**Kazakhstan:** [**CAREC Corridor 3 (Shymkent-Tashkent Section) [Link to the Western Europe--Western People's Republic of China International Transit Corridor] Road**](http://www.adb.org/Documents/RRPs/KAZ/41121-KAZ-RRP.pdf) **Improvement Project**

**Invitation for Expressions of Interest (EOIs)**

**Consultant Services for Construction Supervision of Civil Works**

 The Asian Development Bank allocates a loan to improve the 37 km section of the Shymkent-Tashkent road. The road connects with the so-called «Western Europe–Western China» International Transit Corridor, which is an integral part and flagship transaction under the Central Asia Regional Economic Cooperation (CAREC) program.

 The Committee for Roads Ministry of Transport and Communications of the Republic of Kazakhstan needs the Consultant for supervision and management of the project for construction works of the following road sections with the use of contract of the International Federation of Engineers-Consultants (FIDIC):

1. Km 704 and Km 742**:** Reconstructionof 37-km four-lane road section “Shymkent-Tashkent”, with cement concrete pavement of Category I-B standards.

 Supervision will start in July 2013 and is expected to finish in 18-months period and 24-months defects liability period. The construction supervision consultant will be monitored by the Committee for Roads (the Committee) of MOTC or his assignee.

 The MOTC now invites eligible consultants to submit expressions of interest through ADB’s CSRN

[https://uxdmz06.adb.org/OA\_HTML/RF.jsp?function\_id=46363&resp\_id=55579&resp\_appl\_id=20264&security\_group\_id=0&lang\_code=US&params=34ID2.bySo3mUUSwiGhlRCdnvLwMrU5cVMZ.IbnEmhs&oas=Xqnzv8wAELpKLmg12xGPsA..#] to the following address on or before May 17, 2013 at 3 p.m. Astana time,

The Committee for Roads, the Ministry of Transport and Communication

Ms. R. Tayenova, Head of the Board for Investment Projects Preparation, Committee for Roads

Tel: +7 7172 24 35 36, +7 7172 24 21 15

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Web site: www.mtk.gov.kz

 Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may associate with other consulting firms to enhance their qualifications. International consultants are encouraged to associate with qualified national consultants. Applicants are invited to focus on the description of their core business and years in business; their qualifications in the field of the assignment; the technical and managerial organization of their firm; the general qualifications and number of key staff; absence of conflicts of interest and existence of quality system. Applicants are encouraged to submit Russian translations of EOI. However, non-submission of Russian translation will not affect the assessment criteria in any way.

 A consultant will be selected using Quality-Cost-Base Selection (QCBS) following Asian Development Bank’s *Guidelines: The Use of Consultants by Asian Development Bank and its Borrowers.*

# Construction SUpervision Consultant

# Terms of Reference

### Introduction

1. The output of the Project, namely as CAREC Corridor 3 (Shymkent-Tashkent Section) [Link to the Western Europe-Western People’s Republic of China International Transit Corridor] Road Improvement Project, is a 37-km concrete cement road from the city of Shymkent toward the border of Kazakhstan and Uzbekistan.
2. The civil works will be conducted in accordance with the International Federation of Consulting Engineers (FIDIC) contract. The **Construction Supervision Consultant** (“the Consultant”) will assist the Committee for Roads, Ministry of Transport and Communications (MOTC) (“the Client”) in administering the civil work contract and supervising the construction works to ensure its quality and timely completion.

### Scope of Services

1. The Consultant, designated as the Engineer for the Project, will:
2. administer the construction contracts following the International Federation of Consulting Engineers (FIDIC) contract conditions;
3. ensure that all works comply with the approved engineering designs and technical specifications, agreed schedule and budget, terms and conditions of the contracts, standard engineering practice, and ADB’s safeguards policy;
4. provide general guidance and issue instructions to contractors;
5. make engineering decisions in consultation with the Project Director, and
6. advise the Project Director on work progress, quality control, and implementation issues, if any.
7. support Employer in Project Management
8. The specific tasks of the Consultant will include, but not be limited to the following:
	* + 1. **Design Review**
9. Review the detailed engineering design for its correctness and safety prior to the start of civil works. Submit a report on the findings and propose modifications or corrections to any defects or omissions.
	* + 1. **Supervision and Administration**
10. Ensure that the construction methods proposed by the contractor for carrying out the works are satisfactory.
11. Inspect contractor’s construction equipment; results of material and soil tests; safety of the works, property and personnel; and schedule of mitigation measures for adverse environmental impacts. Notify contractors to remedy works and materials that fail to comply with the specifications.
12. Monitor and supervise (a) progress of contractors’ works vis-à-vis contract schedule, and (b) quality of contractors’ works vis-à-vis applicable technical specifications and design.
13. Check that “as built” drawings are prepared by the contractors for all works as construction progresses.
14. Ensure that road safety design requirements are implemented following the contract specifications.
15. Develop quality assurance system and quality control plan for provisions of cement-concrete pavement.
16. Establish procedures to verify contractor performance and report progress and problems on time, including quality control reports, quantity survey records, requests for variation or change orders, and contractor’s claims and invoices.
17. Evaluate any proposed changes (e.g., time, scope and cost) by the contractor during the course of the Project.
18. Review and certify work volume, and process interim and final payments of the contractors. Ensure timely submission of contractors’ interim payment certificates, and release of payment.
19. Ensure project financial management procedures are in place and are strictly followed, specifically relating to payments, financial accounting, requests for time extension, and contractors’ claims and invoices.
	* + 1. **Safeguards Compliance Monitoring**
20. Carry out the following duties related to environmental mitigation[[1]](#footnote-1) during construction: (a) ensure that all the environmental mitigation measures required to be implemented are incorporated in the contract documents; (b) supervise and monitor the implementation of environmental mitigation plan (EMP); and (c) in case of unexpected environmental impacts, coordinate with the Project Director to recommend necessary mitigation measures to the Committee of Roads and ADB for implementation.
21. Assist in monitoring and reporting of the land acquisition and resettlement plan (LARP) implementation.
22. Monitor contractors’ compliance with and performance of required actions regarding HIV/AIDS, human trafficking, and labor core standards in accordance with the contract documents, such as awareness and education of laborers and workers.
23. Ensure that the contractor does not involve child labor in the execution of the civil works contracts in accordance with the provisions of the contract agreement.
	* + 1. **Documentation and Reporting**
24. Report and update the works implementation schedule, highlight any unforeseen delays, and timely propose corrective measures.
25. Undertake project performance monitoring and evaluation[[2]](#footnote-2) and reporting up to project completion. Collect baseline survey data based on the indicators in the project’s design and monitoring framework; and measure the indicators overtime during the assignment period. Design a simple MS Excel or similar system for recording the baseline and periodic data.
26. Prepare and submit reports as indicated in Section F – Deliverables in this Terms of Reference (TOR).
27. Develop and maintain a storage and retrieval system of records documenting information supplied by the field teams, decisions made at meetings, progress on civil works, certified achievements and milestones, financial records, any deviations from or changes to the contract plans (scope, cost, materials, time), correspondences, site diaries, test data and quality control reports, quantity survey records, as-built drawings, and progress reports.
28. The Project Director may require the Consultant to perform other tasks consistent with the above scope, including preparation of technical appraisals/additional contract documentation, and review and comment on the contractor’s proposals.

The Project Director will authorize additional services that do not affect the scope of the supervision work, at the rates established in the construction supervision contract, or at the rates mutually agreed upon when the services require the use of specialists not listed in the contract.

### Staffing Inputs

* + - 1. The Client will select an international firm, in association with national consultants, to carry out the tasks in this TOR. The procedure in recruiting the Consultant will follow *ADB’s Guidelines on the Use of Consultants*.
			2. Consulting services require a total of 43 person-months of international experts and 134 person-months of national experts, and will take place over 18 months, and additional work of relevant specialists during defects liability period.
			3. The Consultant will provide highly qualified professionals and supporting staff, and all necessary services required for the cost effective and timely completion of the consulting services. The Consultant’s representative will be a full-time professional resident engineer in the project area.

**Proposed Staffing**

|  |  |  |
| --- | --- | --- |
| **Position** | **Quantity** | **Man-months** |
| **International Consultants**  |  |  |
| **Resident Engineer/Team Leader** | **1** | **20** |
| **Road Engineer**  | **1** | **18** |
| **Contracts Specialist**  | **1** | **3** |
| **Environment and Community Liaison Specialist** | **1** | **2** |
| **National Consultants** |  |  |
| **Deputy Resident Engineer**  | **1** | **20** |
| Soil and Materials Engineer | **1** | **18** |
| Quantity Surveyor | **1** | **18** |
| **Pavement Engineer** | **1** | **18** |
| Environment and Community Liaison Specialist | **1** | **6** |
| **Financial Management Specialist (located in Employer’s office)** | **1** | **18** |
| **Road Engineer (located in Employer’s office)** | **1** | **18** |
| **Land Surveyor** | **1** | **18** |
| **Total** | **12** | **177** |

* + 1. **Detailed Terms of Reference of each Team Member**
			1. **International Consultants**
				1. **Resident Engineer/Team Leader (1 international expert, 20 person-months)**
			2. The Team Leader/ Resident Engineer (TL/RE) will be responsible for overall project management in performing the scope of work indicated in Section B of this TOR. The TL/RE will:
			3. prepare the following:
* detailed work program and timetable of the activities to be implemented with terms of reference of each activity to be implemented,
* final staffing schedule and terms of reference,
* quality assurance system and procedures to supervise and monitor contractor performance and report progress and problems on time,
* coordinating arrangements among team members, Project Director, and contractors,
* disbursement schedule, and
* project performance monitoring database system to store and retrieve historical monitoring record/data.
	+ - 1. Lead the review of the detailed engineering design including technical specifications (including bill of quantities), drawings, and construction methods against Kazakhstan road standards. Propose modifications, if necessary.
			2. Issue notice-to-proceed to contractors for respective road sections or parts of the road sections that have complied with the applicable provisions of the land acquisition and resettlement plan and environment management plan.
			3. Review and approve contractor’s work program, implementation schedule, methodology, and safety plan, and supervise the progress of construction works. Inform the Project Director of any delay or potential delays in the work schedule of the contract, and take necessary actions to prevent potential delays.
			4. Issue notices to the contractor on any non-compliance with road safety plan, environmental mitigation measures, and social safeguards, as set out in the contract documents.
			5. Issue notices to contractors for defects or deficiencies, and issue instruction for the removal or submission of improper works.
			6. Review, approve within his competency, and issue variation orders (scope, cost, materials, time).
			7. Inspect project sites for work progress and quality.
			8. Certify payments for the works against the relevant bill of quantities and issue the interim payment certificates, the final payment certificate and other certificates, including taking over certificate, as required under the civil works contract.
			9. Coordinate and supervise the work of field teams in supervising and certifying construction following contract conditions.
			10. Prepare routine and periodic maintenance plan for the project road during their economic life.
			11. Inspect jointly with the Client the completed works and assist in formal taking over and review and approve or prepare as-built drawings and plans and provide reports confirming satisfactory completion of the contracts.
			12. Inspect the completed work periodically during the defect liability period within the terms covering the consultant’s agreement, prepare lists of deficiencies (if any), and carry out supervision of the remedial works, and issue defects liability certificates after the rectification of the notified defects by the contractors.
			13. Advise the Project Director with the day-to-day coordination and supervision of civil works construction, including implementation status and issues, and preparation of regular progress reports.
			14. The TL/RE is a licensed civil engineer, with 15 years of experience in highway engineering, and construction supervision of roads with cement-concrete pavements. The TL/RE is familiar with various international standards for design and construction (FIDIC) including stage of works and method of construction such as temporary works, construction plans, schedules, construction method, assignments of equipment and personnel, testing and trials, and drawings. Experience in similar projects and geographic areas, proficiency in written and spoken English, and knowledge of locally spoken languages are an advantage.
				1. **Road Engineer (1 international expert, 18 person-months)**
			15. Road Engineer (RE) will perform tasks or part of tasks (ii), (iv), and (vii) in Section B of this TOR. Specifically, the RE will:
			16. review the pavement design, required equipment and materials, cement mixing methodology, safety protection, and required test work; and propose modifications or revise design, if necessary, review artificial constructions detailed design and technical specifications;
			17. review and analyze traffic load and vehicle configuration, in conjunction with the pavement design review, and submit report to TL/RE;
			18. develop quality assurance system and quality control plan for provisions of cement-concrete pavement;
			19. supervise and direct pavement construction activities to ensure compliance with the technical specifications and contract provisions;
			20. coordinate the work of field teams in supervising and certifying that construction follows contract conditions;
			21. advise the TL/RE on contractors' compliance or non-compliance to pavement design specifications and construction method;
			22. maintain records of pavement test works, and prepare report;
			23. supervise construction of bridges and culverts on the road sections;
			24. monitor contactors’ work performance against technical specifications and schedules for production of bridge and culvert structures and parts;
			25. prepare inspection reports, and
			26. discuss with TL/RE any bridge design/construction issues and offer options.
			27. develop and implement traffic management plan and road safety plan with project indicators.
			28. Control observance by contractors of road safety plan to avoid damage to persons or property on initial stage and during road construction.
			29. review road safety measures undertaken by Contractors during civil works and carry out preventive and other measures against road accidents.
			30. interact with local and state bodies, contractors and members of society regarding traffic management plan and road safety plan at road construction.
			31. preparation and submission of reports on safety audit.
			32. The RE is a licensed civil engineer, preferably with a post graduate in highway/geotechnical/materials, with 15-year experience in flexible pavement designing and technical investigation, establishing QA/QC procedures, setting up laboratories, and mix designs and testing procedures. Experience in similar projects, particularly a 3-year experience of flexible pavement in international projects is preferred. Experience in similar geographic areas, proficiency in both written and spoken English and knowledge of locally spoken languages are an advantage.
				1. **Contracts Specialist (1 international expert, 3 person-months)**
			33. The Contracts Specialist (CS) will perform tasks or part of tasks (viii), (ix), and (x) in Section B of this TOR. Specifically, the CS will:
			34. review existing contract terms and conditions making sure that they comply with FIDIC contract conditions, Kazakhstan laws and regulations, and ADB policies; and recommend amendments, if necessary;
			35. assist team members, the Client, and contractors in interpreting contract terms and conditions;
			36. evaluate or monitor contract performance to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations;
			37. review and endorse or reject requests for deviations from contract specifications and delivery schedules. Draft amendments to cover deviations, if needed;
			38. arbitrate claims or complaints regarding terms, pricing or perceived breach occurring in performance of contracts;
			39. pay attention to claim/dispute resolution activities related to price escalation, as well as claims caused by delays related to right of way issues (if any), deficiencies in designs (if any), construction specifications and others;
			40. serve as liaison officer to ensure fulfillment of obligations by contractors;
			41. advise TL/RE on potential expected claims and management of actual claims, and
			42. maintain and manage the database related to contract administration.
			43. The CS is a qualified professional contracts specialist with 15-year experience in contract management of projects funded by international organizations (i.e., Asian Development Bank or World Bank), including contractors’ claims management, resolution of disputes, and arbitration proceedings of any project involving FIDIC. Experience in similar projects and geographic areas, proficiency in both written and spoken English, and knowledge of locally spoken languages are an advantage.
				1. **Environment and Community Liaison Specialist (1 international expert, 2 person-months)**
			44. The international ECLS will (i) supervise and monitor EMP implementation, (ii) set-up internal monitoring system on environmental issues and measures, (iii) coordinate with key stakeholders in dealing and resolving environmental issues, (iv) prepare environmental reports (v) supervise LARP implementation, (vi) monitor contractors' compliance to social safeguards (vii) coordinate with key stakeholders in dealing and resolving land acquisition and resettlement issues, and (viii) prepare social safeguards reports, among other tasks.
			45. The ECLS is a well qualified professional expert with a bachelor degree in environment sciences and social development and a preferably of 8 years experience in assessing environmental impact, poverty analysis and social issues and monitoring environment safeguards of road projects. Familiarity with ADB environmental and social guidelines is preferred. Experience in similar projects and geographic areas, proficiency in both written and spoken English, and knowledge of locally spoken languages are an advantage.
			46. **National Consultants**
1. **Deputy Resident Engineer (1 national expert, 20 person-months)**
	* + 1. The national Road Engineer (RE) will assist the TL/RE to (i) coordinate and supervise road construction works in the field, (ii) monitor schedule and construction progress, (iii) supervise quality of construction work, (iv) prepare monthly certificates, (v) review and approve shop drawings and as-built-drawings, and (vi) prepare reports.
			2. The RE has a bachelor degree in road and aerodrome construction with a minimum of 10 years of experience as an engineer, including not less than 4 years of experience in construction supervision in road sector and to have certificate in expert work and engineering services on objects of first class responsibility. Knowledge of Kazakh standards, norms and rules is obligatory. Work experience in similar internationally-funded projects is an advantage.
2. **Soil and Materials Engineer (1 national experts, 18 person-months)**
	* + 1. The national SME will undertake day-to-day supervision of compliance to material specifications and testing, supervise the contractors work, and certify that construction follows contract conditions including acceptance standards of materials, approval of source supply, and material testing methods, among other tasks.
			2. The national SME has a bachelor degree in civil engineering with a minimum of 8 years of experience in major road construction works especially in material testing and have certificate in expert work and engineering services. Work experience in similar internationally-funded projects, and proficiency in both written and spoken English are an advantage.

1. **Quantity Surveyor (1 national experts, 18 person-months)**
	* + 1. The quantity surveyor will assist RE to (i) review the bill of quantities vis-à-vis the technical specifications provided by the Client, and recommend modifications, if required; (ii) oversee and measure the quantity of materials and workers found at the construction site to minimize the amount of materials used, and make sure that the construction costs stay within budget; (iii) review contractors’ interim and final payment certificates, and check quantities billed vis-à-vis measurements; (iv) prepare change orders and variation orders as required; (v) prepare and maintain quantity books, and up-to-date rates-list for materials and works; (vi) prepare and manage monthly financial reports; (vii) prepare disbursement schedule and maintain progress schedules and cash flow chart; and (viii) maintain current as-built drawings as the work progresses.
			2. The quantity surveyor has a bachelor degree in civil engineering with minimum 8 years of experience in quantity surveying, supervision and construction of major road projects and have certificate in expert work and engineering services. Work experience in similar internationally-funded projects, and proficiency in both written and spoken English are an advantage.

 **d. Pavement Engineer (1 national expert, 18 person-months)**

* + - 1. The Pavement Engineer (PE) will:

(i) review the pavement design, required equipment and materials, asphalt mixing methodology, safety protection, and required test work; and propose modifications or revise design, if necessary. As well as, review artificial constructions detailed design and technical specifications.

(ii) review and analyze traffic load and vehicle configuration, in conjunction with the pavement design review. Submit report to ARE and TL/RE.

(iii) develop quality assurance system and quality control plan for provisions of asphalt concrete pavement.

(iv) supervise and direct pavement construction activities to ensure compliance with the technical specifications and contract provisions.

(v) coordinate the work of field teams in supervising and certifying that construction follows contract conditions.

(vi) advise the TL/RE on contractors' compliance or non-compliance to pavement design specifications and construction method.

(vii) maintain records of pavement test works, and prepare report.

* + - 1. The PE is a licensed civil engineer with minimum 8-year experience in cement concrete pavement designing and technical investigation, establishing QA/QC procedures, setting up laboratories, and mix designs and testing procedures and have certificate in expert work and engineering services. Work experience in similar internationally-funded projects, and proficiency in both written and spoken English are an advantage.

**e. Environment and Community Liaison Specialist (1 national expert, 6 person-months)**

* + - 1. The national ECLS will (i) supervise and monitor EMP implementation, (ii) set-up internal monitoring system on environmental issues and measures, (iii) coordinate with key stakeholders in dealing and resolving environmental issues, (iv) prepare environmental reports (v) supervise LARP implementation, (vi) monitor contractors' compliance to social safeguards (vii) coordinate with key stakeholders in dealing and resolving land acquisition and resettlement issues, and (viii) prepare social safeguards reports, among other tasks.
			2. The national ELCS has a bachelor degree in environmental sciences with at least 5 years of experience in monitoring, monitoring social safeguards and evaluating social and environmental impacts of road projects. Work experience in similar internationally-funded projects, and proficiency in both written and spoken English are an advantage.

**f. Financial Management Specialist** (1 national expert, 18 person-months)

* + - 1. The following qualifications and experience are preferred:
* a certified accountant
* 5-year experience on financial management and accounting system either in international organization or in reputable auditing firm
* Work experience on financial management of road projects
* Experience with international organizations
* Familiar with ADB’s guidelines on financial reporting, audit and funds utilization.
* Proficiency in information technology, including knowledge of word processing, database management, spreadsheet and presentation software.
* Proficiency in both written and spoken English, and ability to prepare report on English, Russian and Kazakh (added advantage).
	+ - 1. The Financial Management Specialist is expected to work in Astana. The expert will
* prepare disbursement projections of the project (by quarter) until project completion
* prepare monthly disbursement schedule (list of withdrawal applications for payment), submit it to MOTC Financial Specialist every 2nd day of the month, and maintain progress schedules and cash flow chart
* prepare withdrawal applications to be verified by the MOTC Financial Specialist, signed by MOTC and MOF authorized signatories, and submit to ADB/KARM for payment processing
* maintain an accounting record
* prepare monthly financial reports report, including analysis of disbursement level vis-à-vis contract amount and progress outputs of contractor and consultant
* ensure compliance with project financial management requirements
* Check for compliance CSC invoices, keep balance on residual sums on CSC contracts;
* develop a training program on financial management, accounting and reporting
* report any financial issues to the Deputy Team Leader and Team Leader.

 **g. Road Engineer (1 national expert, 18 person-months)**

* + - 1. Under management of RE, the national road engineer in Astana office will (i) prepare and implement procedures for ensuring and control of quality and safety; (ii) perform periodical checks of site to ensure compliance of works, procedures and materials with adopted working plans, specifications and conditions of contract; (iii) check detailed design of bridges and technical specifications, (iv) control construction of bridges and culverts on road sections, (v) control work of contractors and confirm that construction follows contract conditions; (vi) keep records, prepare photos, reports and record as-built drawings, folder containing documents with information on quantity of materials, results of material testing, inspections, trials and works; (vii) prepare and provide daily reports to RE. The national Road Engineer will assist in project management in Employer’s office and report directly to Project Director and head of the Board for Investment Projects Preparation of the Committee for Roads.
			2. The national Road Engineer has a bachelor degree in civil engineering with a minimum of 8 years of experience in major projects on road construction, especially in construction methods and construction supervision and have certificate in expert work and engineering services. Work experience in similar internationally-funded projects, and proficiency in both written and spoken English are an advantage.

 **h. Land Surveyor (1 national expert, 18 person-months)**

* + - 1. The national LS will (i) implement construction coordination and scheduling, (ii) conduct land survey (iii) monitor field data preparation for construction layout (iv) prepare and update survey reports, among other tasks.
			2. The national LS shall preferably have a bachelor degree in civil engineering with preferably 8 years experience in major road construction works especially in surveying. Work experience in similar internationally-funded projects, and proficiency in both written and spoken English are an advantage.
		1. **Implementation Arrangements**
			1. The MOTC, or his assignee, is the executing agency for the Project. The Committee for Roads together with its structural divisions under MOTC is the implementing agency.
			2. The Deputy Chairman for the Committee of Roads is the Project Director, who has the overall responsibility for implementation of the Project including the project preparation, project implementation, as well as project monitoring and reporting. The Consultant will report to the Project Director.
			3. The Consultant will maintain a central office in South Kazakhstan Oblast for the duration of the Project. The Consultant’s staff will be based in the locality of the road sections, except for road engineer (18 person-months), financial management specialist (18 person-months), who will assist the Employer in project management, and two translators from support staff.
		2. **Deliverables**

* + - 1. The Consultant will prepare and submit the following reports in a format and content agreed with the Client and ADB:
1. a report on the design review within 1 month after commencement,
2. an inception report[[3]](#footnote-3) within 2 months after commencement,
3. a traffic management and road safety plan within 2 months after commencement,
4. monthly progress reports by 10th day of each following month,
5. detailed quarterly progress reports by 15th day of each following quarter,
6. semi-annual safeguard monitoring reports (environment and land acquisition and resettlement),
7. performance monitoring and evaluation reports as required under the Loan Agreement, and
8. a detailed draft project completion report at 90% physical completion, and a final project completion report within 2 months after physical completion of the Project, or on an alternative date as agreed with MOTC.
	* 1. **Support Provided to the Consultant by the Client**
			1. The Client will provide (i) visa supporting letters, and (ii) data and documents relevant to the Project.
			2. The Consultant is expected to rent offices in Astana with support staff (office-manager, translators etc.) and facilities in the project area; and cover all operating costs, including land transport rental for supervision activities (one full time drive car in Astana for 19 vehicle/month including the defects liability period of the Contractor), and communications and other costs as necessary to perform project duties.
1. With particular reference to the technical requirements of sound environmental standards on the basis of ADB’s *Environmental Guidelines for Selected Infrastructure development Projects (Highways and Roads)* during construction. [↑](#footnote-ref-1)
2. Following the project framework and ADB’s *Project Performance Management System Handbook.* [↑](#footnote-ref-2)
3. The inception report includes methodology, performance indicators with assumptions and risks, detailed work plan and timetable of the activities to be implemented, terms of reference specific to each individual activity, staffing and final terms of reference, supervision and monitoring procedure, and coordination arrangement among team members, contractors, and Project Director. [↑](#footnote-ref-3)