in a relevant discipline and an internationally recognized professional qualification.  At least 10 years’ experience in working with local communities and civil society organizations.  Through knowledge of Peshawar’s local communities and civil society organizations, and of processes for community outreach. |
| **Responsibilities:** | The national expert will assist the international Advisor for all tasks related to Public Participation listed above, particularly in identifying and liaising with Peshawar’s local communities and civil society organizations.  He will be responsible for defining a public participation strategy, and for organizing meetings with Peshawar’s local communities and civil society organizations to collect important feedbacks to incorporate into the project design. |

7. **Other non-key expert staffing requirement**: In addition, the firm is recommended to consider including the following experts in the team:

**Table 2: Summary of Indicative Non-Key Staffing Requirement**

| **S/No** | **Expertise** | **Indicative Positions** | **Indicative Input (Person Months)** |
| --- | --- | --- | --- |
| **A.** | **International or National Experts to be proposed by the firm** | | |
| 1 | Financial Analyst | 1 | 12 |
| 2 | Project Scheduling Expert | 1 | 3 |
| 3 | Budget/Cost Control Expert | 2 | 24 |
| 4 | Quality and Probity Expert | 2 | 12 |
| 5 | Customer Service Specialist | 1 | 6 |
| **Grand Total** | | **7** | **57** |