**Terms of Reference**

**for Individual Procurement Consultant**

1. **Background**

Uzbekistan is a member of IsDB Group Entities (ICD, ITFC, ICIEC, and IsDBI). The Bank’s involvement in Uzbekistan has started since 1991 and focused on Agriculture, Affordable Housing, Energy, Transportation, Water Supply and Sanitation, Health and Education sectors. The Bank’s support has contributed to realizing 8 SDGs namely, SDG1- No Poverty, SDG 2- Zero Hunger, SDG 3-Good Health, SDG 4-Quality Education, SDG 6-Clean Water, SDG 7-Clean Energy, SDG 8-Decent Work, and SDG 9-Infrastructure.

To further support the country in achieving its national goals, in recent years, new projects have been initiated, including the following:

**Project-1: UZB -1041 - The Joint IsDB/ ISFD/ GPE Smart-ED Project for Improving the Quality and Efficiency of Education Services in the Republic of Uzbekistan**

This project aims to support the overarching priorities identified in the country’s strategic education sector documents in relation to improving the learning environment and facilitate system strengthening for sustainable implementation of an inclusive competency-based education system. The key development outcomes of the project are as follows: i) Improving access to student friendly learning environment including construction and equipment of new schools; ii) Improving quality and efficiency of the education services; iii) Improving the quality of pre-school education.

**Project-2: UZB 1023 - Sustainable Rural Development project.**

The Project is designed to provide priority support to rural households by improving access to basic infrastructure and related services, including access to market infrastructure. Major activities will be achieved through investment into climate resilient rural infrastructure with application of modern, energy efficient and resource saving technologies Institutional support will be provided in communications and community outreach, their engagement, women and youth empowerment, local governance capacity building and institutional support.

**Project-3: UZB 1042- Reconstruction and Upgrading of A373 Road project in Uzbekistan**

This project is aimed at upgrading and improving the condition of the existing 4-lane dual carriageway A373 road section to 6-lane dual carriageway, to accommodate current and future traffic, enhance regional and local connectivity and improve safety on road. The project will also contribute to development of regional trade/tourism and integration with neighboring countries. This will be achieved by upgrading and reconstructing the existing section of A373 road (37 km).  Implementation of the Project will contribute to ensuring efficient and safe internal and regional connectivity, sustainable economic growth of domestic trade, will ensure the passage of growing volumes of road transport, reduce the time of delivery of goods and passengers.

The Bank is seeking the services of a local individual procurement consultant to support the Executing Agencies in implementing the procurement plan of the named projects. The consultant will be selected in accordance with the IsDB Corporate Procurement Policy.

1. **Objective**

The main objective of this assignment is to support the Executing Agencies (The Ministry of Preschool and School Education (MoPSE), Ministry of Economy and Finance (MoEF), Committee for Roads (CFR)) of three projects and build their capacity to undertake key procurement activities to kick-start the projects.

1. **Scope**

The three projects are in various stages of approval/effectiveness; therefore, the scope of the assignments and specific tasks of the Consultant will differ with each project. Below is the by-project description scope and tasks of the consultancy assignment:

1. **Project-1 UZB-1041: The Joint IsDB/ ISFD/ GPE Smart-ED Project for Improving the Quality and Efficiency of Education Services in the Republic of Uzbekistan)**

The key objective of the assignment related to this project is to provide technical assistance to and build the capacity of the EA (MOPSE) in undertaking advance and early procurement activities based on the ISDB procurement processes. He/She will specifically be responsible for supporting the EA in the following areas: 1) Establishment and capacity building of the PMU, including development of Project Implementation Manual (PIM) and 2) Recruitment of the Project Supervision Consultant and Project Financial Audit.

Specific tasks under this project assignment will include:

* 1. ***Selection of PMU Staff:***
1. Prepare Terms of Reference and Job Description of the PMU staff
2. Prepare advertisement for job posting and follow up its publication by EA
3. Support EA in Evaluation of CVs and interview process
4. Prepare an interview report and evaluation report.
5. Support EA in addressing IsDB comments and getting the clearance from the IsDB.
6. Prepare draft contracts and finalize contracts of PMU Staff after integration of all comments.
7. Support EA in development of specifications for procurement of PMU furniture and equipment, and guide them in procurement of those as needed.
8. Build the capacity of the PMU, including on preparation of one model bid document for the civil works and modeling civil works contract processing.
	1. ***Development of Project Implementation Manual (PIM)***
9. Develop draft PIM based on the Project Appraisal Document and other related documents and in consultations with the EA and the Bank, according to templates and standards used for PIM by the International Financial Institutions.
10. Review and address IsDB’s comments and recommendations on the draft PIM.
11. Finalize PIM and obtain its endorsement from the EA and the Bank.
12. Assist and guide the EA on the PIM activities for the first 3 months after PIM endorsements, including through training and workshops.
13. Advise IsDB RHA operations team on necessary mechanisms to enhance efficiency and integrity of the procurement process.
	1. ***Selection of Detailed Design Review and Supervision Consultant and Project Financial Audit***
14. Developing draft ToRs for Design Review and Supervision Consultant and Project Financial Audit in line with the requirements of the PAD.
15. Preparation of General and Specific Procurement Notices.
16. Preparation of standard Request for Expression of Interest (REoI);
17. Preparation of the shortlisting and evaluation reports.
18. Supporting EA in reviewing and addressing IsDB’s comments and recommendations on the draft RFPs, as well as in reviewing and clarifying the questions and comments raised by the shortlisting consulting companies on the issues of RFPs.
19. Supporting EA to arrange openings of Technical Proposals and prepare minutes of openings.
20. Review and evaluation received Technical Proposals.
21. Preparation of the Technical Evaluation Reports.
22. Supporting EA in reviewing and addressing IsDB’s comments and recommendations on the Technical Evaluation Reports.
23. Supporting EA to arrange public openings of the Financial Proposals and prepare minutes of openings.
24. Review and evaluation of the received Financial Proposals and preparation of the Combined Evaluation Reports.
25. Supporting EA in reviewing and addressing IsDB’s comments and recommendations on the Combined Evaluation Reports.
26. Preparation of the draft Contracts and provide guidance to the EA in proceeding Contracts negotiations.
27. Supporting EA in review and addressing IsDB’s comments and recommendations on the draft negotiated Contracts.
28. Preparation of the Contracts award notifications;
29. Preparation of the awards publications.
30. **Project-2 – UZB-1023: Sustainable Rural Development project**

The project has been approved and is effective. PMU has been recruited and Detailed design preparation and Supervision Consultants are in the process of signing the contracts. The consultant is expected to support the EA and PMU in the procurement of civil works contracts and any other procurement related minor matters that may arise. Specific tasks of the assignment in relation to this project will include:

* 1. Preparation of Specific Procurement Notices
	2. Assist to Prepare draft Bidding Documents using Bank’s Standard Bidding Documents for Small Works and RFQ for Shopping (Works) as per approved Procurement Plan
	3. Preparation of evaluation reports.
	4. Finalization of draft contracts.
1. **Project-3 - UZB -1042: Reconstruction and Upgrading of A373 Road project in Uzbekistan**

The project is planned for approval in June 2024. The PMU is established for this project and a procurement specialist is available. The individual procurement consultant is expected to provide additional support and capacity building to the PMU to start advance procurement for this project once it is approved. The scope of the Consultants’ assignment in relation to this project will include:

1. Selection of Detailed Design Review and Supervision Consultant and selection of Project Financial Audit
2. Selection of Pre-qualified Contractors for Civil Works

The specific tasks of this part of assignment will include:

* 1. **For selection of (i) Detailed Design Review and Supervision Consultant; (ii) Project Financial Audit**
1. Preparation of standard Request for Expression of Interest (REoI);
2. Review, clarification, evaluation of Expressions of Interest.
3. Preparation of the shortlisting evaluation reports.
4. Preparation of standard RFPs.
5. Supporting EA in review and addressing IsDB’s comments and recommendations on the draft RFPs.
6. Supporting EA in review and clarification on the questions and comments raised by the shortlisting consulting companies on the issues of RFPs.
7. Supporting EA to arrange openings of Technical Proposals and prepare minutes of openings.
8. Review and evaluation the received Technical Proposals.
9. Preparation of the Technical Evaluation Reports.
10. Supporting EA in review and addressing IsDB’s comments and recommendations on the Technical Evaluation Reports.
11. Supporting EA to arrange public openings of the Financial Proposals and prepare minutes of openings.
12. Review and evaluation of the received Financial Proposals and preparation of the Combined Evaluation Reports.
13. Supporting EA in reviewing and addressing IsDB’s comments and recommendations on the Combined Evaluation Reports.
14. Preparation of the draft Contracts and providing guidance to the EA in proceeding Contracts negotiations.
15. Supporting EA in review and addressing IsDB’s comments and recommendations on the draft negotiated Contracts.
16. Preparation of the Contracts award notifications.
17. Preparation of the awards publications.
	1. **For selection of Contractors under the pre-qualification:**
18. Preparation of Pre-qualification Documents as per the IsDB standard procurement documents.
19. Preparation of standard invitation for pre-qualification.
20. Supporting EA in review and clarification on the questions and comments raised by the Applicants on the Pre-qualification Document.
21. Supporting EA in review, clarification, evaluation of application.
22. Preparation of the Pre-qualification Evaluation Report.
23. **Deliverables**

This is a part time assignment, whereby the consultant should have direct and continuous communication channel with the Client either physically or distant communication channels.

Expected deliverables, schedule and payment conditions will be subject to revision during the negotiations, at the Contract signature.

The key milestones for various deliverables and percentage consultancy fee allocated to it are as follows:

**Project-1: The Joint IsDB/ ISFD/ GPE Smart-ED Project for Improving the Quality and Efficiency of Education Services in the Republic of Uzbekistan (60% of total consultancy fee)**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment (as %age of the assignment 1)** |
| --- | --- | --- | --- |
| 1 | Approved ToRs for PMU staff, Supervision Consultant and Project Financial Audit | July 2024 | 20% |
| 2 | Endorsed Project Implementation Manual |  October 2024 |
| 3 | Finalized evaluation report on recruitment of PMU staff (annexes should include evidence of tasks described in 1.1.) | November 2024 | 20% |
| 4 | Finalized evaluation report on recruitment of SC consultant (annexes should include evidence of tasks described in 2) | February 2025 | 20% |
| 5 | Final report on capacity building/assisting PMU 6 months after endorsed PIM (evidence of support should be provided, i.e. workshop agenda, feedback provided) | March 2025 | 20% |
|  | Total |  | 100% |

**Project-2: Sustainable Rural Development project (20% of total consultancy fee):**

**For selection of Contractors (National competitive Bidding, Post-qualification):**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment** |
| --- | --- | --- | --- |
| 1 | Preparation of Bidding Docs  | June-Dec 2024 | 50% |
| 2 | Evaluation of Bids | Jul-Dec 2024 | 50% |

**Project-3: Reconstruction and Upgrading of A373 Road project in Uzbekistan (20% of total consultancy fee)**

**Detailed Design Review and Supervision** **Assignment (50%):**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment (as %age of the assignment 2. )** |
| --- | --- | --- | --- |
| 1 | Standard Request for Expressions of Interest (REoI)  | May 2024 | 30% |
| 2 | Shortlisting evaluation report | June 2024 |
| 3 | Standard RFP | June 2024 |
| 4 | Technical evaluation report | August 2024 | 40% |
| 5 | Combined evaluation report | September 2024 |
| 6 | Draft Contract and Contract award notification | December 2024 | 30% |
| 7 | Award publications | December 2024 |

**Project Financial Audit Assignment (10%):**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment** |
| --- | --- | --- | --- |
| 1 | Standard Request for Expressions of Interest (REoI)  | May 2024 | 30% |
| 2 | Shortlisting evaluation report | June 2024 |
| 3 | Standard RFP | June 2024 |
| 4 | Technical evaluation report | August 2024 | 40% |
| 5 | Combined evaluation report | September 2024 |
| 6 | Draft Contract and Contract award notification | October 2024 | 30% |
| 7 | Award publications | December 2024 |

**Pre-qualification (40%):**

| **No** | **Expected Deliverables** | **Tentative Schedule** | **Payment** |
| --- | --- | --- | --- |
| 1 | Standard Pre-qualification Document invitation for pre-qualification | August 2024 | 50% |
| 2 | Pre-qualification Evaluation Report | October 2024 | 50% |

1. **Schedule**

The assignment is expected to span until April 2025. All deliverables will be approved by the client before being eligible for payment. Please note that the above presented deliverables schedule is tentative and subject to change. Also please note that some assignments may be dropped if deemed unnecessary.

1. **Terms of Payment**

The contract will be on lump sum basis and the Consultant will be entitled for payments, once the assignment outputs (deliverables) are provided as per the agreed schedule and upon receipt by the client.

1. **Consultant`s Qualifications**

The Consultant should have the following qualifications and skills:

* Degree in Engineering, Business Administration, Legal, Economics or any relevant fields;
* At least 5 years of professional experience in project design, management, implementation and monitoring;
* Professional experience in project procurement of MDBs (ADB, EBRD, IsDB, WB) financed projects is an asset;
* Excellent communication skills in English and Russian. Knowledge of Uzbek is added value.

**Annex – Template for the Project Implementation Plan**



**Project Implementation Manual**

[Project title]

Project Number: [OMS project code]

Project Approval: [date of project approval]

Executing Agency: [name of the EA]

Version of the document: [date]

ABBREVIATIONS

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