# TERMS OF REFERENCE

**for Consulting Services for Project Management and Supervision under the Joint IsDB/ISFD/GPE SmartED Project “Improving the Quality and Efficiency of Education Services in the Republic of Uzbekistan”**

# INTRODUCTION

In order to ensure the implementation of Presidential Decree No. PP-4224 of March 5, 2019 "On measures to further expand and deepen partnership with the Islamic Development Bank Group and the Arab Coordination Group Funds" and Presidential Decree No. UP-134 of May 11, 2022 "On Approval of the National Program for the Development of School Education in 2022-2026", the Ministry of Preschool and School Education of the Republic of Uzbekistan (MPSE) initiated the project "Improving the Quality and Efficiency of the Education System".

The Government of the Republic of Uzbekistan, through the IsDB office in Uzbekistan, requested financing for implementation of the above project. In response to the request, IsDB agreed to finance the Project through cofinancing from the Islamic Development Bank, the Islamic Solidarity Fund for Development, and the Global Partnership for Education in the amount of US$200.0 million.

# PROJECT OBJECTIVE

The project will be implemented in accordance with the goals and objectives arising from the laws on education, the concept of the national education system, the Strategy "Uzbekistan - 2030" and the Roadmap for reforming the education system of Uzbekistan in 2023-2026, which identify the following key areas for further improvement of the education system:

* qualitative renewal of the content of the system of continuing education, as well as training, retraining and advanced training of professional staff;
* improvement of teaching methods, gradual introduction of the principles of individualization of the educational process;
* Introduction of modern information and communication technologies and innovative projects in preschool and school education;
* Strengthening the material and technical base of pre-school and school education institutions and increasing the efficiency of budgetary resources;
* Introduction of modern methods and directions of out-of-school education in the upbringing of young people and ensuring their employment;
* Expansion of the competitive environment in the preschool and school education system through the development of public-private partnerships;
* introduction of five initiatives that include a set of measures aimed creating additional conditions for training and education of young people;
* phased increase of salaries, material incentives and social protection of employees of secondary general education institutions in order to increase the attractiveness of activity in the system of public education.

**The main goals and objectives of the project are:**

* + Construction of 58 secondary schools equipped with appropriate furniture and technology;
  + Implementation of reforms in preschool and school education systems;
  + Updating national programs of preschool and school education;
  + Introduction of early learning and development standards into the preschool education system;
  + Introducing inclusive education into the general secondary education system;
  + Conceptualization of inclusive education and programmatic frameworks developed;
  + Transforming the current system of teacher professional development and transitioning to the Continuous Professional Learning System.
  + Development and phased implementation of a mentoring system;
  + Introduction of a quality assurance system for preschool and school education.

# PROJECT OVERVIEW

The project scope consists of the following major components:

Construction of educational institutions. New construction of 58 modern educational institutions meeting international standards in the Republic of Karakalpakstan, Khorezm, Fergana, Andijan, Namangan, Bukhara, Navoi, Samarkand, Surkhandarya, Kashkadarya, Jizzak, Tashkent regions and Tashkent city. For this purpose, four model designs for the construction of new schools have been developed and approved, taking into account architectural solutions for children with disabilities.

**Table 1. Preliminary location of new construction sites**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **№** | **Name of territory** | **Location** | **Capacity of schools** |
|  | **3** | **Republic of Karakalpakstan** |  | **3 960** |
| 1 | 1 | City of Nukus | MCC "Abat Makan" | 1 650 |
| 2 | 2 | Karauzak district | MCC "Kutli Maqa" | 660 |
| 3 | 3 | Turtkul district | MCC “Yangiobod” | 1 650 |
|  | **8** | **Andijan region** |  | **8 580** |
| 4 | 1 | City of Andijan | MCC "Sadoqat" | 1 650 |
| 5 | 2 | Asakin district | MCC "Uchtosh" | 990 |
| 6 | 3 | Asakin district | MCC "Olakanot" | 660 |
| 7 | 4 | Andijan district | MCC Urikzor | 990 |
| 8 | 5 | Andijan district | MCC "Guzar" | 990 |
| 9 | 6 | Andijan district | MCC "Kumkucha" | 990 |
| 10 | 7 | Andijan district | MCC Yuksalish | 1 650 |
| 11 | 8 | Balikchi district | MCC "Sherobod" | 660 |
|  | **1** | **Bukhara region** |  | **1 650** |
| 12 | 1 | City of Bukhara | MCC "B. Naqshband" | 1 650 |
|  | **3** | **Jizzak region** |  | **4 950** |
| 13 | 1 | Bakhmal district | MCC "Aktosh" | 1 650 |
| 14 | 2 | Galliaaral district | MCC "Lalimicor" | 1 650 |
| 15 | 3 | Dustlik district | MCC "Sanoatchilar" | 1 650 |
|  | **8** | **Kashkadarya region** |  | **12 210** |
| 16 | 1 | Karshi city | MCC "Kavali" | 1 650 |
| 17 | 2 | Karshi city | MCC “Navo” | 1 650 |
| 18 | 3 | Deqonabad district | MCC "Oydin yoli" | 1 650 |
| 19 | 4 | Karshi district | MCC "Chaman" Chovkai massif | 660 |
| 20 | 5 | Yakkabag district | MCC “Obod” | 1 650 |
| 21 | 6 | City of Shakhrisabz | MCC "Zargarlik" | 1 650 |
| 22 | 7 | City of Shakhrisabz | MCC “Yashil Diyor” | 1 650 |
| 23 | 8 | Nishan district | MCC "Yoshlar Diyori" | 1 650 |
|  | **2** | **Navoi region** |  | **1 650** |
| 24 | 1 | City of Navoi | 18-b small region | 1 650 |
| 25 | 2 | City of Navoi | MCC "Yoshlik" | 1 650 |
|  | **3** | **Namangan region** |  | **2 310** |
| 26 | 1 | Papal district | MCC "Mirishkor" | 990 |
| 27 | 2 | Chust district | MCC "Chust Gulzori" | 990 |
| 28 | 3 | Kasansay district | MCC "Soicha" | 330 |
|  | **7** | **Samarkand region** |  | **7 590** |
| 29 | 1 | City of Samarkand | MCC "Bakhodir Yalangtush" Massif Karasuv | 1 650 |
| 30 | 2 | Ishtikhan district | MCC "Kutarma" Massif Kutarma | 990 |
| 31 | 3 | Kattakurgan district | MCC "Kadan" Massif Kadan | 990 |
| 32 | 4 | Akdarya district | MCC “Tarakkiyot” | 990 |
| 33 | 5 | Samarkand district | MCC "Mirzo Ulugbek" | 990 |
| 34 | 6 | Urgut district | MCC "Chorrakha". | 990 |
| 35 | 7 | Pastdargam district | MCC "Chortut" | 990 |
|  | **5** | **Surkhandarya region** |  | **5 280** |
| 36 | 1 | City of Termez | MCC “Kattabogh” | 990 |
| 37 | 2 | Termez district | MCC “Yangiobod” | 1 650 |
| 38 | 3 | Boisun district | MCC "Shursoy" | 990 |
| 39 | 4 | Altinsay district | MCC "Ipak" | 990 |
| 40 | 5 | Shurchi district | MCC "Joyilma" | 660 |
|  | **4** | **Tashkent region** |  | **2 640** |
| 41 | 1 | Bekabad district | MCC "Dalwarzin" | 660 |
| 42 | 2 | Urta Chirchik district | MCC “Tarakkiyot” | 660 |
| 43 | 3 | Parkent district | MCC "Kizilsoy" | 660 |
| 44 | 4 | Chinaz district | MCC “Yallama” | 660 |
|  | **7** | **Fergana region** |  | **9 900** |
| 45 | 1 | City of Margilan | Yangi Margilon township  M C C “Yuksalish” | 1 650 |
| 46 | 2 | City of Fergana | MCC “Urmonchilar” | 660 |
| 47 | 3 | Kuvasai City | MCC “Pacana” | 1 650 |
| 48 | 4 | Baghdad district | MCC “Dustlik” | 1 650 |
| 49 | 5 | Yazyavan district | MCC "Yoshlik" | 1 650 |
| 50 | 6 | Fergana district | MCC “Beruni” | 990 |
| 51 | 7 | Kakand city | MCC "Mukumiy" | 1 650 |
|  | **3** | **Khorezm region** |  | **3 960** |
| 52 | 1 | Urgench city | MCC “Ziyokor” | 1 650 |
| 53 | 2 | Kushkupir district | MCC “Kunazei” | 1 650 |
| 54 | 3 | Yangibazar district | MCC "Iftikhor" | 660 |
|  | **4** | **City of Tashkent** |  | **6 600** |
| 55 | 1 | M. Ulugbek district | MCC “Jasorat” | 1 650 |
| 56 | 2 | Sergeli district | MCC “Keng Makon” | 1 650 |
| 57 | 3 | Yashnabad district | MCC “Bogbon” | 1 650 |
| 58 | 4 | Yangikhayat district | MCC “Hushnood” | 1 650 |

*\*Mahalla Citizens' Council.* *Location and capacity of schools may change depending on the proposals of regional government authorities.*

Educational equipment and inventory. Procurement of modern educational and IT equipment and inventory to equip new educational institutions, including special equipment for the adaptation and integration of children with special educational needs.

Improvement of the general education system. Implementation of reform in the system of general secondary education. Improving the quality of educational services for children with special educational needs. Improvement of educational programs, including through the introduction of inclusive education components to create favorable learning conditions for children with disabilities.

Improvement of the preschool education system. Further improvement of the preschool education system through capacity building of teachers, development of teacher manuals and procurement of teaching and learning materials, and development of a system for monitoring early childhood development.

# CONSULTING ASSIGNMENT OBJECTIVES

The main objective of the consultancy assignment is to provide comprehensive assistance to Project Management Unit (PMU) established under the Ministry of Preschool and School Education of the Republic of Uzbekistan in:

* 1. *Review detail design, preparation of bidding documents and bids evaluation;*
  2. *Manage and oversee the execution of the contract as well as the overall implementation of the project*.

The Project Management and Supervision Consultant will provide the PIU/MPSE and IsDB with monthly, quarterly and semi-annual progress reports on project implementation, as well as a final report at project completion.

For goods and works packages, Project Management/Supervision consultancy firm will prepare (i) bidding documents (including review of approved detailed design); (ii) bid evaluation reports; (iii) draft contracts; (iv) contract amendments (if needed); (v) Specific Procurement Operations Manual in English and Russian (or in Uzbek) languages; (v) Project Implementation Manual (PIM); and (vi) customized and sound Contract Management Plans.

# SCOPE OF CONSULTING SERVICES

Detailed (working) designs, including technical specifications of construction works will be prepared by a specialized "design consulting firm". It should be noted that, given the large number of schools, it is envisaged that design and construction will be carried out in phases.

School construction is scattered in different regions of the country. The following mechanism will be adopted to ensure effective supervision of construction:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year of construction** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| Number of schools | 15 | 20 | 16 | 7 |

A phased approach to construction as outlined above will be implemented, which will allow for quality oversight of each school within the capacity of the government.

The Project Management and Oversight Consultant shall provide services efficiently, properly utilizing the necessary manpower of professionally qualified and experienced individuals, as well as and equipment at the project site, as required, to ensure discipline and order in the work of its personnel and to comply with all safety regulations in accordance with applicable law.

The Consultant shall work as an integral part of the Client's team. The scope of work outlined below is focused on the deliverables, however, the Consultant shall provide full active consulting services, attend meetings and workshops as required, provide comments and recommendations to other team members as needed.

The Consultant shall be responsible for evaluation, supervision, certification of payment of invoices of all Contractors/Suppliers. The Consultant shall ensure that all works are completed to all parameters, taking into account quality, best practices and standards accepted in the field and within the planned budget and time.

The consulting firm will be hired through Quality and Cost-Based Selection with shortlisting from IsDB Member Countries (QCBS-MC) in accordance with the IsDB Guidelines for Procurement of Consulting Services for IsDB-Financed Projects, April 2019 (revised February 2023). The estimated construction period is eighteen (18) months, including twelve (12) months of the warranty period for defects.

The responsibilities of the consultant shall include, but not be limited to, the prescriptions for the role of the consultant and the amount of work that can reasonably be performed by a professional consultant to ensure that the project is completed within time and budget constraints through effective management and supervision. The Consultant shall ensure that the Client receives real "input" for the project.

## CONSULTANT TASKS

**Task A. Preparation of bidding documents and procurement assistance**

Upon completion of the review of the feasibility study of the project and the detailed design (working) documentation, the Consultant shall prepare a package of bidding documents for bidding and assist the PIU in conducting the bidding process.

Contractors for the construction of 58 schools will be selected through the National Competitive Bidding (NCB) method using the IsDB Standard Bidding Documents for "small works" and a unit price (volumetric) contract will be used. The construction of the schools will be carried out in phases.

The selection of suppliers of training equipment, supplies and furniture will be conducted by open International Competitive Bidding (ICB).

The expected activities of the procurement procedures will cover, but not limited to, the following:

* 1. Preparation of a set of bidding documents for the selection of contractors for the construction of new schools and suppliers of school equipment, including: (I) Pre- qualification document or draft invitation to tender (if required), (II) Special Notice of Procurement, and (III) Bidding Documents (including: instructions to bidders; Data Sheet; evaluation and qualification criteria; tender forms; eligible countries; Employer's requirements; general terms and conditions of contract; special terms and conditions of contract; forms of contract; forms of contract; forms of contract; and
  2. assisting in the tender selection of construction contractors and equipment suppliers on the basis of tender documents agreed with the Client and their coordination with IsDB, preparing any clarifications requested by bidders during the bidding period to assist the Client;
  3. assisting the Client in procedures of closing and opening of bids, preparation of minutes of the meeting and their timely submission to the interested bodies and IsDB, in obtaining necessary clarifications arising in the bidding process;
  4. assisting the Evaluation Committee (to be established by the Employer and/or the Government) in the evaluation of proposals and pre-qualification requirements for applicants who will be pre-qualified (if applicable);
  5. assisting the Evaluation Committee in evaluating the received Bids (technical and financial parts) and preparing the Tender Report and submitting it to the Employer and/or interested authorities of the Employer's country and IsDB.
  6. assisting the Employer in negotiating and finalizing procedures for the awarded contract, including preparing a draft contract for submission to IsDB for preliminary review and approval and ensuring that authorized representatives of each party sign the contract.

All procurement under the project components jointly financed by IsDB, IFAD, GPO and the Government of Uzbekistan will be carried out in accordance with IsDB Guidelines for Procurement of Goods, Works, and Related Services for IsDB-Financed Projects, April 2019" (revised February 2023) and IsDB Guidelines for Procurement of Consulting Services for IsDB-Financed Projects, April 2019" (revised February 2023) using the relevant IsDB standard procurement documents.

**Task B. Management and supervision of the contract execution as well as overall project implementation**

The Consultant will fully manage the contract execution process through proper technical supervision of the civil works and equipment, which will start immediately after the contract is signed between the Employer and the Contractor. The consultant must always maintain sufficient staff on the construction site, with a clear distribution of responsibilities, monitor the daily course of construction and installation works.

For goods and works packages, Project Management/Supervision consultancy firm will prepare (i) Specific Procurement Operations Manual in English and Russian (or in Uzbek) languages; (ii) Project Implementation Manual (PIM); and (iii) customized and sound Contract Management Plans. It will be developed before the starting implementation of the project’s component 1. The Procurement Operations Manual will reflect step-by-step procurement procedures including necessary procurement documentations. Russian translation of Procurement Operations Manual shall be considered to facilitate procurement workload.

The expected activities at this stage will cover but not limited to the following:

1. Assist the Client in arranging meetings with selected contractors prior to commencement of construction works. Prior to commencement of works, the Consultant shall assist the Employer in reviewing the Contractor's submitted contract bank guarantees, review and make recommendations for approval, when satisfactory, of insurance policies in accordance with the terms of the contract.
2. Assist the Employer in granting Contractors/Suppliers appropriate permits for access to construction sites prior to the commencement of construction and installation works (C&I) and that their mobilization program and site possession is in accordance with the conditions set out in the permit;
3. Review and approve Contractors' drawings, specifications and Contractor's/Supplier's work plan/schedule. During the construction/performance period, inform the Employer of any changes in plans, schedules or technical documentation that may be necessary for revision, or any changes that may be approved by the Employer and IsDB;
4. Supervise Contractors' organization of work, installation of production facilities, warehouses, mobilization of machinery and equipment and others. Review and approve Contractors' proposals for temporary works and construction methods;
5. Review and ensure that contractor technical proposals and designs are consistent with applicable laws or regulations on worker health and safety, and that approved measures to mitigate adverse environmental impacts in the area of work are complied with by contractors. Review contractor safety and environmental action plans and oversee the implementation of all safety and environmental measures.
6. Supervise ongoing construction and installation work through field presence and appointment of permanent engineers. The Consultant shall regularly verify that contractors have sufficient professional and technically qualified employees who are specified in their contracts to properly perform the work;
7. Inspect and require contractors to test all construction materials and process equipment to ensure that they conform to the Employer's requirements and specifications and notify contractors immediately if such materials and equipment do not conform to the terms of the contract. Make recommendations to the Employer for acceptance or rejection of any part or parts of the completed construction and installation works;
8. To measure quantities of work and materials approved and accepted, verify and certify the contractor's progress payment certificates for periodic payments and for completion of portions or the entire scope of work;
9. Verify and certify the contractor's periodic measurements of the completed IDA and maintain and update such records. Take measurements to determine actual quantities of work where required and should have been carried out by contractors. Maintain regular records of progress on site (including video/photo recordings) and record any problems encountered on site;
10. In conjunction with the Employer, assist Contractors in developing solutions and alternative methods to overcome unforeseen obstacles to performance or progress;
11. Review and verify the rationale for any change proposals and any extension of the contract construction period/schedule, developing specific steps for approval;
12. Revise contract specifications, when necessary, to properly match individual materials and equipment to the appropriate contract documents;
13. Recommend quotations to the Employer for any unplanned work that may arise for negotiation with the Contractor;
14. Periodically review the remaining scope of work and monitor project costs on an ongoing basis and take steps to ensure cost control;
15. To investigate and make recommendations to the Client and IsDB on contractor claims for construction time extensions, payments for extra work and other issues that may arise from time to time;
16. Monitor the actual progress of contract implementation with respect to both contractual and overall planned project activities and accordingly prepare / monitor / update work schedules. To inform the Client in a timely manner of problems or potential problems that may arise in relation to the construction contracts and make recommendations for possible solutions and actions;
17. To propose and submit for the approval of the Employer any changes in the contract documents as the Employer may deem necessary, providing information on any implications that the changes may have on the cost and time of the contract and to prepare all necessary change /modification orders including change of plans, specification and other details for the approval of the Employer;
18. Coordinate the installation and commissioning of all equipment and facilities required for the project, in collaboration with relevant contractors/suppliers as required;
19. Assist the Customer in the acceptance and commissioning of the infrastructure.
20. Convene and attend all meetings necessary to administer and perform the Services required for project activities, including periodic meetings with the Employer and Contractors to review progress and to prepare and distribute copies of agendas and notes.

Regular site meetings shall be agreed jointly between the Client, Consultant and Contractors.

1. Participate in meetings with various stakeholders (local city administrations, suppliers and other organizations) to discuss the progress of the project and assist the Client in resolving any issues arising from the project intervention, especially construction works.
2. The Consultant shall assist in resolving any disputes or disagreements that may arise between the Employer and the Contractor/Supplier in a timely manner. In case of litigation or arbitration, the Consultant shall assist in the preparation of supporting documents required by the Employer.

**Task C. Managing the Defect Liability Period (DLP) after construction**

At this stage, it is expected that the Consultant will evaluate the defects at the commissioned construction sites during the DLP, including, if necessary, issuing to the contractor all defects notices. The consultant will coordinate, verify and issue a certificate of completion at the end of the DLP under the terms and conditions of the contract. Tasks of the Consultant will cover, but not be limited to:

(i) Upon completion of construction for each contract, carry out inspection of works and structures and certify to the Client the date of commencement of DLP that are expected to be at least 12 months after acceptance of works;

(ii) To control the provision to the Client at the end of the construction contract with a full copy of the as-built documentation by the Contractor, that records any changes in the original working documentation;

(iii) Inspect the work during the DLP and assist the Client in the proper completion of construction, as well as closing the contract.

**Task D. Preparation of documents on environmental and social safeguards related to the Project**

When necessary, the Consultant shall develop documents on environmental and social safeguards and supervise the execution of relevant measures. Provide support to the Client / PIU for the implementation of the developed documents.

(i) Preparation of ESMP, if required, for each project/construction area; Resettlement Action Plan (RAP), if the project may cause involuntary resettlement;

(ii) Provide advisory and legal support up to the completion of the procedures related to the provision of social safeguards, including assistance to PIU in the implementation of resettlement action plans;

(iii) Carry out site visits, direct participation in negotiations with state authorities and in public consultations and hearings, if required;

(iv) Assist the Client when necessary to obtain approval and licenses from the State Environmental Expertise for draft ESMP, etc;

(v) Support and advice to the Client / PIU when necessary in reviewing and managing complaints from individuals and legal entities in relation to project implementation, assistance in the creation and implementation of a grievance redress mechanism in managing the process of compensation and decision-making on complaints in the field of social protection;

(vi) Conduct relevant environmental and socio-economic studies and initial instrumental environmental monitoring for environmental studies for each project/construction area;

(vii) Prepare the documentation and drawings when necessary required for land acquisition in accordance with local regulations.

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## Task E. Health, safety and requirements.

The Consultant will ensure that the Contractor implements the Site Specific Environmental Management Plan (SSMP) in accordance with the IsDB guidelines and in particular, the Consultant's environmental expert shall advise on mitigation measures, provide technical support and environmental training to the Contractor's staff and assist the Contractor in the preparation of specific ESMPs. The Contractor will update the EMP as necessary and the Consultant will review the updated EMP and confirm that mitigation measures have been incorporated into the rehabilitation, civil works and equipment installation.

# REPORTS AND DELIVERY SCHEDULE

## Reports, documents and timeline of results

The Consultant shall prepare and submit the following reports and documents in paper and electronic form to the Client / PIU and IsDB:

|  |  |  |
| --- | --- | --- |
| **A** | **Preparation of tender documentation for civil works** | |
| 1. | Draft tender documents | 1 week after the receiving of detailed design |
| 2. | Final Tender Document | 1 week after receiving comments on the draft tender document |
| 3. | Draft agreed contract with contractor | 1 week after approval of the evaluation report |
| **B** | **Preparation of tender documentation for the procurement of equipment and furniture** | |
| 1. | Draft tender documents | 2 weeks after the completion of detailed design |
| 2. | Final Tender Document | 2 weeks after receiving comments on the draft tender document |
| 3. | Draft agreed contract with contractor | 2 weeks after approval of the evaluation report |
| **C** | **Project Management and Construction Supervision** | |
|  | **Result / report / document** | **Deadline for submission** |
| 1. | Initial report | 1 month after the start of the assignment |
| 2. | Monthly progress reports on project implementation | 1 week after the end of each month |
| 3. | Quarterly Project Progress Report | 1 week after the end of each quarter |
| 4. | Reports on completion of construction contracts | 4 weeks after issuance of certificate of completion to contractors |
| 5. | Draft project completion report | 4 weeks after completion of the last  construction contract and project |
| 6. | Final Project Completion Report | 2 weeks after receipt of comments from the Client and/or IsDB |

All reports/tender documents should be submitted in Russian (2 copies) and English (2 copies) languages in the paper version, as well as on electronic media.

## Reporting Requirements

## a) Initial Reporting

The initial report is intended to give confidence to the Client that the Task will be carried out in accordance with the plan and in accordance with the contract. The report should draw the attention of the Client to the main problems that may affect the direction and progress of work. The inception report sets the strategy and work plan for civil engineering as well as project management. It should include an assessment of the existing feasibility study of the project for which the project was conceived. An assessment of the conclusion of the existing feasibility study will be presented in order to further discuss with the Client/PIU, IsDB as necessary. Possible changes will be described and briefly substantiated on a technical, economic, managerial and environmental basis using readily available and updated data.

This report should provide a detailed situational analysis of the current structure. It shall: confirm the Consultant's mobilization status (including staff mobilization, office opening, etc.); include the services to be provided by the Client as well as any proposals for changes to the methodology, work plan and scope of services; if there are changes, provide an updated work plan with actual dates of each activities and the timeframe for their implementation; contain confirmation of receipt of advance payments.

## Monthly progress report:

The Monthly Progress Report will detail the progress made on each contract, highlight any deficiencies, delays or other problems that may arise, and identify what actions are being taken to resolve the problems. The report shall reflect progress made and adherence to implementation schedules; highlight problems encountered and how they were resolved/eliminated or proposed solutions; reflect costs and payments incurred; justifications for variations in solutions and changes in implementation schedules; records of testing performed, and conclusions drawn, verification of agreements drawn on design changes and approval of design/build drawings. Reports shall include progress charts and photographs (color-coded with date stamps) giving full details of the progress of the work, the extent and nature of the work completed, and details of any delays in supporting documentation, as appropriate. The report should also include the percentage of work completed and planned, and the actual and planned cash flow for each type of work as of the reporting period. Copies of the minutes of the monthly meeting with stakeholders should be attached.

## Quarterly progress report:

In lieu of a monthly progress report for the current month, the Employer shall be provided with a report containing the overall progress results for the last three months.

## Contract Completion Report:

The Consultant shall prepare contract completion reports for supply and construction contracts. The report shall combine the contents of monthly/quarterly reports; summarize deviations encountered during contract execution, design of works, and completed works; test and inspection reports, including as-built drawings. The reports shall provide all status information including, but not limited to, calculations, drawings, specifications, test reports, and final cost analysis. The Consultants shall prepare and offer to the Client a complete set of records and as-built drawings, if possible after receipt of the Certificate.

## Final Project Completion Report:

The Consultant will prepare a Final Completion Report, which will include a review of the completed construction works, materials and equipment supplied and installed, including any changes or modifications to this equipment, operational procedures, costs and changes, as well as problems encountered and proposed solutions. If any of the activities included in the construction were not performed with the expected quality or within the expected timeframe, the report will show this, identify the causes, and report the actions taken to correct these causes. Overall lessons learned should be highlighted with recommendations for improving the implementation of similar projects in the future. As far as possible, project outcomes should be measured, as well as environmental aspects to assess the impact of the project on the socio-economic environment in the project area.

# TEAM COMPOSITION AND QUALIFICATION REQUIREMENTS FOR KEY EXPERTS

## General requirement

The consultant must demonstrate that he has extensive experience in project management, procurement and construction supervision over the past 8 years.

The Consultant shall provide sufficient qualified and experienced personnel to ensure proper preparation of bid documents and procurement process, and management and supervision of the contract execution as well as overall project implementation. To ensure timely execution of works and efficient utilization of financial resources, the Consultant shall ensure the continuous presence of its key international and national staff at the construction site until the completion of construction and commissioning of all major facilities.

The following list of experts should be understood as a provisional. However, the Consultant may add additional and/or multidisciplinary personnel as deemed necessary and appropriate for the task based on its professional judgment:

|  |  |  |  |
| --- | --- | --- | --- |
| **№** | **Key personnel** | **Packs** | **Man. month.** |
| 1. | Team Leader | 1 | 60 |
| 2. | Resident Engineers | 2 | 48 |
| 3. | Construction Supervision Engineers | 8 | 48 |
| 4. | Electrical Engineer | 1 | 18 |
| 5. | HVAC Engineer | 1 | 18 |
| 6. | Water Supply and Sanitation Engineer | 1 | 18 |
| 7. | Monitoring and Evaluation Specialist | 1 | 48 |
| 8. | Procurement and Contract Management Specialist | 3 | 48 |
| 9. | Educational Equipment Specialist | 2 | 6 |
| 10. | Inclusive Education Equipment Specialist | 2 | 6 |
| 11. | Environmental and Social Safeguard Specialist | 1 | 48 |
|  | **Total** | **24** | **858** |

It is expected that the Consultant will provide sufficient support staff to perform the task (AutoCAD specialist, Translator, Secretary, Office Manager, Driver, etc.).

## Staff qualifications

Based on the requirements of this assignment in terms of experience and tasks mentioned above, the Consultant is expected to establish a consulting team consisting of qualified experts. The following are the qualification requirements for the proposed key experts:

The ***Team Leader*** must have a Master's degree in Architecture/Civil Engineering with a total of 15 years of experience in the design and construction supervision of infrastructure projects (buildings, utilities, etc.). The expert should have at least 10 years of experience as a team leader in the management and technical supervision of infrastructure projects similar to the assignment and at least three (3) completed projects in a similar capacity involving IFIs in the last 10 years. He/she should be fluent in spoken and written English, and have good team management skills. Knowledge of Russian language will be considered as an advantage.

**General Roles and Responsibilities:** He/she will work in close coordination with the EA/PIU and will undertake the following main tasks, but not limited to:

i) provision of necessary support to the EA/PIU in the framework of the project, to ensure communication with the IsDB and other relevant Government agencies;

ii) provision general guidance for all aspects of the EA/PIU activities related to the preparation, implementation, training in operation and maintenance, monitoring and evaluation, land management, social issues, and capacity building of all Project staff;

iii) provision of technical guidance for a group of consultants involved in the preparation tender documentation; ensure timely preparation of the design works, technical specifications, statements and other documents included in the tender documentation on the selection of contractor for civil works and suppliers of equipment and furniture;

iv) to ensure that all project documents comply with national and, if applicable, international standards;

v) revision of procurement plans prepared by Key and Non-Key procurement experts;

vi) provision of guidance and oversight of a team of consultants responsible for developing a full set of bidding documents;

vii) assist to EA/PIU and the procurement commission to evaluate bids in the process of evaluating tender documents and awarding contracts to contractors and suppliers;

viii) ensure timely engagement of contractors and the implementation of all subprojects in accordance with the agreements concluded during the project;

ix) review drawings prepared by contractors and equipment manufacturers / suppliers, make recommendations on any necessary changes or amendments;

x) verify, approve or reject the works, installations in accordance with the line and the level of all works in accordance with the detailed design and contract documents;

xi) conduct underground surveys and soil tests to ensure adequate and correct data for the design of the foundation;

xii) inspect the materials and equipment delivered to the project site and participate as a witness in testing of materials and equipment to be included in the work, and if necessary, on the manufacturer's territory in Uzbekistan. Ensure the delivery and safe storage of materials and equipment;

xiii) control, verification, measurement and quality control of construction work and installation of equipment to ensure compliance with the drawings and specifications;

xiv) verification and approval of the Contractor’s interim payroll records (payment certificates);

xv) inspection and approval of all work performed for full compliance with operational and technical characteristics, as well as check production drawings and schedules of the number of contractors;

xvi) participate in all tests during commissioning and approve or reject suitability for final acceptance by the Client;

xvii) consideration of field reports prepared by supervisors; review work reports and payment claims prepared by contractors and suppliers and formulate appropriate recommendations prior to submission to the Client/PIU for approval;

xviii) with the assistance of procurement specialists, advise Client/PIU on Contractor’s claims for time extension, change orders and other important decisions during construction work;

xix) supervises the preparation and conduct of training and workshops at the workplace by contractors and suppliers;

xx) supervises the preparation and conduct of commissioning tests; familiarize with Guidelines for operation and maintenance (O & M) and testing protocols during commissioning;

xxi) consideration of reports of engineers for the period of responsibility; agree on instructions for contractors for additional work; advise Client/PIU on issuing final acceptance certificates and issuing warranty obligations;

xxii) assist PIU/Client in the preparation of quarterly reports, a review of program implementation and a revised implementation plan;

xxiii) assist PIU/Client to prepare an annual report on the progress of the project, including an analysis of the investment plan, and on this basis provide advice and assistance to PIU/Client and the IsDB to verify the investment plan;

xxiv) assist PIU/Client in the preparation of a general project completion report and provide relevant materials regarding operational and maintenance needs and adequate strengthening of sector policies;

xxv) act as Engineer/Project Manager appointed by the Client to monitor the implementation of contracts for the execution of works on his behalf. The FIDIC contract form defines a large number of responsibilities that are assigned to the Engineer/Project Manager regarding the execution of the contract. For these purposes, it organizes its presence in the cities of Tashkent and project area at its discretion.

The ***Resident Engineer*** must have a Master's degree in civil engineering, preferably with a post- graduate degree in civil engineering, with at least 10 years of experience in the design and construction of social infrastructure projects. The expert should have at least 10 years of experience as a Resident Engineer in the design and technical supervision of infrastructure projects similar to the assignment. Report writing skills and knowledge of English language will be an advantage.

***The Construction Supervision Engineer*** must have a bachelor's degree in civil engineering with 8 years of experience in the design and construction of social infrastructure projects. The expert must have at least 5 years of experience as a site engineer in supervising the construction of social infrastructure facilities similar to the assignment. The expert is expected to have relevant certificate and to be well versed with construction norms and standards of the Republic of Uzbekistan. Report writing skills and knowledge of English language will be an advantage.

**General Roles and Responsibilities:** The construction supervisor will be primarily responsible for ensuring that all work performed and materials used, as specified in the contractor’s daily and weekly reports, comply with the approved construction drawings, standards and norms. He will perform the following tasks:

i) Supervise all construction work related to the construction of schools, check that all works and related equipment and furniture comply with the design documentation and accepted standards;

ii) Approve and confirm the delivery of materials, equipment and furniture in accordance with the requirements of the contracts;

iii) Review and comment on Contractor’s construction and production drawings;

iv) Monitor and verify the current quality and quantity of work performed for each contract;

v) In collaboration with the Team Leader and other consulting engineers, consider detailed construction plans submitted by contractors;

vi) Observe the tests of the installed HVAC, water supply systems, electrical part, etc. and check the compliance of such tests with the required performance indicators and standards;

vii) Collect and approve daily and monthly progress reports prepared by contractors and suppliers, and provide the necessary materials to prepare and submit monthly progress reports to EA/PIU.

viii) Confirm that contractors maintain production records during construction and that production plans reflect changes in design, dimensions/specifications and actual work performed at the site.

ix) Provide support to an environmental specialist during semi-annual, annual monitoring studies;

x) Provide materials as needed for monthly, quarterly and annual reports, as well as for the preparation of reports on the completion of projects/programs;

xi) Provide input to the preparation of project results/reports as needed.

xii) If necessary, he/she may perform other tasks in accordance with the applicable legal requirements.

***The Monitoring and Evaluation Specialist*** should have a university degree in economics, social sciences and other related sciences (minimum Bachelor's degree, Master's degree preferred). At least 5 years of relevant experience in establishing and maintaining management information systems in social infrastructure projects. Statistical analysis skills and proven experience in creating high quality reports summarizing the progress of public sector investment programs. Strong analytical and report writing skills. Strong oral and written skills in English and Russian. Excellent computer skills (MS Windows, MS Excel, Word).

***Procurement and Contract Management Specialist*** must have a minimum of a Bachelor's degree in Contract/Procurement Management or similar field. Minimum of 10 years of general experience, including 5 years in procurement, construction procurement and contract management. Experience in IFI funded projects of similar nature and size with proven knowledge of FIDIC basics and/or IFI contract forms and terms and conditions is preferred. Must demonstrate very good knowledge and experience in preparing tender documents for bidding / delivery of planned goods / lot breakdown of International Competitive Bidding (ICB). Participation in a minimum of three (3) similar IFI projects where he/she has performed similar functions. Fluency in spoken and written English.

**General Roles and Responsibilities:** The procurement and Contract Management Specialist will report directly to the Team Leader, and will work closely with the team of engineers. The duties of the procurement expert will be, but not limited to following:

i) Assist PIU/EA and Team Leader to procure goods, works and service in accordance with the IsDB Procurement guidelines;

ii) Assist PIU to conduct an annual revision of the Procurement Plan;

iii) Coordination with PIU/EA and consultants to ensure that procurement activities are planned to meet procurement needs and that relevant documents are filled out; Continuous assistance to PIU/EA and the Procurement commission at all stages of the selection of international and national contractors and consultants, including: (a) preparation of a request for expression of interest, a prequalification document (b) assistance in preparation of reports for short listing (prequalification) (c) assistance in evaluating proposals and selecting contractors/consultants, and (d) assistance in negotiations and award of contract;

iv) Review all tender documents for the procurement of works, goods and services prepared by the team regarding possible international competitive bidding (ICB) and national competitive bidding (NCB) and other procurement methods, as well as the terms of the contract and provide relevant recommendations as necessary;

v) Assistance in reviewing and providing clarifications to requests from bidders, as well as organizing, if applicable, site visits with bidders;

vi) Coordinate the process of receiving letters of no objection from IsDB during the evaluation of tenders and proposals of contractors/consultants.

vii) Assist PIU/EA in preparing the necessary documentation for signing a contract and mobilizing the consultant and contractor.

viii) Provide input to project results/reports as needed.

***The Educational Equipment Specialist*** should have a university degree in a relevant field or equivalent qualification. Minimum 10 years of general work experience, including at least 5 years in the field of supply and procurement of educational equipment in projects financed by International Financial Institutions (IFIs). Must have experience in equipping general education institutions, preparing detailed specifications of educational equipment, supplies and furniture for International Competitive Bidding (ICB). Fluent oral and written Russian language skills. Knowledge of English will be an advantage.

***The Inclusive Education Equipment Specialist*** should have a university degree in a relevant field or equivalent qualification. Minimum 10 years of general experience, including at least 5 years in the procurement and purchasing of educational equipment, supplies and furniture for children with disabilities. Must have experience in preparing detailed specifications for inclusive equipment. Fluent oral and written Russian language skills. Knowledge of English language will be an advantage.

***The Environmental and Social Safeguard Specialist*** should have a higher education (Master's degree) in natural/environmental sciences or similar discipline. At least 10 years of professional experience in solving similar tasks in development projects financed by international donors. Knowledge of national regulatory requirements as well as IFI environmental policies, experience in report writing and application of IFI environmental guidelines. At least 5 years of experience in developing large projects with international financial organizations and 3 completed projects in the last 5 years as an environmental expert. Fluent oral and written Russian language skills. Knowledge of English will be an advantage.

**General Roles and Responsibilities:** he/she will work under the guidance of the PM and, in particular, will perform the following activities:

i) Preparation of an environmental monitoring plan before construction, construction and after construction;

ii) Based on the PM instructions and using the steps defined in the EMP, monitor the implementation of the EMP using the checklist of compliance monitoring;

iii) Assist EA/PIU in working with contractors to implement the EMP and monitor the Contractor’s compliance with environmental mitigation measures;

iv) Ensure that the Contractors: i) comply with the EMP in accordance with the instructions and additional requirements specified in the Contractor’s calculations (BOQ), and 2) conduct environmental monitoring, including measurements and observations of dust and air pollution during construction, in accordance with quarterly report. Contractor compliance monitoring checklist for the construction period;

v) Assist EA/PIU, when necessary, in working with traffic police in preparing emergency plans for road traffic and temporary traffic deviations during construction;

vi) Monitor the review of the EMP filling list and the corresponding report to be prepared by the contractors, and assist PIU/EA in timely receipt of such reports;

vii) Assist EA/PIU to: i) prepare and maintain a grievance redress mechanism, ii) create a grievance review committee (GRC) and iii) monitor performance; ensure that: i) GRC will be widely represented by women and ii) the complaints process will be effectively implemented;

viii) If necessary, assist PMs in the preparation and delivery of content of the modules on capacity building of environmental management and social protection;

ix) Provide input to the preparation of project results/reports as needed.

***8. FACILITIES TO BE PROVIDED BY THE CLIENT***

The Client will provide the Consultant with access to all relevant reports, studies and other documents necessary for the implementation of the project, including but not limited to: Loan Agreements, Pre-Feasibility Study and Feasibility Study.

***9. OFFICE SPACE, EQUIPMENT AND OTHER EXPENSES OF THE CONSULTANT***

The consultant should arrange for his staff office space in the city of Tashkent and in the project area. Supervisors should work in offices on the site, which will be organized by the Consultant in the vicinity of the construction contract. The consultant will acquire the necessary office supplies, including fax machines, computers, software, printers, scanners, copiers and other means of communication necessary for its activities, as well as equipment and facilities. Upon completion of the project, the Consultant will transfer all property to the Client in good and sound condition. The consultant is responsible for the maintenance of equipment, facilities and communications. The consultant must bear all expenses of his employees, including all movements, compensation, insurance, emergency medical care, housing and communications equipment, translation of documents and reports, the execution of drawings and everything else necessary for the proper work of the team of specialists.

**10. COMMENCEMENT DATE AND EXECUTION PERIOD**

The assignment will be a time-based contract. The start date of the consultancy services will depend on the readiness of the detailed design for the construction works and is scheduled for Q4 of 2025. The assignment completion date will depend on the completion of all the construction works and is expected to be 48 months excluding the defect liability period.