

TERMS OF REFERENCE FOR CONSULTANTS

A. Background

1. The Asian Development Bank (ADB) is providing a technical assistance grant to the government of Georgia (the government) for the preparation of the North-South Corridor (Kvesheti–Kobi) Road Project (the project). The project road covers around 23 kilometers (km) of the highway linking the capital Tbilisi with the Russian Federation border at Larsi. The existing Kvesheti to Kobi road section, which the project will replace, is around 35 km long, and crosses the Jvari Pass at an altitude of around 2,400 meters.
2. Reflecting the challenging terrain through which the project road passes, it includes 5 tunnels of total length 10.5 km, one of which is 9 km long, and 6 bridges of total length about 1.6 km, including a high level concrete arch structure. The project scope will also include improvements to several local roads that connect with the project road.
3. The Executing Agency for the project will be the Ministry of Regional Development and Infrastructure (MRDI) and the Implementing Agency will be MRDI's Roads Department. MRDI will be the Employer for the civil works contracts and the client for the project management and contract supervision contract.
4. ADB will engage international consultants to assist ADB and MRDI with preparing the project to the standard required for processing ADB financing. The consultants will be recruited in accordance with ADB Procurement Policy (2017, as amended from time to time) and its associated project administration instructions and/or staff instructions.
5. The individual consultants are expected to be recruited by September 2018. The services will generally be provided in Tbilisi, and at the project location as required. The MRDI/Roads Department will provide the consultants with all reports, documents, and other information that they have reasonably available.

B. Position-based Terms of Reference

6. The position-based terms of reference (TOR) for each of the international consultants who will undertake the services are presented in the tables below.

Position	Procurement Specialist – International Individual Consultant
Qualifications	Bachelor of Engineering or other relevant qualification, preferably with relevant post-graduate qualifications
Experience	Preferably 15 years of experience or more in the procurement of major civil works contracts (including large tunnels and bridges), with a substantial part of this experience in projects financed by ADB or other similar international funding agencies. Part of this experience should preferably have been in institutional environments similar to those prevailing in Georgia.
Tasks	<ul style="list-style-type: none">• Assist MRDI/RD with obtaining government's and ADB's approval of the bidding documents and request for proposals;• Assist MRDI/RD with procuring civil works contracts for the project, including issuing prequalification and bidding documents, preparing and conducting site visits and pre-bid meetings, providing clarifications to potential bidders as necessary, and preparing prequalification and bid evaluation reports;

Position	Procurement Specialist – International Individual Consultant
	<ul style="list-style-type: none"> • Assist MRDI/RD with procuring consultancy contracts for the project, including inviting expressions of interests, preparing short-lists, preparing and issuing requests for proposals, providing clarifications to short-listed firms as necessary, and preparing technical and financial evaluations; • Assist MRDI/RD in finalizing contracts with selected bidders and consultants. • Provide support to address the gaps identified in MRDI/RD's procurement risk assessment, which may include the development of manuals, systems, and procedures.
Inputs	Person-months: 9 – Full-time

Position	Environment Specialist – International Individual Consultant
Qualifications	Bachelor of Environmental Science or equivalent, preferably with relevant post-graduate qualifications
Experience	Preferably 10 years of experience or more in preparing and implementing environment impact assessments, with a substantial part of this experience in projects financed by ADB or other similar international funding agencies. Part of this experience should preferably have been in institutional and physical environments similar to those prevailing in Georgia.
Tasks	<ul style="list-style-type: none"> • Assist MRDI/RD in finalizing the draft Environment Impact Assessment (EIA) for the project suitable for ADB financing; • Assist MRDI/RD in preparing additional environment surveys and analyses, and conducting additional consultations as necessary; • Assist MRDI/RD and ADB in reviewing the procurement and contractual documentation from an environment perspective; • Provide ADB with environment inputs as required throughout the processing of ADB's ensuing loan; • Liaise with technical, safeguards, and communication experts as directed by MRDI/RD and ADB.
Inputs	Person-months: 2 – Intermittent

Position	Social Development Specialist – International Individual Consultant
Qualifications	Bachelor of Social Science or other relevant qualification, preferably with relevant post-graduate qualifications
Experience	Preferably 10 years of experience or more in preparing and implementing resettlement plans, social development plans, and gender action plans, with a substantial part of this experience in projects financed by ADB or other similar international funding agencies. Part of this experience should preferably have been in institutional and physical environments similar to those prevailing in Georgia.
Tasks	<ul style="list-style-type: none"> • Assist MRDI/RD in finalizing the draft implementation-ready Land Acquisition and Resettlement Plan (LARP) for the project suitable for ADB financing; • Conduct gender analysis and identify mechanisms to ensure women's and girl's participation in the project including development of a Gender Action Plan (GAP); • Assist MRDI/RD in preparing additional social/gender surveys and analyses, and conducting additional consultations as necessary; • Assist MRDI/RD and ADB in reviewing the procurement and contractual documentation from a social/gender perspective; • Provide ADB with social/gender inputs as required throughout the processing of ADB's ensuing loan;

Position	Social Development Specialist – International Individual Consultant
	<ul style="list-style-type: none"> • Liaise with technical, safeguards, and communication experts as directed by MRDI/RD and ADB.
Inputs	Person-months: 3 – Intermittent

Position	Communication Specialist – International Individual Consultant
Qualifications	Bachelor of Communication, preferably with relevant post-graduate qualifications
Experience	Preferably 10 years of experience or more in preparing and implementing communication strategy, plans, and campaigns on infrastructure (preferably road transport). Solid understanding of and ability to apply communication tools and techniques, including the ability to analyze and use research data. Strong facilitation, communication management and planning skills. Knowledge and understanding of socio-political, economic, and cultural background of Georgia. Excellent writing and presentation skills in the English language.
Tasks	<ul style="list-style-type: none"> • Assist MRDI/RD in conducting a Stakeholders' Mapping to identify key stakeholders, their level of influence, communication dynamics, position on road transport issues, stake and interests including barriers and motivation regarding the proposed project. The communication mapping will identify relevant Civil Society Organizations, private sector groups, and other key opinion leaders in the sub-sector and project area. • Assist MRDI/RD in developing a draft Communication Strategy and Action Plan including a roadmap using key inputs and findings from surveys, stakeholders' consultations, and desk reviews; The Action Plan will contain specific communication objectives, and identify messages, communication channels, budgets, platforms, media and frequency of exposure for selected internal and external audiences that would constitute a coordinated communication campaign. • Assist MRDI/RD and ADB in facilitating the implementation of the Communication Action Plan, including but not limited to the following: identify resource people and participants among the stakeholders; prepare presentations and communication materials; assist MRDI/RD in setting-up a tracking system, media monitoring as well as documentation and evaluation mechanisms for key communication activities. • Provide support and guidance to the national community outreach specialist as required (to be recruited under a separate contract).
Inputs	Person-months: 4 – Intermittent

Position	Tunnel and Bridge Specialists (O&M) – International Individuals - Two positions
Qualifications	Bachelor of Civil Engineering, preferably with relevant post-graduate qualifications
Experience	Preferably 15 years of experience or more in the operation and maintenance of large tunnels and bridges, similar to those of the project road. Part of this experience should preferably have been in institutional environments and geographic conditions similar to those prevailing in Georgia.
Tasks	<ul style="list-style-type: none"> • Assist MRDI/RD in preparing a training needs assessment for the Roads Department and selected technical universities, • Prepare and facilitate a peer-learning study tour for selected staff from the Roads Department including development of contents and organization of technical meetings and site visits; • Assist MRDI/RD in scoping the capacity development component envisaged under the ensuing project including development of terms of reference, cost estimates, implementation plan, and monitoring and evaluation framework.
Inputs	Person-months: 4 – Intermittent

Position	Community Outreach Specialist – National Individual Consultant
Qualifications	Bachelor of Communication, Social Science or other relevant qualification, preferably with relevant post-graduate qualifications
Experience	Preferably 10 years of experience or more in preparing and implementing public consultations as well as outreach, media, and dissemination plans on infrastructure projects (preferably road transport). Solid understanding of and ability to apply communication tools and techniques, underscored by strong writing skills in English and Georgian. Strong facilitation, communication management and planning skills.
Tasks	<ul style="list-style-type: none"> • Assist MRDI/RD and the international communication specialist (to be recruited under a separate contract) in conducting a Stakeholders' Mapping to identify key stakeholders, their level of influence, communication dynamics, position on road transport issues, stake and interests including barriers and motivation regarding the proposed project. • Assist MRDI/RD and the international communication specialist in implementing the Communication Strategy and Action Plan developed under the project. Apply local knowledge of the country to ensure that all activities are appropriate and culturally sensitive. • Assist MRDI/RD and other government agencies in planning, conducting, and documenting consultation meetings on the project to ensure interested stakeholders are adequately informed and that the general public understands ADB's role in the project. • Assist MRDI/RD in compiling all findings and outcomes of consultations and stakeholder engagement meetings in a report to be shared with ADB and relevant government officials, CSOs, affected people, and any other consultation participants. Coordinate the dissemination of the report ensuring it reaches all relevant stakeholders in a form that is accessible to them. • Provide overall communication support to MRDI/RD and to the project's international communication specialist.
Inputs	Person-months: 6 – Intermittent