

Terms of Reference for PIU Project Preparation International Individual Consultant

Background

The Government of Uzbekistan requested AIIB (the Bank) to finance a comprehensive investment program in the road sector across the Bukhara Region, Khorezm region, and the Republic of Karakalpakstan. Following discussions with AIIB, the Government of Uzbekistan has decided to take a phased approach to the implementation of the program. Road sections with higher level of readiness will be implemented first.

Thus, the first project of the program is the Bukhara Road Network Improvement Project, Phase 1 (BRNIP-1), which provides financing for rehabilitation and maintenance of approximately 78 km of international road A380 in Bukhara region in under implementation. The Project has a component on preparation of the subsequent projects, namely, (i) BRNIP-2 Project for rehabilitation of the section of approximately 160 km of the M37 international road in Bukhara region and (ii) rehabilitation of more than 600 km of the roads of local importance road in Karakalpakstan and Khorezm regions (KK Project).

The improved roads will provide users with safer, efficient, cost-effective, and climate resilient roads with all-weather connectivity to markets, hospitals, schools, and other social services. The projects will scale up previous efforts of the AIIB and the Government of Uzbekistan in enhancing road rehabilitation and maintenance capacity and contribute to Uzbekistan's economic growth through improved local and regional connectivity.

In terms of project organization, the Committee for Roads (RC) under the Ministry of Transport of Uzbekistan will manage the project through a Project Implementation Unit (PIU) which will be established under the Agency "Avtoyo'linvest"; a Construction supervision consultant (CSC) will be appointed to supervise the works. CSC will report to the PIU.

These Terms of Reference address the provision of support to the PIU for the preparation activities for KK and BRNIP-2 Projects (the Projects), including the assisting to the Design Institute with revising the Feasibility Study Report that aligns AIIB's requirements for project appraisal, the preparation of the conceptual design, environmental and social safeguards instruments, preparation and signature of proposed Works Contract and the activities associated with commencing the Works Contract.

1. Objectives

The overall objective of the assignment is to facilitate the timely and effective preparation and early implementation of the Projects by providing assistance to the PIU during the preparation, procurement, contracting and start of the works for the Projects, through the services of an experienced individual project preparation consultant (the "Consultant").

The Consultant will be required to familiarize him/herself with the documents related to the AIIB-funded projects and other key documents governing lending policies including:

- a) AIIB environmental and social policies
- b) AIIB Procurement Policy
- c) AIIB Policy on Prohibited Practices
- d) AIIB Interim Loan Disbursement Manual
- e) Other AIIB policies and procedures related to the investment operations

Through the engagement of the Consultant, the PIU is expected to gain access to best international practice in the field of project management and preparation for development of multilateral development bank-funded projects, particularly in relation to procurement and contracting of works and services. During the delivery of the services, the aim shall be to maximize knowledge transfer to the Client staff assigned to the PIU.

2. Scope of Work

2.1 Support in Technical Aspects of Project Preparation

The Consultant shall provide comprehensive support in the technical aspects of Projects preparation to ensure that the Projects' designs meet quality standards, safety requirements, and environmental considerations. By leveraging technical expertise, the Consultant shall assist in the development of robust project structure, technical specifications, designs, and assessments, thereby facilitating the successful preparation and implementation of the Projects. Specific tasks include:

- a) Provide technical expertise and support in the preparation of project technical specifications, drawings, and designs.
- b) Assist PIU and the Design Institute with refining the Feasibility Study Reports to align with AIIB's requirements for project approval.
- c) Support PIU in finalizing technical designs on selected road sections of the Projects in line with the established minimum requirements and prisonization criteria.
- d) Review all aspects of the technical designs, in particular road safety, environmental, climate resilience and social aspects, as required by AIIB.
- e) Support PIU in definition of technical requirements, preparation of project design and specific project studies, as required.
- f) Visit the project sites with PIU and Design Institute personnel to assist in improvements of the technical design.
- g) Assist PIU in finalization of the associated Projects technical documentation.
- h) Provide technical assistance in identifying and shaping the Projects' structure and components.

2.2 Support in Procurement Aspects of Project Preparations

Overall Procurement Support, including for the Project Preparation Activities. The Consultant should support the procurement aspects of projects preparations with a view that the procurement processes for the Projects are conducted efficiently, transparently, and in compliance with relevant AIIB regulations and best practices. The Consultant shall provide expert guidance and support in the preparation of procurement documents, procedures, and strategies, namely:

- a) Assist in development of a detailed Procurement Plan outlining the procurement strategy, process, timeline, key milestones, and responsible parties. This assignment should be done with due considerations of the domestic approval mechanisms and the market capacity and conditions.
- b) Assist in identifying procurement packages and determine the appropriate procurement methods for each package.
- c) Ensure alignment of the procurement plan with project objectives, budgetary constraints, and regulatory requirements.
- d) Support development of procurement documents, including bidding documents, request for proposals (RFPs), invitation for bids (IFBs), prequalification documents, and contracts.

- e) Ensure that procurement documents are clear, comprehensive, and in compliance with relevant AIIB procurement regulations and guidelines
- f) Assist in the customization of standard procurement documents to suit the specific requirements of the Projects

Preparation of the Works' Tender Documents. The Consultant shall provide support to the PIU in the preparation of Works tender documents, suitable for international tendering and based on the FIDIC forms of contract. Specific activities include provision of assistance to the PIU for:

- a) Finalization of Employer's Requirements incorporating the design and other technical documents prepared during the preparation phase to ensure their suitability for competitive tendering.
- b) Ensuring that the Employer's Requirements reflect the AIIB's requirements in respect of procurement, environmental and social protection rules and incorporate any Project specific requirements.
- c) Finalization of Bill of Quantities and Schedule of Prices, sufficient for tenderers to be able to price the works.
- d) Preparation of the administrative sections of the Works tender dossier, including the appropriate tender evaluation and qualification criteria.
- e) Ensuring that the tender dossier contains procedures for the review and rejection of Abnormally Low Tenderers (ALT's), based on recognized international practice.
- f) Ensuring that the tender dossier is consistent with the Financing Documents for the Project, including in respect of taxation exemptions, minimum drawdowns, payment procedures etc..
- g) Ensuring that the risks under the Contract are allocated fairly, with the primary aim of achieving the most economically advantageous price and efficient performance of the contract.
- h) Support in preparation of the final Works tender dossier, in accordance with AIIB requirements and incorporating the FIDIC Conditions of Contract.

Preparation of Tender Documents for Supervising Engineer any other procurements that may be required under the Projects. Procurement shall be carried out in compliance with the AIIB's Procurement Policy for Projects (January 2016 and as subsequently revised) and the Interim Operational Directive on Procurement Instructions for Recipients (June 2016 and as subsequently revised). The Consultant shall provide specific support including provision of assistance to the PIU for:

- a) Assisting in preparation of Terms of Reference and cost estimates for the Supervising Engineer under the FIDIC Conditions of Contract or/and any other procurement activity needed for the Projects.
- b) Developing tender documents for engaging a Supervising Engineer or/and any other procurement activity needed for the Projects.
- c) Ensuring that tender documents clearly define the scope of work, qualifications, evaluation criteria, and contractual terms for the supervising engineer.
- d) Coordinating with relevant stakeholders to finalize tender documents and obtain necessary approvals.

2.3 Support during the Tender Processes

The Consultant shall help throughout the tender processes for various procurements of the Projects, ensuring transparency, efficiency, and compliance with procurement regulations. The Consultant shall provide support to the PIU during the procurement process for the works,

Supervision Engineer and other project components as identified in the Procurement Plan. The Consultant is also expected to share its expertise with the PIU enhancing the technical capacity of the project staff. Specific activities include provision of assistance to the PIU:

- e) Contribute to preparation and timely publication of procurement notices.
- f) Provide expert guidance and support during the tender processes for various project procurements.
- g) Provide technical expertise and guidance during the tender process, conducting clarifications with bidders, and ensuring that technical aspects are adequately addressed in tender documents and contracts.
- h) Assist in reviewing technical bids, ensuring compliance with project specifications and requirements, and facilitating technical evaluations to select qualified contractors or consultants.
- i) Assist PIU in preparation of the Bid Evaluation Reports according to standards required by the Bank.
- j) Contribute to obtaining the Bank's approvals or "no objections" in a timely manner, by ensuring the high-quality outputs.
- k) Maintain comprehensive documentation of all procurement activities, including bid evaluations, contract awards, and correspondence with bidders.
- l) Provide capacity building support to project staff and relevant stakeholders on procurement processes, procedures, and best practices.

2.3 General Project Preparation

The Consultant shall provide general project preparation support to the PIU throughout the development and implementation of the Projects. Specific activities include provision of assistance to the PIU for all aspects of project preparation including:

- a) Identify project related risks and the development of a risk management plan.
- b) Prepare a Project Implementation Plan (PIP), to include an overall project program, the S-Curve, and procurement plan.
- c) Assist PIU to prepare annual budget allocation planning, based on the available S-Curve of the respective projects, in accordance with the government's budgeting cycle.
- d) Assist PIU in preparing general project cost estimates.
- e) Liaise with nominated representatives of the AIIB as appropriate.
- f) Provide general project management support to the PIU as required.
- g) Assist PIU to draft TORs for establishing a GIS-based project monitoring system (PMS) to monitor future implementation progress and enable relevant analyses (e.g., climate resilience, wider economic benefits).
- h) Assist in preparation of the required inputs and deliverables for the project approval as required by the AIIB policies and regulations.

3. Reporting

The following reports shall be prepared by the Consultant during the course of the Services:

- a) An Inception Report, setting out the proposed approach to the project, the inputs foreseen, the key challenges to be addressed during the course of the assignment.
- b) Monthly Summaries and Quarterly Reports, setting out key activities during the previous reporting period and incorporating a program of activities for the following quarter.

- c) A Final Report, including a review of all tasks undertaken by the Consultant, along with recommendations for similar assignments in the future and any further support to be provided for under the project.

4. Implementation Arrangements

The assignment is expected to start in March 2024 and have an initial duration of 12 months, with the option of an extension of a further 12 months as necessary. Services will be provided remotely from the Consultant's home office and the Client's offices in Uzbekistan, with an approximate ratio of input of 70/30 home office to client office.

The Consultant will use its own necessary computer hardware and software required to deliver the services.

During visits to Uzbekistan, the Client will provide the Consultant with appropriate furnished office space within the PIU. These facilities will be provided free of charge by the PIU.

All available Project information including copies of critical documentation such as Financing Documents, Environmental and Social Action Plan, and outputs from previous studies will be made available to the Consultant by the PIU.

5. Reporting and Deliverables

The Consultant shall liaise with and report to the PIU's nominated representative on all aspects of the Assignment. The Consultant will also liaise with the AIIB as necessary to ensure that the AIIB is regularly updated on the progress of the assignment and status of the Projects.

The Consultant will provide deliverables addressing in detail all tasks as specified in Section 2: Scope of Works. All deliverables will be prepared and delivered by the Consultant in English language.

All Project reports issued by the Consultant shall be reviewed and approved by the PIU. A period of up to two weeks shall be allowed for this review and approval.

6. Profile of the Consultant

The Consultant is expected to have appropriate high-level experience in international procurement for major civil engineering works contracts of a comparable size and scope under international financial institution (IFI) rules. The Consultant is also expected to have appropriate international experience for the implementation of highways and/or local/rural roads projects in a similar legal, geographic and climatic environment.

The Consultant is required to provide independent, impartial technical, financial, strategic, management and legal advice.

The Consultant shall have the following experience and qualifications:

- BSc/BEng degree in civil engineering or equivalent.
- 15 years' experience in the management of major internationally financed highways and/or local/rural roads projects.
- Direct experience in the provision of support to an Employer PIU for a project of comparable size and scope.
- At least 15 years' experience in procurement, contracting and contract administration for internationally financed highways and local/rural roads projects.

- Direct practical experience of the application of IFI procurement rules for major highways and local/rural roads projects, extending to the preparation of tender dossiers, evaluation reports and contract documents.
- Specific expertise in the preparation and procurement of internationally financed highways and local/rural roads projects carried out under FIDIC Conditions of Contract.