

Terms of Reference (ToRs)

Project: P509487: Connectivity and Transport Sector Improvement Project
Position: Procurement Specialist (Individual Consultant)
Source: International
Location: Tashkent, Republic of Uzbekistan
Duration: 3 years (with intermittent time-input)

1. Background

The Government of Uzbekistan is implementing the Connectivity and Transport Sector Improvement Project (CTSIP) with financing from the World Bank.

CTSIP is aimed at enhancing Uzbekistan's regional integration and economic competitiveness by improving road infrastructure, bringing strategic reforms and enhancing institutional capacity. The project focuses on the capital rehabilitation of the crucial section of the M41 international corridor passing through the southern part, at the same time ensuring proper technical supervision, environmental and social safeguard actions to be undertaken, while also supporting the development of a National Transport Strategy, strengthening operational and institutional capacity within the road sector and advancing the transformation of the national railway operator, "Uzbekistan Railways" JSC. With a strong emphasis on climate resilience, road safety, and inclusive access, the project is aligned with the country's "Uzbekistan-2030" strategy and promotes sustainable transport development through modern governance, advanced practices and private sector engagement.

2. Objective of the Assignment

The objective of the assignment is to provide technical lead, coordination and specialized support to Executing Agency (EA) – Avtoyulinvest Agency under Committee for Roads and Project Implementation Unit (PIU) for the efficient, timely and compliant procurement of all project activities, as well as for contract management matters in accordance with the established procedure.

In line with the Decree of the President of the Republic of Uzbekistan No.PP-51 dated February 11, 2025, the Specialist will be a member of the Evaluation Committee to support in conducting tenders and evaluating bids/proposals submitted in tenders under CTSIP.

The Consultant will always act, in respect of any matter relating to this assignment, as a faithful adviser to the EA and PIU, and will at all times support and safeguard the Client's legitimate interests in any dealings with the third parties.

3. Key Tasks and Responsibilities

The tasks of the Specialist will include, but not limited to, the following:

- (i) Ensure all procurement activities comply with the Project Operations Manual, the Financing Agreement, and World Bank Procurement Regulations;
- (ii) Support with respect to all procurement arrangements and contract administration;
- (iii) Develop/update a procurement database and documentation management system, including procurement plan ensuring compliance with World Bank requirements;
- (iv) Ensure credible procurement timelines and alignment with project implementation needs;
- (v) Assistance and support in preparation of complete procurement packages (TORs, REOIs, RFPs, RFBs, RFQs, etc.) using World Bank Standard Procurement Documents;
- (vi) Review TORs, technical specifications, and other documents for completeness and quality;
- (vii) Prepare clarifications during tendering process;
- (viii) Review and evaluation of all quotations, bids, EOIs, and technical/financial proposals;
- (ix) Act as a voting member of evaluation committee;
- (x) Draft evaluation reports acceptable to the World Bank;
- (xi) Ensure the advertisement/announcement, bid receipt, clarifications, and bid opening in compliance with World Bank procedures;
- (xii) Participate in contract negotiations when requested and prepare draft minutes/protocols and contracts;
- (xiii) Prepare, review, and revise supplementary agreements and other contractual amendments to ensure accuracy, compliance with procurement regulations, and alignment with the project's contractual framework;
- (xiv) Ensure publication of contract award notices in compliance with World Bank Regulations;
- (xv) Monitor and report on procurement complaints and ensure they are handled according to World Bank policies;
- (xvi) Support long-term procurement planning to ensure value for money and cost efficiency;
- (xvii) Review claims/complaints arise during project implementation;
- (xviii) Management, assessment, investigation and resolution of claims, pre-trial dispute resolution, minimizing risks to the project;
- (xix) Represent the interests of Employer as a member of the Dispute Board, in case of disputes between the Employer and contractors;
- (xx) Support the EA in all matters related to amicable settlements during project implementation, including reviewing claims, supporting negotiations, and ensuring that settlement procedures comply with contractual requirements and relevant procurement guidelines;
- (xxi) Perform other roles and responsibilities related to procurement and contract management as assigned by PIU from time to time.

4. Qualification Requirements

- University degree in Procurement, Engineering, Economics, Business Administration, Law, or equivalent (Master's preferred);
- Minimum 10 years of proven practical experience as a procurement and contract management specialist or in a similar role;
- At least 6 years' experience in procurement and contract management under projects financed by the World Bank and other international financial institutions;
- Proven working experience with claim settlement;
- Proven experience with World Bank Procurement Regulations (latest revisions are preferred);
- Demonstrated experience in procurement of complex goods, works, and consulting services in infrastructure or transport sector projects;
- Familiarity with international best practices in project preparation and procurement system strengthening, knowledge of national procurement legislation is an asset;
- Strong communication and personal organizational skills, and computer literacy;
- Good writing skills with the ability to prepare accurate and high-quality reports/documents; fluency (oral and written) in English is essential; knowledge of Russian will be an advantage.

5. Other Details

The consultant services are required for 36 months corresponding to the project implementation period. It is estimated that intermittent time input of 70 person-days at field and 90 person-days from the home office will be required to implement this assignment timely and orderly. The assignment is expected to commence in March 2026. The contract will be time-based and services will be paid according to the actual input provided.

The EA will provide furnished air-conditioned office-space during working the Consultant from the Employer's office, and support to arrange meetings with related governmental agencies.

6. Cost Estimate of Services and Schedule of Rates

Description	Qty.	Unit	Rate, in US\$	Total, in US\$
1. <u>Remuneration</u>¹				
a. Fees for work at Employer's office	70	Working day	800	56,000
b. Fees for work at Home office	90	Working day	600	54,000
Subtotal (1) (a+b)				
2. <u>Reimbursables</u>²				
a. International travel ³	10	Round trip	1,240	12,400
b. Accommodation	95	Day	50	4,750
c. Per diem ⁴	95	Day	30	2,850
Subtotal (2) (a+b+c)				
TOTAL COST (1+2)				130,000

¹ Remuneration is paid based on the certification by the EA on the actual inputs.

² Reimbursable at cost with supporting documents/receipts up to the maximum thresholds; except for per diem (which is on a fixed rate and paid on days in country).

³ All travel costs incurred in travel from consultant's location to return and may include airfare, taxi fares and accommodation costs where in-transit stopovers are required. Expenses will only be refunded based on documentation that the expense was incurred by the consultant. The actual travel itinerary via the most direct route will have to be determined in coordination with the PIU.

⁴ Per diem rate is fixed and includes cost of meals and subsistence for the period spent in the location of services.