**Ministry of Natural Resources, Ecology and Technical Supervision**

**Air Quality Improvement Project in the Kyrgyz Republic**

**Terms of Reference**

**PIU Engineer**

1. **Project background**

The Kyrgyz Republic (hereinafter, “the Recipient”) will implement the Air Quality Improvement Project (hereinafter as Project), with the involvement of the Ministry of Natural Resources, Ecology, and Technical Supervision (MNRETS) and the Ministry of Finance (MoF), as set out in the Financing Agreement. The International Development Association (hereinafter IDA) (i) has agreed to provide financing for the Project, as stipulated in the Financing Agreement.

The project aims to strengthen the air quality management system in the Kyrgyz Republic and contribute to the improvement of air quality and the expansion of green spaces in and around Bishkek by demonstrating cleaner heating and EE measures in the residential heating sector and pilot urban greening in selected districts of Bishkek.

This project will help the government to take a multi-sectoral approach through continued involvement in air quality management in the country, as well as provide investment support to improve air quality and reduce health risks in Bishkek through investments in the following three areas: (i) strengthening the air quality management system in country (component 1); (ii) introduction of cleaner heating systems in Bishkek (component 2); and (iii) implementation of urban greening measures (component 3). Overall, these three areas aim to reduce PM2.5 and CO 2 emissions while reducing associated health risks. The project will contribute to both climate change mitigation and adaptation in the long term.

The Ministry of Natural Resources, Ecology, and Technical Supervision of the Kyrgyz Republic (MNRETS KR) is the main implementing agency for the project. The PIU established under the MNRETS will be responsible for project management, reporting, procurement, financial and fiduciary management, compliance with environmental and social standards (ESS), and technical supervision. The PIU will work closely with the PIU of the Ministry of Finance, Municipality of Bishkek, especially on Components 2 and 3, as well as with the MNRETS and the Hydrometeorological Service on Component 1.

1. **Objective of the assignment**

The objective of this assignment is to help MNRETS in preparing draft TORs and technical specifications, review design and estimate documentation, bidding documents, assist bidding procedures, conduct proper control over construction work and installation of equipment, monitor proper performance of the construction and technical supervision contracts in accordance with their terms and other activities related to the project implementation.

1. **Scope of services**
   * The specific functional responsibilities of the PIU engineer will include, but not be limited to the following: Prepare terms of references, bidding documents, technical specifications, etc for various activities of the project;
   * Review feasibility study, design and estimate documentations, other technical documentation, provide recommendations for improvement;
   * Assistance in the technical evaluation of bids received from bidders;
   * Participate in pre-bid meetings (as required);
   * Assistance in bid evaluation process;
   * Take part in contract negotiations, help to prepare Minutes of negotiation if needed;
   * Assistance in preparation of contracts for design, construction and technical supervision;
   * Participates in meetings with beneficiaries, government organizations and other stakeholders on project implementation issues and inform about project construction within its competence; In addition to the above formal reports on the study of design and estimate documentation, the engineer is also expected to provide communication and correspondence (e-mails, letters, etc.) on behalf of the PIU, with the design and contractor organizations and with other parties to support the process and fulfill the tasks and specific scope of work established by this Terms of Reference;
   * Ensure control over construction works in accordance with the technical documentation, contract and work plan. Suggests necessary measures in case of delays, poor quality of works and non-performance of contractors/consultants;
   * Ensure regular control over technical supervision contract performance, proposes measures to improve technical supervision;
   * Review and approve technical solutions, changes and additions that occur during design preparation and construction;
   * Ensure that technical supervision consultant submits monthly report on time and in proper quality; review reports, submitted by the supervision consultant and provide recommendation on its improvement if needed;
   * Monitors the correctness of maintaining primary as-built technical documentation by contactor and supervision consultant;
   * Studies and analyzes the results of laboratory tests, hidden work reports, and building materials certificates received from consultant;
   * Assists PIU in coordinating technical documents with the beneficiary agencies, State Construction Committee, Bishkek Glavarchitektura, and other relevant organizations;
   * Coordinate with and support/facilitate the process of seeking various permits and clearances required for implementing the project activities by the beneficiary agencies. Ensures acceptance and safety of all warranty documents and certificates for all materials, structures, and equipment and ensures their transfer to MNRETS KR at the end of the project;
   * Studies the current legislation and obligations arising in connection with the execution of contracts in the Client’s country, such as registration of the contract (including product, contractor), fiscal requirements, and tax regime;
   * Provides a common understanding of contract terms, expectations, deadlines, and specific issues by all parties involved in its implementation;
   * Establishes procedures for escalating and resolving critical situations or difficulties, such as delays, obtaining permits and approvals, abuse of authority, or inaction of contractor employees;
   * Checks the quality of the materials/goods, equipment, and their compliance with technical specifications and standards;
   * Manages risks associated with the implementation of contracts, including risks associated with costs, timing, and contract objectives
   * Checks insurance policies and their compliance with contract requirements;
   * Reviews and approves payment requests submitted by the Contractor/s and Consultant/s;
   * Accepts work completion certificates and ensures the accuracy of the documentation;
   * Provides measures to prevent fraud and corruption during the contract execution;
   * Together with the social and environmental safeguards specialists, ensure that all construction contracts are performed in accordance with the Environmental and Social Safeguard standards, including health and labor protection requirements; Evaluate costs at all stages of construction and subsequent control over costs (systematically check the compliance of the volume, cost, and quality of construction and installation work with approved projects and estimates, building codes and regulations, the quality of the building materials, products and structures used);
   * Keeps records of the volumes and costs of accepted and paid construction and installation works, as well as the volumes and costs of construction and installation works performed poorly by the contractor, the costs of eliminating defects and rework;
   * Timely informs Project Coordinator and PIU Director on any problems that have arisen or may arise during contracts performance and provide recommendations;
   * Preparation of regular progress reports;

* Coordinates the acceptance of construction work following existing government procedures.
  + Execute other responsibilities agreed with PIU Director and Project Coordinator.

1. **Reporting**

The PIU Engineer will perform his/her duties in close cooperation with all PIU specialists, authorized staff of the MNRETS KR, and the World Bank team. In addition, the Project Engineer will regularly provide information and report to the PIU Director and Project Coordinator according to his terms of reference.

As part of this assignment, The PIU Engineer prepares monthly and quarterly progress reports, interim, annual, final, and progress reports. This report should contain the main results of activity for the reporting month, key issues, and plans for the next month. Progress reports must be prepared and submitted in two (2) copies in Russian with a signature and in electronic form, which must be sent to the email of the as Project Coordinator and PIU Director, who must approve the progress report. The PIU Engineer must also prepare a Final Report upon completion of the entire assignment which must be submitted in two (2) copies in Russian with a signature and in electronic form, which must be sent to the email of the Project Coordinator and PIU Director.

1. **Client input**

MNRETS KR will provide to the consultant with appropriate workspace, equipment, and furniture to support the consultant's activities. The PIU will provide the Engineer with all relevant reports, documents, and manuals available to ensure effective completion of the assignment.

1. **Contract duration**

The planned duration of this assignment is 12 months on a full-time basis with a 3-month trial period. The terms of the contract may be extended as necessary and subject to the satisfactory performance of the PIU engineer based on the mutual agreement of the parties.

1. **Qualification requirements**

**Minimum qualification requirements**

* Higher engineering education or master's degree in the field of construction, urban and industrial-civil engineering infrastructure;
* Experience in the field of civil construction, construction contract management and supervision, minimum 5 years;
* A qualification certificate to provide appropriate engineering services is required, a certificate for a cost estimate engineer is an advantage;
* Deep knowledge of design and estimate documentation and ability to develop technical specifications; Experience as an engineer in similar projects, preferably financed by international agencies (WB, ADB, EU, USAID, UNDP and other international donor organizations);

• Good knowledge of construction norms and standards (SNiP and GOST);

• Good skills with the Microsoft Office software package;

• Communication skills, oral and written in Kyrgyz and Russian; Communication in English language will be an advantage