**TERMS OF REFERENCE**

**Project Manager/Engineer**

1. **PROJECT GENERAL INFORMATION**

Water and Sanitation Investment Project in Tajikistan (WSIP-1) was approved by the World Bank Board of Executive Directors on June 23, 2022. The main agencies for the implementation of the project are the Ministry of Energy and Water Resources of the Republic of Tajikistan (MEWR) and State Unitary Enterprise “Khojagii manziliyu kommunali”.

The financing agreement between the Republic of Tajikistan and the International Development Association and the project agreement between the Project Implementation Agency (PIA), SUE “KMK” and the International Development Association were signed on October 3, 2022. The Project Development Goal (PDO) is formulated as follows:

Improving access to safe drinking water services in selected areas and strengthening the capacity of water and sanitation sector institutions to improve and develop the services provided.

Water and Sanitation Investment Project in Tajikistan (WSIP-1) is the first phase of the Water Supply and Sanitation Sector Investment Program, which provides investments in the capital repair/modernization of infrastructure with ongoing support for the implementation of ongoing national reforms, including the restructuring and strengthening of key institutions in the field of planning, regulation, and provision of services in the water sector of the Khatlon region. Infrastructure investment will build on the early results of the ongoing Rural Water Supply and Sanitation Project and expand them, at the same time, the choice of activities will be determined by the technical solutions and assessments developed under the Rural Water Supply and Sanitation Project The project sites covered by WSIP-1 are characterized by high rural population density, low coverage of safely managed water services, high dependence on unsafe water sources, relatively high levels of poverty, and lack of investment from other donors. The project will expand investment in priority water supply infrastructure in the J. Balkhi and Dusti districts served through the Vakhsh inter-district water supply system and maximize the impact of the Rural Water Supply and Sanitation Project's investment in the so-called "wholesale" water supply system. Investments in infrastructure will cover suburban and rural settlements and will be aimed at improving the work of subordinate structures of SUE "KMK" and / or their successors in ensuring the sustainability of services provided to the population. These efforts will help improve the long-term financial sustainability of the water supply and sanitation sector and steer the sector towards results-based planning and improved service quality.

The project consists of four components:

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| Component 1 | Institutional Strengthening and Capacity Building (ISCB) of Water Sector Institutions (Entities) |
| Component 2 | Investment in Water Supply and Sanitation (WASH) |
| Component 3 | Support in the Project implementation |
| Component 4 | Emergency response to emergencies |

The project will be implemented by KMK and the Ministry of Energy and Water Resources (executing agencies) through the existing Project Management Unit for Municipal (communal) Infrastructure Development Projects and the WSS Group under MEWR created for the implementation of the Project. The implementation of components 2 and 3 (ii) assigned to the State Unitary Enterprise KMK will be carried out through the PMU.

**II. MAIN OBJECTIVE OF THE TASK**

The implementation of activities under the project requires interaction between the Implementing Agencies and various sectoral agencies and departments performing regulatory and supervisory functions, as well as with the State Unitary Enterprise KMK and the leadership of the Khatlon region in matters of solving operational problems. In particular, coordination within the component will be carried out with the executive authorities of the Khatlon region, local executive authorities in the target areas and other involved parties. The Project Manager will assist the PMU Director and the management of SUE KMK in coordination and implementation of activities of components 2 and 3 (ii) carrying out the tasks provided for in these terms of reference and in accordance with the provisions of the Operational Manual for the project approved by MEWR and SUE KMK as Agencies for the implementation of the project on May 31, 2023 (and its subsequent versions). The Project Manager will also be responsible to the PMU Director for coordinating the activities of Components 1 and 3 (i) with Components 2 and 3 (ii).

**III. Scope of services and key tasks**

* together with the project team, determine the goals, stages and final results of tasks for the purpose of their subsequent coordination with the Director of the PMU and the State Unitary Enterprise KMK;
* in agreement with the Director, make proposals for finalizing the POM, making adjustments and agreeing with the Bank team;
* carrying out work to develop annual plans for the implementation of components assigned to the PMU, with constant coordination with the Implementation Agencies for other components, in order to develop a coherent, coordinated implementation of the project within the established time frame. Detailing annual project implementation plans by determining the list and internal content of the work required, establishing relationships between them and estimating the duration of each process separately and components as a whole, including risk analysis and planning measures to eliminate and minimize them;
* organizing the work of the PMU team in accordance with the plan and monitoring deadlines in accordance with the approved plan;
* drawing up a forecast for the use of funds by component, monitoring and adjusting the forecast;
* manage contracts of companies for technical and architectural supervision, in accordance with the project design and established implementation mechanisms;
* conducting an assessment of the work of the PMU engineering team on the project, drawing up a consolidated assessment of contractors;
* monitoring and tracking ongoing activities and processes on a continuous basis, making adjustments to them if necessary;
* conducting training and advanced training for the PMU team necessary for project implementation;
* coordination and approval of the general construction program and construction schedules for objects with the management of the PMU and the project manager;
* Timely verification of all construction documentation related to the progress of construction work, signing and approval of all construction documentation, including certificates of completed work and summary statements of the volume of work carried out;
* coordination with the WSS Group at MEWR, in particular on issues requiring coordination of actions, reporting, changes to the project design and POM, preparation of guidelines for Component 4;
* carrying out daily coordination of PMU employees, drawing up personnel reports, preparing recruitment proposals;
* development of protocols for internal reporting and document flow, making proposals for automation of solutions;
* maintaining correspondence and preparing project documentation;
* representation of the State Unitary Enterprise KMK and the PMU at meetings of the Project Steering Committee;
* preparation of presentations and representation of the project on behalf of the PMU and the project, if necessary;
* coordination of the work of the PMU with other participants and beneficiaries of the project;
* development of a plan for attracting and increasing the potential of PMU specialists, development of proposals for training, conducting trainings and study tours for the project;
* making proposals to the company management about specific specialists who should be included in the team, conducting negotiations with them and their immediate superiors;
* organizing the work of all involved members of the PMU team, holding work meetings, resolving conflict situations, promptly resolving emerging problems in accordance with the procedures established by labor relations management procedures;
* quality control of work, surveys, contract management;
* review and approval of interim and final reports on the project with the Director of the PMU and preparation of summary reports.

**IV. QUALIFICATION REQUIREMENTS:**

* higher education in construction management, water supply, and sanitation, engineering, and technology;
* at least 7 years of experience as an engineer on infrastructure projects in the water sector;
* at least 4 years of experience in managing investment projects, and supervision of construction financed by international organizations organizations, in particular, World Bank projects;
* knowledge of procurement procedures, financial management, and project management of the World Bank and the Republic of Tajikistan or others
* Professional computer skills (Microsoft Office, Excel, Project Management)
* fluency in Tajik, English, and Russian languages.

**V. KEY ACCOUNTABILITY MECHANISMS**

The project manager is directly accountable to the PMU director and the management of the State Unitary Enterprise KMK. The project manager is selected based on competition.

**VI. EMPLOYER RESPONSIBILITIES**

The PMU will provide the Project Manager with a complete workplace and equipment to carry out the necessary tasks.

**VII. VALIDITY PERIOD OF THE TERMS OF REFERENCE AND IMPLEMENTATION PERIOD**

The Project Manager must begin duties when the Contract is signed for a year, with the possibility of extension up to three years.

**VIII. TERMS OF PAYMENT**

Salaries are established according to the staffing schedule of the PMU at the State Unitary Enterprise KMK with the established rate in accordance with the Decree of the Government of the Republic of Tajikistan dated November 29, 2022 No. 582.