

**MINISTRY OF ECONOMIC DEVELOPMENT AND POVERTY REDUCTION  
OF THE REPUBLIC OF UZBEKISTAN**



**The “Rural Infrastructure Development”  
Project Implementation Unit**

**Human Resources Policy Manual  
(Contracted Employees)**

Tashkent, Uzbekistan  
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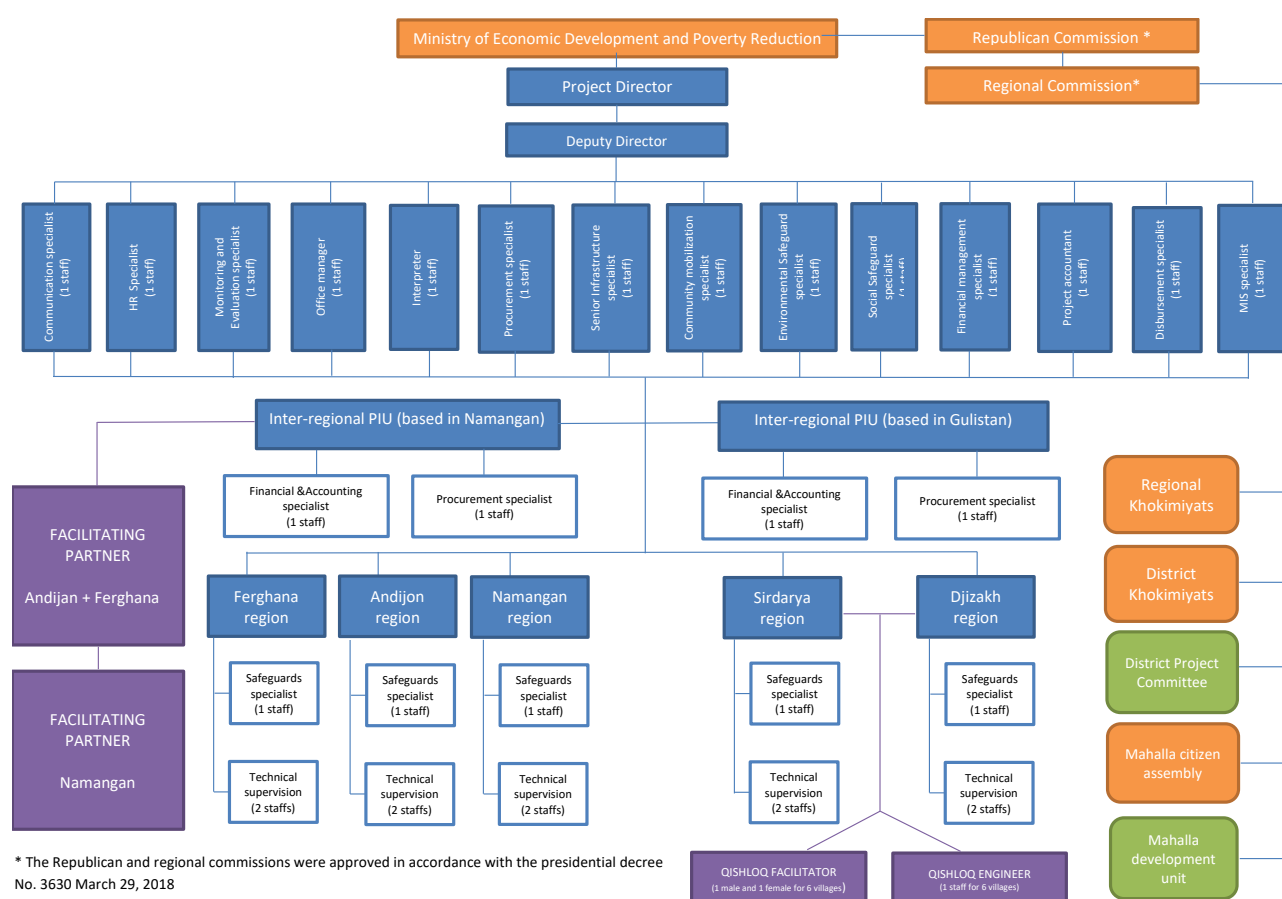
## ACRONYM

EDS	Electronic digital signature
EOI	Expression of interest
ISS “UNLS”	Interdepartmental software system “Unified National Labor System”
ICs	Individual consultants
LRUz	Law of the Republic of Uzbekistan
LC	Labor Code
MoED	Ministry of Economic Development and Poverty Reduction
MoELR	Ministry of Employment and Labor Relations
MoF	Ministry of Finance
MoJ	Ministry of Justice
MAC	Medical Advisory Commission
MCEV	Medical Commission for Expertise of Vitality
NoL	No objection letter
PIU	Project Implementation Unit
RUz	Republic of Uzbekistan
TTL	Task Team Leader
ToR	Terms of reference
PIN	Personal identification number
RIDP	Rural Infrastructure Development Project

## I. BACKGROUND

The “Rural Infrastructure Development” Project (RIDP) will be implemented by the Ministry of Economic Development and Poverty Reduction (MoED) of the Republic of Uzbekistan in 21 districts from five regions (Fergana, Andijan, Namangan, Syrdarya and Jizzakh) of Uzbekistan to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). RIDP will be financed by the World Bank and Asian Infrastructure Investment Bank. The Project Implementation Unit (the PIU) is the lead project implementation department established at the MoED of the Republic of Uzbekistan to support the successful implementation of the RIDP and other responsibilities delegated by the Government of Uzbekistan. The PIU has the overall responsibility for implementation of the RIDP process as defined in the RIDP Financing Agreement, the PIU will also ensure compliance with all relevant World Bank policies and procedures for implementation of RIDP activities for the achievement of the project development objectives. See figure 1 (the PIU Organizational Structure)

Figure 1



## II. INTRODUCTION

### General provisions

- 2.1. This manual is developed in accordance with the Labor Code and other legislative acts that are the main local normative documents governing the conclusion, amendment and termination of an employment contract, the use of working and rest time, labor discipline, general principles of professional ethics, basic rules of official conduct and other legal issues arising between the employer and the employee.
- 2.2. The manual shall enter into force and shall be applied in the PIU on the date of its approval by the Director of the PIU after obtaining NoL from Task team leader of the WB.
- 2.3. Compliance with the rules and requirements of this manual is mandatory for all employees of PIU.
- 2.4. The conclusion, amendment and termination of the employment contract, the use of working and rest time, labor discipline and other issues of work relations arising between the PIU management leadership (Employer) and the employee/consultant are defined in [Section No.IV](#).
- 2.5. The general principles of professional ethics and the basic rules of official conduct that shall guide employees/consultants of the PIU regardless of their position are regulated by the “Code of Ethics and professional conduct” of employees/consultants of the PIU. ([See Section No.V](#) ).
- 2.6. The number and positions of the required employees/consultants is determined by the organizational structure of the PIU that will be cleared by the WB and approved by the MoED. [Figure 1](#)
- 2.7. The PIU employees’ salaries will be based on the staffing table, which is approved by the PIU Director and agreed by the Ministry of Finance of the Republic of Uzbekistan with a WB NoL.
- 2.8. The procedure for allocating and paying social benefits is contained in the Regulations governing the procedure for allocating and paying State social insurance benefits. The regulations are approved by the MoELR which is issued on April 1, 2002 No21 and registered by the MoJ on May 8, 2002 #1136 ([See Section VII](#)).
- 2.9. The Business trips of the PIU employees/consultants will be regulated by ([See Section VIII](#)):
  - a Within the Republic according to the “Instructions on official business trips within the Republic of Uzbekistan” approved by the decree No1268 of the Ministry of Finance and the Ministry of Employment and Labor relations on July 24, 2003 and registered by the MoJ on August 29, 2003.
  - b Outside the Republic according to the “Regulations on the issuance of funds for travel expenses on business trips of employees of ministries, departments, enterprises and organizations outside the Republic of Uzbekistan” approved by the order No 92 Of the Minister of Finance on October 19, 2015 and registered by the Ministry of Justice on November 19, 2015 #2730.
- 2.10. The maintenance of Labor record books of employees/consultants of the PIU will be regulated by the “Regulations on the procedure for labor contracts, the formation and

maintenance of electronic labor books in the interdepartmental software system "Unified National Labor System" approved by the decree No 971 of the Cabinet of Ministers of the Republic of Uzbekistan which is issued on May 12, 2019 ([See Section IX](#)) and "Instruction on the procedure for maintaining labor books" approved by the order No 8/04-01 of the Ministry of Employment and Labor Relations of the Republic of Uzbekistan on January 7, 1998 and registered by the Ministry of Justice of the Republic of Uzbekistan No 402 of January 26, 1998 ([Form 1](#)).

## **Purpose**

- 2.11. The purpose of this manual for the RIDP Contracted Employees is to ensure:
- a* All national staff members receive fair and equitable treatment in accordance with the Code of Ethics and professional conduct set out in this manual;
  - b* PIU is able to continue to attract, motivate and retain high qualified specialists;
  - c* The work environment recognizes the dignity and worth of each employee, and creates an atmosphere of mutual respect and understanding.
- 2.12. This document establishes guidelines for the wise management of human resources and the work environment for the RIDP PIU in accordance with the Code of Ethics and professional conduct as set out in [Section No. V](#).

## **Applicability**

- 2.13. The policies and procedures in this document apply to all full-time and part-time employees of PIU. Full-time and part-time employment is defined in [Section IV](#).
- 2.14. Some provisions of this manual, such as the Internal Labor Regulations ([Section IV](#)), and the Code of Ethics and professional Conduct ([Section V](#)), shall apply to national full-time or part-time national employees of PIU in Tashkent as well as in Regions and Qishloqs but are not originally recruited under provisions of this manual, as well as short-term national consultants. Short-term national consultants shall be required to sign the Code of Ethics and professional Conduct Policy Agreement before starting their work in PIU.

## **Compliance with the laws of Uzbekistan**

- 2.15. This manual has been formulated taking into account the relevant current and applicable legislation of Uzbekistan. In accordance with the policies of the MoED it is not to state or maintain any procedures that is not in compliance with the Labor Code of Uzbekistan and/or labor related laws and other personnel management related regulation of the Government of Uzbekistan in areas where applicable.

## **Administration**

- 2.16. The PIU Human Resources Specialist is responsible for the administration of this Human Resources Manual. This manual may not predict or cover all situations related to human resource management in PIU; hence, any unclear statements or subject matter not covered in this manual shall be addressed to the PIU HR Specialist.

- 2.17. All PIU employees will receive a soft copy of this Human Resource manual and a training on its contents as a part of their orientation to PIU. Employees are expected to be familiar with and follow the policies and procedures contained in this manual. This manual will be translated into Uzbek and Russian languages but the English version will be taken as the final interpretation relating to all personnel matters.

### **Audit**

- 2.18. This manual is effective from June 1, 2020 to December 31, 2024. This is an evolving document that will be revised and updated periodically as matters come across during the project implementation. All revised versions of this document will be provided to each PIU national employee in soft copy indicating the new effective date and any policy/procedural changes. On an annual basis, the PIU HR Specialist may review the HR policies and procedures and recommend changes for consideration and approval by the PIU Management Leadership.

### **Exceptions**

- 2.19. In exceptional or urgent circumstances, exceptions to these policies may be considered on case by case basis. The request should be brought to the HR Specialist who will make a case and present it to the leadership for any possible exceptional decision or referral to MoED.



### III. THE PROCEDURE FOR THE SELECTION AND HIRING OF PIU PERSONNEL

- 3.1. The selection of PIU personnel is carried out according to the WB Procurement Regulations for IPF Borrowers, July 2016, revised November 2017 and August 2018.
- 3.2. The PIU with assistance from relevant experts shall prepare terms of reference (ToR) for each consultant ([Annex No 1](#)). The ToR shall be submitted to the project Task Team Leader (TTL) for obtaining a WB No Objection Letter (NoL). After that, the vacancy announcement shall be published on the PIU website and/or in the local newspaper. In all vacancy announcements, selection criteria should be clearly stated, which are based solely on experience and qualifications.
- 3.3. Employees/Individual consultants (ICs) are selected based on their respective experience, qualifications and ability to perform specific tasks. The selection shall be carried out by comparing the relevant total potential of at least three qualified candidates from among those who, either directly or through a firm expressed their interest in the assignment, or among those directly reached out by the PIU within the valid VA date and time.
- 3.4. Individual consultants who are selected for recruitment by the PIU Evaluation Committee should be the most experienced and qualified among the candidates and have the ability to complete the assignment. The PIU Evaluation Committee shall conduct contract negotiation with the selected individual consultant, as appropriate, after agreeing on the relevant terms and conditions of the contract, including reasonable rates and other benefits if applicable.
- 3.5. The selection of individual consultants, as a rule, is not subject to the World Bank prior review with the exception of those positions identified in the Procurement Plan. All other positions fall under post review by the WB.
- 3.6. In rare cases, individual consultants may be selected on a non-competitive basis, if there are proper justifications for that, subject to obtaining NoL from the WB.
- 3.7. PIU in recruiting employee/individual consultants in the framework of operating expenses relies on the general procurement principles.
- 3.8. Technical specifications for employee and consultants for certain types of consulting services are developed by the relevant departments of PIU/project team. All ToRs are agreed with the WB and the WB NoL will be obtained if required.
- 3.9. PIU provides hiring of consultants in the framework of operating expenses as follows:
  - a The PIU HR specialist publishes the vacancy announcement on the informational web sites where it can collect the maximum amount of interest. After the deadline for submission of expressions of interest (application form/letter and a CV), the HR specialist hands over all received applications and CVs of candidates to the members of the MoED Evaluation Committee to examine and evaluate according to the qualification criteria described in the Terms of reference. According to the results of review of the submitted CVs, the evaluation committee fills out individual evaluation sheets, which are consolidated into a single evaluation report ([Annex No 2](#)) by the HR specialist and the nominee for signing the contract is determined. If necessary, the tender commission conducts an interview or testing of candidates. During the evaluation, the members of the MoED Evaluation committee should come to a common opinion to define the candidate to award

the contract. A contract with a nominated candidate is prepared on the basis of a standard form of the employment contract previously agreed with the WB or in the case of a contract with a consultant a standard form of contract for consulting services (a time-based contract or an output-based lump-sum contract) is prepared. ([Annex No 3](#))

- b* Individual Consultants may be selected on direct selection basis, with due justifications, under the following circumstances:
- i. tasks that are a continuation of previous work that the individual Consultant has carried out after being selected competitively;
  - ii. assignments with a total expected duration of less than six months;
  - iii. urgent situations ([Annex No 4](#)); or
  - iv. when an individual Consultant has relevant experience and qualifications of exceptional worth to the assignment.

In these cases, direct contract should be justified and received NoL from TTL.

- c* Selection of all core project specialists in PIU Central office and regional project coordinators should be priory agreed with The WB before contract signing.

#### **IV. INTERNAL LABOR RULES OF THE PIU**

##### **Roles and responsibilities of an employer and employee**

- 4.1. The employer should:
  - a* Organize the work of employees;
  - b* Create working conditions stipulated by this Manual, legislative and other regulatory acts, an employment contract;
  - c* Pay the employee for the work in full and on a timely basis in accordance with the terms of payment and contract;
  - d* Provide labor and production discipline, labor protection conditions;
  - e* Ensure that employees use the right to rest, guarantee payments in accordance with the legislation and the employment contract.
- 4.2. The employee should:
  - a* Conscientiously fulfill their duties established in ToR;
  - b* Observe labor discipline, timely and accurately comply with legal orders and instructions of the employer;
  - c* Comply with the rules on labor protection, safety measures and industrial sanitation;
  - d* Take care of the property of the PIU.

##### **Procedure of the conclusion, amendment and termination of the labor agreement (contract)**

- 4.3. The hiring of the PIU personnel shall be carried out in accordance with the procedure established in [Section III of this manual](#).
- 4.4. When applying for a job, an applicant should submit the following documents ([See art.80 LC of RUz](#)):
  - a* Passport (or a substitute document). Foreign citizens, except for a passport, are required to present a temporally residence in the Republic of Uzbekistan. Stateless persons - a certificate of a stateless person and a residence permit in the Republic of Uzbekistan as it is stated in Labor Code of Uzbekistan;
  - b* Labor record book, except for persons entering the work for the first time.  
When applying for a part time job a person should submit a certificate from the main place of work instead of a labor record book;
  - c* Military card (for military personnel) or certificate of enlistment (for conscripts);
  - d* State standard document on higher education (Diploma);  
An employer is not entitled to require other documents from a job applicant.
- 4.5. It is not allowed to hire an employee:
  - a* Without the documents specified in the [paragraph 4.4 of this Manual](#);
  - b* A person who is deprived by a court sentence of the right to hold certain positions or engage in certain activities for work that they are prohibited from performing;
  - c* In other cases, as provided by the legislation.
- 4.6. The application for admission to work shall be registered in a special registrar, which is stored by HR specialist.

The HR specialists obliged to provide the applicant with the conditions for negotiating a future employment contract with the relevant officials authorized by the employer.

4.7. During negotiations by agreement between the parties to the employment contract, the following should be determined ([See art.73 LC of RUz](#)):

- a* Place of work;
- b* Labor duties of a person applying for a job, specialization, qualification, position in which he/she will work;
- c* Size and terms of payment;
- d* The term of the employment contract upon conclusion of it for a specified period;
- e* Start of working day/date;
- f* The duration of daily work when hiring part-time.

At the conclusion the employment contract may stipulate other conditions of work (pre-test when applying for a job, mode of operation, the payment of penalty in case of early termination of the employment contract, working full-time jobs, expansion of zones of service, increase in volume of work, increase the duration of holiday, etc.).

4.8. The level of working conditions provided in the employment contract may not be lower than the level established by the labor legislation and this Manual.

4.9. If the employment contract does not specify the term of its validity, it is considered to be concluded for an indefinite period.

4.10. A fixed-term employment contracts may be concluded only in cases when ([See art.75,76 LC of RUz](#)):

- a* Concluding a contract for an indefinite period is not possible due to the urgency of the nature of the work ahead;
- b* The conditions for the performance of work require the conclusion of a fixed-term employment contract (hiring instead of another temporarily absent employee due to illness, retraining, on leave, including childcare, etc.);
- c* The employee who is interested in awarding such contract will provide his/her written application;
- d* The conclusion of a fixed-term contract is provided by regulation.

4.11. When the parties reach an agreement on the conclusion of an employment contract, the employee is requested to provide the necessary number of photographs for obtaining a pass (if there is a pass regime) and for the military registration desk (for those who liable for military service).

4.12. With each employee who is hired (including a part-time job), an employment contract will be concluded in written form at least two copies of the same content, which are transferred to each of the parties for the records ([See art.74 LC of RUz](#)).

The employment contract is signed by the employee and the PIU Director. The signature of the Director is certified by the stamp of the PIU.

At the request of the employee, the employment contract is drawn up in the language that he/she speaks and has the same legal force with a copy of the contract drawn up in the state language. ([Annex No 3](#))

4.13. The employment contract concluded with the employee shall enter into force from the moment of its signing by the parties. The employee shall begin to perform his / her duties from the date specified in the employment contract. If it does not specify a start date, the employee must start work no later than the working day following the signing of the contract ([See art.82 LC of RUz](#)).

The actual admission of an employee to work by the Director of the PIU is considered to be the conclusion of an employment contract from the day the work begins, regardless of whether the employment was properly executed.

4.14. Based on the concluded employment contract, the employer issues an order for acceptance to work in strict accordance with the same content of the employment contract and informs the employee about it against receipt.

4.15. When hiring in an employment contract, the condition for a probation period may be agreed. If there is such a reservation, the probation condition is reflected in the employment order (See art.84 LC of RUz).

The probation period may be set for a period not exceeding three months (See art.85 LC of RUz). The specific duration of the probation period (within three months) is determined by agreement of the parties to the employment contract. During the period of the probationary period set by the parties, both the employer and the employee are entitled to terminate the employment contract by notifying the other party in writing three days in advance (See art.87 LC of RUz). In this case, the employer should have convincing evidence of an unsatisfactory probation result in a form an employee performance evaluation sheet approved by the PIU Director (Form 6). In case she/he is not satisfied with the reasons or does not agree with the decision, the employee has the right to apply to the MoED or the judicial authorities.

If prior to the expiration of the probationary period set by the parties, none of the parties declares the termination of the employment contract, the contract shall continue.

The periods when the employee was absent from work for valid reasons (temporary disability, being at a military training camp, performing donor functions, participating in the court as a lay judge, etc.) do not count towards the probation.

An employee hired with the probation, enjoys all the rights and bears the responsibility established by labor legislation, on an equal basis with other employees.

It is not allowed to establish a probationary period when applying for a job in relation to (See art.84 LC of RUz):

- a Pregnant women, as well as women with children under the age of 3 years;
- b Employees with whom an employment contract is concluded for a period of up to 6 months.

A probation is not established when transferring an employee to another position.

4.16. For persons who have come to work for the first time and have worked at the PIU for more than 5 days, the employer is required to keep labor record books with the exception of part-time workers.

HR Specialist is obliged to make an appropriate entry in the employee's work record book no later than 7 days after the conclusion of the employment contract. Further, the HR specialist makes an entry in the personal card (Form 1) in the same content with the entry in the work book and informs the employee with it against receipt.

At the request of the employee, an entry is made in the work book about the periods of part-time work in another company on the basis of a certificate by that company.

4.17. The employer and other officials representing his interests are not entitled to demand from the employee to perform work outside his labor duties, to perform illegal actions, as well as actions that threaten life and health, degrading the honor and dignity of the employee or other persons.

4.18. Changing working conditions at the request of the employer or employee is allowed in the following cases and procedure ([See art.88, 89, 90 LC of RUz](#)):

*a* An employer has the right to change working conditions if their preservation is impossible or if such changes are predetermined by changes in technology, organization of production and labor, a reduction in the volume of work, services, which entailed changes in the number of employees or a change in the nature of work. An employee must be notified in writing of a forthcoming change in working conditions not later than two months in advance. Reducing this period is only possible with the consent of the employee.

Termination of the employment contract in this case is allowed subject to the following mandatory conditions:

- i. If the employee does not agree to continue working under the new working conditions;
- ii. If it is impossible to maintain the previous working conditions at the PIU.

Working conditions refers to working environment and all existing circumstances affecting labor in workplace, including work hours, annual leaves, wages and physical aspects.

*b* An employee has the right to demand a written change in working conditions in cases stipulated by regulation (set a part-time daily work by the request of a pregnant woman or a woman with a child under the age of 14 (disabled child - up to 16 years), lower productivity standards for pregnant women according to the medical report, and for disabled people according to the recommendations of the MCEV etc.).

The employer is obliged to consider the employee's demand within 3 days after submission. In case of refusal to satisfy the requirement, the employer should inform the employee of the reason for the refusal.

4.19. The employee has the right to appeal to MoED or the court about the changes made by the employer on working conditions.

4.20. An employer may transfer an employee to another permanent or temporary job only with his/her consent.

4.21. The employee has the right to terminate the employment contract at any time in the manner prescribed by [the paragraph 4.22 of this Manual](#).

4.22. The employee should notify the employer in writing two weeks in advance of his/her intention to terminate the employment contract by submitting an appropriate application to the HR specialist. An extension of this period is not allowed even by agreement of the parties.

4.23. The submitted application should be registered. The notice period begins on the day following the day the application was submitted, regardless of registration.

4.24. The application submitted by the employee, no later than the next day after its submission, shall be transferred to the PIU Director.

In the case that the employee's application is due to the impossibility of continuing work for valid reasons, it is transmitted to the employer on the day of its submission, and the employer is obliged to terminate the employment contract by the time specified in the application.

Valid reasons include:

- a* Enrollment in educational institutions;
- b* Retirement;

- c* Election to an elected position;
- d* Health status of the employee or his/her close relatives in need of care according to the medical report issued by MCEV or MAC;
- e* Other valid reasons that determine the impossibility of continuing the work.

The notice period may be reduced by the contract between the employee and the PIU director.

- 4.25. An employee has the right to submit an application for termination of an employment contract at any time, (including during a period of temporary incapacity for work, such as a sickness, pregnancy, maternity leave, caring for the sick child till 3 years old, as well as annual leave, a business trip, etc.). All these periods are counted in the setting term of the notice for termination of the employment contract.

- 4.26. During the notice period, the terms of the employment contract continue to be fulfilled by the parties in the usual manner.

The employee retains the right to withdraw the application during the notice period.

If upon expiration of the time periods specified [in the paragraph 4.21 and 4.22 of this Manual](#), the employment contract has not been terminated, then the employment status continues.

- 4.27. At the end of the fixed-term employment contract, either party has the right to discontinue the contract both on the day the contract expires and within one week after its expiration ([See art.105 of LC of RUz](#)).

The seven-day period begins on the day following the day the contract expires. If the end of the seven-day period falls on a non-working day, then its end shall be carried forward to the next working day.

If the employee is absent from work on the day the contract expires for a good reason, then the contract expires from the day he / she returns to work.

- 4.28. Termination of an employment contract concluded for an indefinite period, as well as a fixed-term employment contract before its expiration at the initiative of the employer, is allowed in the following cases:

- a* Changes in technology, organization of production and labor, reduction in the volume of work that entailed a change in the number (staff) of workers or a change in the nature of work or the liquidation of an enterprise;
- b* Inconsistencies of the employee to the work due to lack of qualifications or health status;
- c* Misconduct of the employee.

The termination of the employment contract at the initiative of the employer with part-time workers, in addition to these cases, is also allowed in connection with the reception of another employee who is not a part-time worker or due to the restriction of part-time work on working conditions.

- 4.29. The termination of the employment contract at the initiative of the employer is not allowed in the following cases:

- a* During the period of temporary disability or stay of the employee on leave, provided for by legislative or other regulatory acts on labor. This rule does not apply to cases of complete closure of PIU ([See art.100 LC of RUz](#));
- b* Pregnant women and women with children under the age of 3 years, except in cases of complete liquidation of the PIU ([See art.237 LC of RUz](#)).



- 4.30. The employer is obliged to notify the employee in writing (on receipt) of his intention to terminate the employment contract in the following terms ([See art.102 LC of RUz](#)):
- a* Not less than two months before the termination of the employment contract due to changes in technology, organization of production and labor, a reduction in the volume of work, a change in the number (staff) of employees or a change in the nature of the work or in connection with the liquidation of the PIU ([See art.100 LC of RUz](#));
  - b* Not less than two weeks before the termination of the employment contract due to the employee's non-compliance with the work due to insufficient qualifications or health conditions.
- The employee's notice period does not include periods of temporary incapacity for work, as well as the time it takes to fulfill state or public duties
- 4.31. If it is contraindicated in his/her medical report to perform work, the employer should terminate the employment contract without notification ([See art.102 LC of RUz](#)).  
By the employment contract between the employee and the employer the notice periods, as it is stated [in the paragraph 4.30 of this Manual](#), may also be replaced by monetary compensation commensurate with their duration
- 4.32. In the case of termination of the employment contract due to the illegal actions of the employee, the employer should notify the employee at least three days in advance of termination of the employment relationship or, instead, pay him commensurate compensation ([See art.102 LC of RUz](#)).
- 4.33. In case of illegal actions of the employee, the employer has the right to terminate the employment contract with him on the followings:
- a* Systematic violation by an employee of his/her labor duties ([See paragh.3 art.100 LC of RUz](#));
  - b* A single gross violation by an employee of his/her job duties ([See paragh.4 art.100 LC of RUz](#)).
- 4.34. Gross violations, for a single commission of which may result in the termination of the employment contract, include:
- a* Violation of performance discipline (failure to ensure timeliness and completeness of the tasks set by the employer);
  - b* Absenteeism (absence from work without valid reasons for more than 8 hours continuously or in total during the working day);
  - c* Appearance at work in a state of alcoholic, narcotic or toxic intoxication, certified by eyewitness testimony or medical report;
  - d* Commission at the place of work of theft of property of the PIU certified by eyewitnesses;
  - e* Gross violation of safety, which led to a threat to the life or health of employees of the PIU, including the offender;
  - f* Violation of labor duties by an employee, which resulted in the infliction of material damage by an employee over two times the minimum size of labor payment established in the Republic of Uzbekistan;
  - g* Disclosure of trade secrets by the employee, the preservation of which is stipulated with him in the employment contract;
  - h* Committing illegal acts by an employee directly servicing monetary or commodity values, if these actions give grounds for the loss of confidence in him by the employer.



- 4.35. An employment contract may also be terminated in the following cases ([See art.106 LC of RUz](#)):
- a* Recruiting an employee for military or alternative service;
  - b* Reinstatement of the employee who previously performed this work;
  - c* The entry into force of a court sentence by which the employee was sentenced to punishment, which excludes the possibility of continuing the previous work, as well as referral of the employee by court order to a specialized medical and preventive institution;
  - d* Violation of the established rules for hiring, if the violation cannot be eliminated and prevents the continuation of work;
  - e* Employee death.
- 4.36. The order on the termination of the employment contract shall indicate the basis for termination of the employment contract with reference to the corresponding clause and article of the Labor Code or other regulatory acts.
- Upon termination of the employment contract at the initiative of the employee for valid reasons given [in the paragraph 4.21-4.26 of this Manual](#), and for other reasons with which the law relates the provision of certain benefits and advantages in the order on the termination of the employment contract, these reasons are indicated.

#### **Ensuring the discipline of labor and responsibility.**

- 4.37. The discipline of labor in PIU includes compliance with labor legislations, the requirements of this manual, which stipulate labor discipline, safety requirements, as well as the terms of an employment contract concluded with each employee.
- 4.38. The employer can also evaluate the effectiveness of each employee by evaluating according to established criteria and a 100-point scale according to the Performance Evaluation Sheet ([Form No. 6](#)).
- 4.39. For violation of labor discipline, the employer has the right to apply the following disciplinary measures to the employee ([See art.181 LC of RUz](#)):
- a* Reprimand;
  - b* A fine of not more than 30 percent of average monthly earnings. For a systematic violation of labor discipline, as well as for a one-time commission of acts [stated in paragraph 4.34 of this Manual](#), an employee may be fined not more than 50 percent of the average monthly salary;
  - c* Termination of the employment contract.
- 4.40. Before applying the penalty, the employee is given the opportunity to explain the reasons and circumstances of the violation committed in writing. Failure to give an explanation cannot prevent the imposition of penalties on him for his misconduct. The employee's refusal to explain is documented in an act ([See art.182 LC of RUz](#))
- 4.41. The employer has the right to apply only one of the disciplinary measures specified in [the paragraph 4.39 of this Manual](#) for each misconduct.
- 4.42. The duration of a disciplinary measure may not exceed one year from the date of its application. If during this period the employee is not subjected to a new disciplinary measure, then he shall be deemed not to have a disciplinary measure. In this case, the order to remove the disciplinary measure is not issued. An employer who has applied a disciplinary measure has the right to withdraw it before the expiration of the year on his own initiative, at the request of the employee, at the request of the labor collective or

direct supervisor of the employee. Early withdrawal of a disciplinary measure from an employee shall be executed by order of the employer.

- 4.43. A disciplinary measure may be appealed by an employee in the manner specified in [paragraphs 4.62 – 4.65 of this Manual](#).
- 4.44. Regardless of the application of disciplinary measure and other measures of influence in case of direct actual harm to the employer, the employee can also be held liable in the manner prescribed by regulation.
- 4.45. Officials of the PIU are brought to administrative or criminal responsibility for violation of the legislation on work in the cases provided by the regulation.  
Such liability arises for the knowingly unlawful termination of the employment contract or the failure to comply with a court decision on reinstatement; as well as
- a* Knowingly unlawful termination of an employment contract or failure to comply with a court decision on reinstatement in employment;
  - b* the obviously unlawful refusal to hire a woman on the grounds of her pregnancy or childcare;
  - c* violation of the established procedure for hiring (without documents or with invalid identity documents);
  - d* hiring people who are not allowed to take a court verdict certain positions or engage in certain activities);
  - e* for violation of fire safety and safety regulations, industrial sanitation or other labor rules that entail harm to the employee;
  - f* refusal or untimely consideration of the employee's appeal or adoption of an otherwise unreasonable contradictory decision, etc.

### **Working and rest time**

- 4.46. The time during which the employee in accordance with this manual and the terms of the employment contract should fulfill his/her labor duties is considered working time.
- 4.47. A five-day working week with a daily work duration of 8 hours is set in the PIU.  
The duration of a weekly rest for all employees is two days off (Saturday and Sunday).
- 4.48. The duration of daily work is reduced by one hour:
- aa* On the eve of holidays ([See art.121 LC of RUz](#)).
- 4.49. By contract between the employee and the employer, it can be established both when applying for a job, and subsequently part-time or temporary employment. An employer is required to establish part-time work in the following cases ([See art.119,229 LC of RUz](#)):
- a* at the request of a pregnant woman;
  - b* at the request of a woman who has a child under fourteen years of age (a disabled child - up to sixteen years old) who is in her care;
  - c* at the request of a person who is caring for a sick family member in accordance with a medical report.
- Part-time work does not entail any restrictions on the length of annual leave, accrual of seniority and other labor rights and is paid in proportion to the time worked.
- 4.50. The start and end times of daily work and a break for rest and meals are set as follows:

Divisions (categories of workers)	Start of work	Lunch break	End of work
1.Common for the PIU	9.00	13.00 — 14.00	18.00

- 4.51. The duration of the daily rest between the end of work and its beginning the next day may not be less than twelve hours ([See art.128 LC of RUz](#)).
- 4.52. Work beyond the established daily working hours for an employee is overtime ([See art.124 LC of RUz](#)).
- Overtime work may only be applied with the consent of the employee.
- The duration of overtime for two consecutive days shall not exceed four hours and one hundred and twenty hours per year for each employee.
- 4.53. Attraction of certain categories of workers to work on weekends and holidays (non-working) days is allowed only in exceptional cases with the written order of the employer.
- 4.54. At the request of the employee, work on a holiday or day off can be compensated by providing another day of rest (time off). At the request of the employee, overtime work may also be offset by the provision of time off at a rate commensurate with the number of overtime hours worked ([See art.157 LC of RUz](#)).
- 4.55. The length of employment of each worker shall be reflected in the Time sheet ([Form 5](#)).
- Responsible for the accounting of working hours is the HR specialist, who at the end of each accounting period fills out a time sheet and submits to the Director of the PIU for approval.
- Then the time sheet is handed over to the financial management specialist for payroll.
- 4.56. All employees, including part-time workers, are granted annual labor leave with preservation of their place of work and average earnings ([See art.133 LC of RUz](#)).
- 4.57. The duration of annual leave is set at 24 working days. The procedure for their payment and calculation, as well as the calculation of the length of annual leave, are made in the manner prescribed by law.
- 4.58. At the request of the employee, leave without pay may be granted, the duration of which is determined by agreement of the parties, but cannot exceed three months in total over a twelve-month period.
- The employer should provide the specified leave at the request of the employee in the cases and duration provided [for in art. 150 of LC of RUz](#).
- 4.59. Annual basic leave is provided ([See art.143 LC of RUz](#)):
- a* For the first working year - after six months of work;
  - b* For the second and subsequent years of work - at any time of the working year in accordance with the leave schedule.
- 4.60. Leave should be granted annually before the end of the working year for which it is granted. Recall from leave is allowed only with the consent of the employee with condition that unused days of leave have to be utilized in the same working year. Annual leave can be shifted to the next work year only with the consent of employee and only on exceptional cases (*such as production related reasons, maternity leave, temporary disability*) when annual leave in current year cannot be provided.
- The sequence of annual leave is determined by the schedule approved by the Director of the PIU prior to the beginning of the calendar year ([Form 2](#)). In the same manner, the

schedule is supplemented after six months; taking into account newly hired workers for this period.

The employee should be notified of the time for granting the leave no later than fifteen days before it begins ([See art.144 LCof RUz](#)).

- 4.61. By agreement between the employee and the employer, upon termination of the employment contract (including in connection with the expiration of its term), at the request of the employee, he may be granted annual leave with the subsequent termination of labor relations ([See art. 152 LC of RUz](#)). In this case, the date of termination of the employment contract is the day the leave ends.

During the leave period with subsequent dismissal, the employee is not entitled to withdraw the application for termination of the employment contract if the notice period for termination of the employment contract established by law or specified by agreement of the parties has expired.

#### **Resolution of disagreements by the parties to the employment contract**

- 4.62. Each employee has the right to protection, including judicial, of labor rights stipulated by law, this manual, and the employment contract.
- 4.63. An employee who considers his/her rights violated has the right to contact the employer in writing. The employee's application should be registered in the manner prescribed by [paragraph 4.6 of this Manual](#).
- 4.64. A written response of the employer is sent to the employee immediately after reviewing his/her application.
- 4.65. In a case of disagreement between the employee and the employer or in a case of dissatisfaction with the employer's response, the employee has the right, at his/her choice, to appeal to the MoED or to the court for resolution of the labor dispute

## **V. CODE OF ETHICS AND PROFESSIONAL CONDUCT**

### **General provisions**

- 5.1. The Code is a guiding document in case of a conflict between personal interests and interests of PIU, as well as in any other circumstances of ethical code. Each employee/consultant is required to confirm their awareness of terms of The Code and importance of reporting on violation of The Code. Every employee/consultant takes full responsibility for the implementation of The Code.
- 5.2. If any questions regarding the implementation of The Code they should be directed to the management or HR manager of the PIU.
- 5.3. PIU protects the confidentiality of information and the rights of employees/consultants in cases of dealing with bona fide complaint of violation of The Code.
- 5.4. Particular responsibility for compliance with The Code lies on the PIU leadership. The PIU leadership and HR manager are obliged by personal example to promote ethical behavior and compliance with the law, develop a safety culture, engage in prevention and take prompt measures to eliminate The Code violations, take into account compliance with the requirements of The Code on conducting personnel evaluation.
- 5.5. Any person or entity, who provides the PIU service or acts on its behalf should be informed about The Code. The PIU requires business partners to unconditionally respect and comply with ethical principles related to ensuring security and preventing corruption.
- 5.6. HR specialist is responsible for informing of PIU employees and handling complaints. The implementation of The Code is monitored by the Director of the PIU.

### **Rules of staff conduct**

- 5.7. Perform duties with honesty, care, diligence, professionalism, impartiality and integrity
- 5.8. Admit and apologize for any inappropriate behavior of his/her own.
- 5.9. Protect the confidential and proprietary information we use in our work.
- 5.10. Ensure accurate and complete presentation of the position in cooperation with state and municipal authorities, stake-holders and mass media.
- 5.11. Demonstrate the value of diversity and inclusion in relationships with clients, communities, and partners, including vendors and contractors.
- 5.12. Do not condone corruption, fraud, extortion within the framework of the project.
- 5.13. Be compassionate when colleagues are faced with health, family, or other life challenges.
- 5.14. Carry out activities related to procurement in strict accordance with the law and the maximum benefit for PIU.
- 5.15. Identify ineffective processes and management procedures, change them for the better.
- 5.16. Be effective, productive, responsible for the fulfillment of a task.
- 5.17. Follow the rules of business communication with stakeholders, partners, media representatives.
- 5.18. Do not create the conditions for obtaining benefit by using his/her official position.
- 5.19. Comply with the established rules of PIU on exchanging of information.
- 5.20. Inform the top management of PIU about possibilities of arising a conflict of interest (among employees).
- 5.21. Behave with dignity, follow the labor duties strictly, principles and standards of

professional ethics.

- 5.22. Avoid situations that cause damage of the image and reputation of the Project.

### **Protection of staff interests**

- 5.23. The Project management leadership should support and protect employees/consultants in case of unreasonable accusations.
- 5.24. Protecting the employee/consultant from unlawful acts is an obligation of the Project management leadership.
- 5.25. An employee/consultant has the right to refute following accusations, including in court on following cases:
- a* false accusation of corruption or other illegal actions,
  - b* threats, blackmail, insult and defamation aimed at discrediting his/her activities and the activities of the Project.

### **Recommended ethical rules and professional conduct for staff**

In official conduct the employee/consultant refrains from:

- 5.26. Any kind of statements and acts of a discrimination on gender, age, race, nationality, language, citizenship, social or family status, political or religious preferences.
- 5.27. Rudeness, a dismissive tone of voice, arrogance, undeserved accusations, threats, offensive expressions or remarks, actions that provoke illegal behavior.
- 5.28. The employee/consultant should be polite, friendly, accurate, attentive and tolerant in communicating with colleagues and other citizens.
- 5.29. The appearance of the employee/consultant should comply with the generally accepted business style, which is distinguished by restraint, accuracy and tradition, in performing of his/her labor duties.

### **Responsibilities of staff**

- 5.30. If the employees of PIU violates the rules of The Code of Ethic and Professional Conduct, he/she is required to go through the conduct process in accordance with the legislation of the Republic of Uzbekistan and this Manual.
- 5.31. In case of the application of disciplinary measure to an employee/consultant the contract will be terminated as it is stipulated in [Section IV](#).

## **VI. GUARANTEES OF EQUAL RIGHTS AND OPPORTUNITIES FOR WOMEN AND MEN.**

- 6.1 The regulation of relations in the field of ensuring equal rights and opportunities for women and men is indicated in the Law of the Republic of Uzbekistan “On guarantees of equal rights and opportunities for women and men” (LRUz No 562 by September 2, 2019).
- 6.2 If an international treaty of the Republic of Uzbekistan there are established other rules than those stipulated by legislation of the Republic of Uzbekistan on guarantees of equal rights and opportunities for women and men, then the rules of the international treaty shall be applied.
- 6.3 The state guarantees women and men equal rights in the exercise of personal, political, economic, social and cultural rights.
- 6.4 In order to realize equal rights and opportunities for women and men in labor relations, the PIU provides:
- a* Equal opportunities for women and men in employment;
  - b* Equal wages (remuneration) for women and men, for equal work and equal approach to assessing the quality of work of women and men;
  - c* Equal opportunities for promotion, retraining and advanced training;
  - d* Equality of the rights of women and men upon termination of an employment contract with employees in connection with changes in technology, organization of production and labor, a reduction in the volume of work that entailed a change in the number (staff) of workers or a change in the nature of work, or the closure of the PIU, institution and organization with the provision of priority rights established by law;
  - e* implementation and development of the practice of social protection and family support, accessible for women and men with children, creation of favorable working conditions for pregnant and lactating women;
  - f* Safe working conditions ensuring the preservation of the vital functions and health of women and men;
  - g* Prevention of unacceptable treatment leading to the degradation of the dignity of persons in labor relations or the creation of discriminatory working conditions;
  - h* Equal conditions for women and men to combine work, participation in public life with family responsibilities.
- 6.5 A person, if he believes that he has been directly or indirectly discriminated against by the PIU management leadership or colleagues on the basis of gender, has the right to apply to the IEP or court. At the same time, a state duty is not levied on a person who has suffered direct or indirect discrimination on the basis of gender.

## VII. THE STATE SOCIAL INSURANCE.

- 7.1. All employees of the PIU are subject to state social insurance ([See art.282 LC of RUz](#)).
- 7.2. State social insurance contributions are paid by the employer.  
Failure by the employer to pay state social insurance contributions does not deprive the insured PIU employee of the right to be secured from state social insurance funds ([See art. 283 LC of the RUz](#)).
- 7.3. The insured PIU employees, and in some cases their families, are provided at the expense of state social insurance funds ([See art. 284 LC of the RUz](#)):
  - a temporary disability benefits;
  - b women, in addition, maternity benefits;
  - c benefits at birth;
  - d allowance for burial and other payments prescribed by law.
- 7.4. The allowance for temporary disability is paid in case of illness and caring for a sick family member ([See art. 285 LC of the RUz](#)).  
Temporary disability benefits are paid in the amount of sixty to one hundred percent of earnings, depending on the duration of the employee's payment of state social insurance contributions (total work experience), the number of dependent children and other circumstances.
- 7.5. Maternity allowance is paid in the amount of full earnings during the entire maternity leave ([See art. 286 LC of the RUz](#)).
- 7.6. At birth, a one-time allowance is issued. The benefit to working women is paid by the current workplace. If the child's mother does not work, then the benefit is issued at the place of work of the child's father when documents are provided as the law.
- 7.7. The funeral allowance for a deceased employee is issued to members of his/her family at the deceased's place of work.
- 7.8. As a general rule, employee benefits are issued if the right to receive them has occurred during the period of employment with the employer (including the probationary period and the day of dismissal).
- 7.9. The benefit is paid if the application was followed no later than 6 months from the date of recovery of work, the end of maternity leave, childbirth or from the day of death. At the same time, temporary disability benefits for the past time are issued no more than 12 months before the day of applying for benefits.
- 7.10. In the event of temporary disability (maternity leave) during the dispute over the illegal dismissal, the allowance is issued for all days of incapacity for work if restored to work.
- 7.11. The allowance is paid once a month - together with wages for the second half of the month.



## VIII. BUSINESS TRIPS

- 8.1. A business trip is a trip of an employee by an order of the PIU director for a certain period of time to another locality to carry out an official assignment outside the place of his/her permanent work.  
For employees of regional PIU offices located in another locality, the place of permanent work is considered the unit that is stated in the employment contract.  
Official trips of employees whose permanent work, according to the employment contract takes place on the road or of a traveling nature, are not considered as a business trip.
- 8.2. The direction of the PIU employees on business trips is carried out by the PIU director, executed by order and the issuance of a business trip certificate (Form 3).
- 8.3. The term of the business trip of employees is determined by the director of the PIU, but cannot exceed 40 days in each case, not counting the time spent on the journey. Extension of the business trip period is allowed in exceptional cases with the written permission of the PIU Director by the issuance of the relevant order.
- 8.4. The actual time spent at the place of business trip is determined by the marks in the travel certificate on the day of arrival at the place of business trip and the day of departure from the place of business trip.
- 8.5. In the PIU, the registration of persons departing on business trips and arriving from business trip to the PIU is carried out in special registration journals in the forms according to (Form 4). The HR specialist is responsible for maintaining registers of employees arriving on business trip, and for making notes in travel certificates. Registration Journals can be kept in electronic form.
- 8.6. To the sent employee expenses on hiring of premises, travel to the place of business trip and back to the place of permanent work are compensated, and also daily allowance is paid. Additional expenses related to business trips are reimbursed to the employees on business trips in the presence of supporting documents.
- 8.7. Issues related to the payment of travel expenses within and outside the Republic of Uzbekistan are regulated by the PIU Financial Management Manual.

**IX. CONSIDERATION OF EXPERIENCE AND MAINTENANCE OF LABOR BOOKS OF THE PIU EMPLOYEES.**

- 9.1. Responsibility for ensuring the execution of the procedure for registering the conclusion, amendment and termination of employment contracts, as well as the formation and maintenance of electronic labor books in ISS "UNLS" lies on the HR specialist. Permission to access the work of a HR specialist with the ISS "UNLS" system is issued by order of the Employer.
- 9.2. The registration of an employment contract between an employer and an employee is carried out by entering data on the employment contract in ISS "UNLS" in the following order:
- a* Authorization in ISS "UNLS" at my.mehnat.uz by passing identification through the Unified Information System for the identification of users of the Republic of Uzbekistan.
  - b* Formation of the PIU in ISS "UNLS" by entering information about the central office and regional divisions, as well as workplaces in accordance with the PIU staffing table.
  - c* Formation of the personal account of the employer (PIU)
  - d* Registration of an employment contract.
  - e* Entry of employee data: series and passport numbers; PIN.
  - f* Introduction of details of the employment contract (number of the employment contract, date of conclusion of the employment contract).
  - g* Introduction of the terms and conditions of the employment contract (start date, end date of the employment contract, actual place of work, probationary period, type of employment, working hours and rest periods, annual paid leave, wages).
- 9.3. Information in the electronic labor book is formed in the following order: - Authorization in ISS "UNLS" at my.mehnat.uz by passing identification through the Unified Information System for identifying users of the Republic of Uzbekistan using the digital signature of an individual or an access code received via SMS to a mobile phone number verified by the PIU HR specialist. -Automatic generation of information on the labor activity of an individual on the basis of data on the registration of a conclusion, amendment, termination of an employment contract in an electronic labor book.
- 9.4. The PIU employees can, on a proactive basis, independently enter information on their past periods of employment in the ISS "UNSL". At the same time, information in the electronic workbook will be generated only after verification by the bodies of the off-budget Pension Fund under the Ministry of Finance of the Republic of Uzbekistan within the deadlines established by law.

## ANNEXES

### Annex 1. PIU staff ToRs

#### 1. Deputy Director of the Project Implementing Unit (PIU)

<b>Title of position:</b>	<b>Deputy Director of the Project Implementing Unit (PIU)</b>
<b>Project title:</b>	<b>«Rural Infrastructure Development Project (Qishloq Infratuzilmasini Rivojlantirish) »</b>
<b>Duty Station</b>	<b>Tashkent</b>

#### I. Background

The “Rural Infrastructure Development” Project (RIDP) will be implemented by the Ministry of Economic Development in 21 districts of Uzbekistan (Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions) to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). The RIDP will be financed by the World Bank and Asian Infrastructure Investment Bank.

The Deputy Director of PIU, in the absence of the PIU Director will have the overall responsibility to deliver on the functions of a PIU Director as defined in the RIDP Financing Agreement. PIU is the lead project implementation department established at the Ministry of Economic Development (MoED) to support the successful implementation of the RIDVP and other responsibilities delegated by the Government of Uzbekistan. In addition, this includes, ensuring compliance with relevant World Bank policies and procedures for implementation of RIDP activities for the achievement of the RIDP development objectives.

#### II. Description of duties

The main responsibilities of the deputy director of PIU include, but are not limited to:

- Assist the PIU Director in introducing control measures over the PIU financial transactions, ensuring the efficient and effective use of material and financial resources in targeted RIDP areas and reducing risks for losses of resources;
- Supervise all RIDP procurement activities including ensuring timely conclusion of all types of RIDP related contracts and ensuring that proper monitoring tools exist to oversee fulfillment of all contractual obligations by contractors;
- Lead RIDP financial planning through working closely with the PIU finance specialist to ensure timely preparation and provision of close to accurate estimate financial projections, setting financial execution targets and producing financial reports that correspond with the overall RIDP implementation plans and targets;
- When needed, represents the PIU Director to negotiate contracts, communicate with RIDP partners and meet with relevant stakeholders on behalf of the PIU Director;

- Ensure that PIU staff operate in safe offices that are equipped with all required safety standards and measures;
- Ensure that all RIDP staff receive copies of their ToRs, and abide by all rules and procedures set for employees in the RIDP HR manual;
- Identify implementation challenges and provides regular feedback to the Director of about any existing gaps and the measures taken to address them;
- Direct PIU staff on relevant RIDP implementation processes under her/his areas of responsibility;
- Ensure that instructions given by the PIU Director are properly followed and results are produced in timely manner and with the required quality;
- Supervise and promote 'whole of program' capacity building initiatives through the integration and coaching of senior national staff;
- In the absence of the PIU Director fulfill his/her duties.

### **III. Qualification requirements**

- Master Degree in Management, Economics and/or other similar areas;
- At least 5 year-experience of working under the investment projects financed by the World Bank Group or other International Financial Institutions (IFI);
- At least 5 year-experience of working in State Investment Programs, or leading key departments at State entities implementing infrastructure projects and/or programs including in water services sector, drinking water supply and sewerage infrastructure development;
- Experienced PC user, Windows. Word, Excel and relevant computer programs;
- Strong verbal and written communication skills in Uzbek, Russian and English is required.

### **IV. Reporting and duration of assignment**

The candidate for this task will report to the PIU Director.

The initial duration of this assignment is one year, with three-month's probation and possibility of extension for a further year based on performance and/or availability of funds.

## 2. Financial Management Specialist

<b>Title of position:</b>	<b>Financial Management Specialist</b>
<b>Project title:</b>	<b>«Rural Infrastructure Development Project (Qishloq Infratuzilmasini rivojlantirish) »</b>
<b>Duty Station</b>	<b>Tashkent</b>

### I. Background

The “Rural Infrastructure Development” Project (RIDP) will be implemented by the Ministry of Economic development and poverty reduction in 21 districts of Uzbekistan (Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions). The RIDP’s development objectives are to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). The RIDP is financed by the World Bank (WB) and Asian Infrastructure Investment Bank (AIIB).

The Financial Management Specialist will be responsible for the fulfillment of financial management requirements of the World Bank and fulfilling other responsibilities as delegated by the Government of Uzbekistan, specifically by the Project Implementation Unit established at the Ministry of Economic development, to support the successful implementation of the RIDP. This includes *inter alia*, ensuring compliance with relevant World Bank policies and procedures for implementation of project activities for the achievement of the project development objectives.

The Financial Specialist in his/her activity shall be guided by:

- Terms and conditions of the Financing Agreement concluded between the Republic of Uzbekistan and the International Development Association (IDA), as well as with the AIIB.
- The World Bank rules and procedures described in the "World Bank Disbursement Guidelines for the implementation of projects." and other WB policies and procedures.
- The Project Operational Manual (including annexes) found acceptable to the WB.
- The feasibility study and the Procurement Plan agreed by the World Bank and other relevant guidance, directives and procedures of the World Bank.
- Legislative and regulatory acts of the Republic of Uzbekistan.

### II. Description of duties

The main duties of the PIU Financial Specialist include but not limited to the following:

- Ultimate responsibility for the Project financial management and reporting;
- Responsible for setting up the Project financial, accounting and reporting cycles (including installation of a functional accounting software) to ensure the readiness of the FM arrangements;
- Coordinate the work of regional PIU’s Financial & Accounting specialists as well as work of Project FM staff (e.g. chief accountant, disbursement specialist, etc.) at the central PIU at MoED and at regional level;
- Supervision and direct execution, guidance and further support of the activities specified in Project Operational Manual and other project-related documents;

- Receive, review and summarize the reports of entities in charge and preparation of on-line reports and reports on actual utilization of the Project funds;
- Work with databank on payments of the World Bank;
- Preparation of quarterly unaudited interim financial reports prepared in accordance with Cash Basis to the World Bank in the form and content agreed with the World Bank and other reports in line with national or international standards;
- Prepare withdrawal applications for the Loan Disbursement via Disbursement World Bank Module;
- Use the World Bank's Client Connection platform in project-related operations to provide transparent financial management;
- Prepare annual project financial statements as per the World Bank requirements, make annual project financial statements ready for audits. Assisting, in consultation and coordination with the accounting office (Project chief accountant, Disbursement Specialist) in replenishment of the current sum and special foreign currency accounts using credit, budget and grant funds;
- Develop and approve the Project expenditures budget, budget estimate, including the complete breakdown of expenditures according to the applicable requirements;
- Manage Project budgeting according to respective implementation and procurement plans, approved budget ceilings (cost estimates, etc.);
- Organize and ensure budgetary control (execution of the budget, utilization of funds, bottlenecks for overall budget performance, etc.), and the provision of timely payments;
- Open and manage the Project designated account(s) (including Project other sub-accounts as may be requested for project implementation, e.g. UZS account), and ensure timely and duly reconciliation of the accounting, bank, and other records (financial obligations, performance of contractual obligations, etc.) with Project counterparts;
- Ensure accounting of Project expenditures in compliance with the procedures of the World Bank and legislation of the Republic of Uzbekistan;
- Coordinate the preparation of the documents for participants, suppliers and contractors, and regularly receive advance to Designated Account to be able to conduct payments on time; Timely manage the preparation of the required documents for the Ministry of Finance to enable Government co-financing (related to operation of Single Customer Service) being provided on time;
- Prepare and submit Statement of Expenditures at least quarterly;
- Perform monthly reconciliations between the designated account(s) balance recorded on bank statements and local cash book balance, recorded on the system;
- Provide operational and strategic support to the PIU staff on managing and running the PIU activity to ensure timely and due preparation of the project activities and deliverables;
- Review and control:
  - i. procurement orders, ensuring their compliance with the budget;
  - ii. financial activities and payment terms on all contracts prior to their signing;
  - iii. invoices for payment after receiving of acknowledging documents on the terms of a contract;
- Ensure timely and due support for the audit of project and project accounts as per requirements acceptable to the World Bank, following up with all audit recommendations and actions to resolve the issues raised in the Management Letter, ensuring timely submission of audit reports to the World Bank;

- Ensure proper and due records management and records-keeping of the Project documentation as per requirements of the World Bank and local legislation;
- Work closely with MoED staff, Ministry of Finance, Ministry of Investments and Foreign Trade, and other state agencies and local authorities involved in the Project implementation, as well as with the World Bank on all the issues of Project financial management in agreement with MoED;
- Supervise and ensure due annual and other inventory of procured goods and services;
- Participate in the FM and disbursement related training s and workshops as may be organized by the World Bank; other relevant duties as requested.

### **III. Qualification requirements.**

- Higher Education in Accountancy, Finance, Economics, or relevant equivalent;
- At least 5 years at the similar role in a public or private organization. Prior work experience at organizations implementing investment projects financed by IFIs is preferable;
- Excellent knowledge of Uzbek and/or Russian. Working English fluency is a must;
- Familiar with National Accounting Standards, knowledge of International Financing Reporting Standards is required;
- Strong skills in 1C-Accounting system - experienced user;
- Knowledge of local regulations: accounting, taxation is required. Knowledge of international development partners' projects implementation regulation will be an advantage;
- Ability to communicate effectively, verbally and in writing.

### **IV. Reporting and duration of assignment.**

The Consultant under this assignment will report to PIU Director.

The candidate will be hired for the Project implementation period. The probation period is three months. The contract will be drawn for the period of project implementation period.

### 3. Chief Accountant

<b>Title of position:</b>	<b>Chief Accountant</b>
<b>Project title:</b>	<b>«Rural Infrastructure Development Project (Qishloq infratuzilmasini rivojlantirish) »</b>
<b>Duty station</b>	<b>Tashkent</b>

#### **I. Background**

The “Rural infrastructure development” Project (RIDP) will be implemented by the Ministry of Economic development and poverty reduction in 21 districts of Uzbekistan (Fergana, Andijan, Namangan, Syrdarya and Jizzakh regions). The RIDP’s development objectives are to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). The RIDP is financed by the World Bank (WB) and Asian Infrastructure Investment Bank (AIIB).

The Chief accountant will be responsible for assisting with the fulfillment of financial management requirements of the World Bank and fulfilling other responsibilities as delegated by the Government of Uzbekistan, specifically by the Project Implementation Unit established at the Ministry of Economic development, to support the successful implementation of the RIDP. This includes *inter alia*, ensuring compliance with relevant World Bank policies and procedures for implementation of project activities for the achievement of the project development objectives.

The Chief accountant in his/her activity shall be guided by:

- Terms and conditions of the Financing Agreement concluded between the Republic of Uzbekistan and the International Development Association (IDA), as well as with the AIIB.
- The World Bank rules and procedures described in the "World Bank Disbursement Guidelines for the implementation of projects" and other WB policies and procedures.
- The Project Operational Manual (including annexes) found acceptable to the WB.
- The feasibility study and the Procurement Plan agreed by the World Bank and other relevant guidance, directives and procedures of the World Bank.
- Legislative and regulatory acts of the Republic of Uzbekistan.

#### **II. Description of duties**

The main duties of the PIU Chief accountant include but not limited with followings:

- Preparation of payment orders, draft agreements on currency sale, statements on opening credits, cash plans and other bank documents;
- Regular receipt and reconciliation of bank statements of all accounts from commercial bank and monthly summary cash-flow certificates;
- Review and sign all reconciliations;
- Receive and prepare draft reports of entities in charge and preparation of on-line reports and reports on actual utilization of the Project funds;
- In coordination with the FM Specialist work with databank on payments of the World Bank;



- In coordination with the FM Specialist prepare draft quarterly unaudited interim financial reports prepared in accordance with the requirements set by the World Bank (e.g. Cash Basis approach, etc.) and in the form and content agreed with the World Bank and other reports of the executive Agency in line with international standards;
- Keeping record on submitted certificates of executed works by contracting organizations, conduct payments on time, quarterly verification of payments, ensuring the storage of the supporting documents in well organized, structured and prescribed by the local legislation manner;
- Assist in preparation of annual project financial statements, annual project financial statements ready for audits and timely accommodation of external audit;
- In collaboration with the FM Specialist provide to auditors the supporting and other documents required in the course of audit, and assist the timely and due submission of the audited project financial statements to the World Bank;
- Supporting, in consultation and coordination with the PIU Director, FM Specialist and other specialists, the replenishment of the current sum and special foreign currency account using credit, budget and grant funds as per project needs;
- Preparation of documents on the issues regarding finance, accounting and reporting, internal controls, taxes, statistics, as well as for the superior state and other bodies;
- Assist in preparation of draft annual, quarterly and monthly financing plans and their inclusion in the Project budget (addressee list, estimates, schedule of payments);
- Prepare monthly comparison between the actual and budgeted amount, and submit it to the FMS;
- Supporting timely and duly preparation of the required documents to the Ministry of Finance and other state agencies to enable the Government co-financing being provided on time, if applicable;
- Participate in the workshops, trainings, seminars, etc., organized by the World Bank (or the World Bank partners) related to the financial management, accounting, budgeting and etc.;
- Enter data into the 1C software for the project purposes;
- Filing the financial records created or received by the project;
- Archiving the financial records on a regular basis;
- Verification and signing of all invoices, invoices for the release of material assets, income and expenditure warrants for the issuance of wages and other payments, power of attorney to receive material values;
- Accounting of travel expenses of PIU, ensuring the availability of all necessary documents;
- Control over the appropriateness and economical expenditure of funds provided in the cost balances (taking into account the changes made to them in accordance with the established procedure), in accordance with the intended purpose, as well as the safety of money and material assets;
- Check each suppliers' invoice for accuracy and compliance with purchase order and agreement;
- Review the payment and the accuracy of the accounting record, and post the disbursement journal to the General Ledger;
- Maintain, and coordinate the implementation of accounting and control procedures, make timely payments in accordance with the terms of the contract;
- Determine the procedures for acceptance of goods, works and services;
- Formulate the rules for payment of invoices;

- Support the Office of Finance, Accounting and Reporting at the MoED as relates to the record-keeping and documentation on all goods, services and conducted training;
- Keep accounting of the Project;
- Other relevant duties as may be required and requested by the PIU management, the World Bank requirements and etc. that will be related to the project implementation.

### **III. Qualification requirements**

- Higher Education in Accountancy, Finance, Economics, or relevant equivalent;
- At least 3 years at the similar role in a public or private organization. Prior work experience at organizations implementing investment projects financed by IFIs is preferable;
- Excellent knowledge of Uzbek and/or Russian. Knowledge of English is an advantage;
- Knowledge of National Accounting Standards is a must, knowledge of International Financing Reporting Standards is preferable;
- Strong skills in 1C-Accounting system experienced user;
- Knowledge of local rules in regulations in respect of implementing investment projects is highly preferable;
- Ability to communicate effectively, verbally and in writing.

### **IV. Reporting and duration of assignment**

The Consultant under this assignment will report to PIU Director and FM specialist.

The candidate will be hired for the Project implementation period. The probation period is three months. The contract will be drawn for the period of project implementation period.

#### **4. Disbursement Specialist**

<b>Title of position:</b>	<b>Disbursement Specialist</b>
<b>Project title:</b>	<b>«Rural infrastructure development Project (Qishloq infratuzilmasini rivojlantirish) »</b>
<b>Duty station</b>	<b>Tashkent</b>

#### **I. Background**

The “Rural infrastructure development” Project (RIDP) will be implemented by the Ministry of Economic development and poverty reduction in 21 districts of Uzbekistan (Fergana, Andijan, Namangan, Syrdarya and Jizzakh regions). The RIDP’s development objectives are to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). The RIDP is financed by the World Bank (WB) and Asian Infrastructure Investment Bank (AIIB).

The Disbursement Specialist will be responsible for assisting with the fulfillment of financial management requirements of the World Bank and fulfilling other responsibilities as delegated by the Government of Uzbekistan, specifically by the Project Implementation Unit established at the Ministry of Economic development, to support the successful implementation of the RIDP. This includes *inter alia*, ensuring compliance with relevant World Bank policies and procedures for implementation of project activities for the achievement of the project development objectives.

The Disbursement Specialist in his/her activity shall be guided by:

- Terms and conditions of the Financing Agreement concluded between the Republic of Uzbekistan and the International Development Association (IDA), as well as with the AIIB.
- The World Bank rules and procedures described in the "World Bank Disbursement Guidelines for the implementation of projects." and other WB policies and procedures.
- The Project Operational Manual (including annexes) found acceptable to the WB.
- The feasibility study and the Procurement Plan agreed by the World Bank and other relevant guidance, directives and procedures of the World Bank.
- Legislative and regulatory acts of the Republic of Uzbekistan.

#### **II. Description of duties**

The main duties of the PIU Disbursement Specialist include but not limited with followings:

- Timely and proportional recovery of advances paid from subsequent payments to suppliers/contractors/consultants in accordance with the contract and bank guarantee terms;
- Register the bank guarantees in registration book, verify its compliance to the sample formats acceptable to WB, constantly monitor approaching the bank guaranty expiration date;
- Prepare Payment Order;
- Record the payment in the accounting system;
- Print the Journal voucher and sign as preparer;
- Prepare wire transfer and deliver the payment with supporting documents to the Chief accountant for review and approval;

- Record the payment in the disbursement journal;
- Prepare Payment Order, Record the payment in the accounting system, Print the Journal voucher;
- Regular receipt of bank statements of all accounts from commercial bank and monthly summary cash-flow certificates;
- Assist in the implementation of all the project activities related to the management of costs and finance;
- Explain the Guidelines for business travel expenses (approval, type of expenditure, billing, etc.) to the PIU staff and other relevant partners;
- Review and process requests for travel and activity advances and accurately reconcile advances upon completion of travel or activities;
- Ensure that all project-related transactions are conducted, processed, and recorded as per 1C "Buxgalteriya" system of Chart of Accounts;
- Perform a physical count of the available funds in the corporate plastic cards and the total funds to the total amount of invoices and prepare a reconciliation form;
- To control over keeping records of issued powers of attorney for receiving material values, as well as for their intended use;
- To ensure full accounting of incoming cash, inventory and fixed assets, as well as timely reflection in the accounting of transactions related to their movement;
- Other relevant duties as may be required and requested by the PIU management, the World Bank requirements and etc. that will be related to the project implementation.

### **III. Qualification requirements**

- Higher Education in Accountancy, Finance, Economics, or relevant equivalent;
- At least 3 years at the similar role in a public or private organization. Prior work experience at organizations implementing investment projects financed by IFIs is preferable;
- Excellent knowledge of Uzbek and/or Russian. Knowledge of English is an advantage;
- Familiar with National Accounting Standards, knowledge of International Financing Reporting Standards is preferable;
- Strong skills in 1C-Accounting system experienced user;
- Knowledge of local rules in regulations in respect of implementing investment projects is highly preferable;
- Ability to communicate effectively, verbally and in writing.

### **IV. Reporting and duration of assignment**

The Consultant under this assignment will report to PIU Director and FM specialist.

The candidate will be hired for the Project implementation period. The probation period is three months. The contract will be drawn for the period of project implementation period.

## 5. Procurement Specialist (PS)

<b>Title of position:</b>	<b>Procurement Specialist (PS)</b>
<b>Project title:</b>	<b>«Rural infrastructure development Project (Qishloq infratuzilmasini rivojlantirish) »</b>
<b>Duty station</b>	<b>Tashkent</b>

### I. Background

The “Rural infrastructure development” Project (RIDP) will be implemented by the Ministry of Economic Development in 21 districts of Uzbekistan (Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions) to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). The RIDP will be financed by the World Bank and Asian Infrastructure Investment Bank.

The Procurement Specialist will be responsible for duly and timely conducting the procurement activities and fulfilling other responsibilities as delegated by Project Implementation Unit established at the Ministry of Economic Development, to support the successful implementation of the “Rural infrastructure development” Project. This includes *inter alia*, ensuring compliance with relevant World Bank procurement policies and procedures.

### II. Description of duties

The main duty of the Procurement Specialist (PS) is to advise on, conduct and report on the procurement processes under the Project securing compliance of the procedures with the World Bank Procurement Guidelines, as stipulated in the Project Financial Agreement using the standard bidding documents and sample contracts as and when applicable. The World Bank’s Procurement Regulations for IPF Recipients - Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, dated July 2016, revised November 2017 and August 2018 are applicable under the Project. The procurement and contract management processes will be tracked through the Systematic Tracking of Exchange in Procurement (STEP) system. The PS oversees, coordinates the Project procurement processes, prepares procurement plans and documents, and negotiates with contractors and suppliers, when applicable, accordingly.

The specific duties of the Procurement Specialist include but are not limited to:

- Plan the Project procurement activities and implement them in close collaboration with the Borrower’s staff;
- Revise and update the Procurement Strategy for Development (PPSD) and Procurement Plan (PP), at a minimum on an annual basis, to reflect any substantial changes in procurement approaches and methods and to meet the actual Project implementation needs and market fluctuations and improvements in institutional capacity. Timely implementation of the Plan is indicator of good performance of the PS;
- Prepare procurement/bidding advertisements, publish them in the international and local press and organize procurement in accordance with the World Bank procedures

(international competitive bidding, national competitive bidding, selection of consultants, national shopping, etc.) in line with the PP;

- Conduct procurement of equipment, works and selection of consultants conducted on behalf of the PIU;
- Organize, after the Project start-up, workshops on procurement processes and procedures as defined in the Project Operational Manual for the PIU central and regional staff, regional Single Engineering Companies and involved stakeholders, as applicable;
- Development and maintenance of the procurement database, keeping the procurement records and filing system duly up to date;
- Coordination of timely delivery of goods by suppliers, execution of works by contractors and Consultants in conformity with annual work plans;
- Regular and ad hoc submission of procurement reports to the PIU Director including reporting to the management on procurement delays or contract implementation issues under the Project;
- Advising the PIU director and relevant PIU/stakeholders' staff on contracts management and handling contractual disputes;
- Collaborate with the regional Single Engineering companies to ensure transparent tendering processes as specified in the Project Operational Manual;
- Secure observance of the World Bank Procurement Guidelines' requirements under the project as specified in the Project legal documents and advise the PIU Director and other PIU staff/stakeholders involved in the procurement procedures, as applicable;
- Perform any other tasks related to procurement during the project implementation.

### **III. Qualification requirements**

- Education: Higher education on Engineering, Law, Business Administration or other equivalent degree in related area;
- Experience: At least 5 years of work in procurement related area. Public procurement experience and, particularly, experience of projects financed by the World Bank or other International Financial Institutions' (IFI) and appropriate procurement guidelines and procedures is highly preferable;
- Skills: Knowledge/skills in any of these areas: Engineering, Civil Works, Contractual Law and other related areas will be asset. Experience of large procurement under the state procurement regulations is an asset;
- Preferable experience in applying the international procurement principles and practice like INCOTERMS, FIDIC, etc.;
- Language abilities: Working level English. Also, Russian and/or Uzbek is required.

### **IV. Reporting and duration of assignment**

The Consultant under this assignment will report to the PIU Director and shall be based in the Central PIU in Tashkent.

The initial duration of this assignment is 1 year, with three-month's probation and possibility of extension for a whole project duration of 5 years subject to satisfactory performance.

## 6. Social Safeguards Specialist

<b>Title of position:</b>	<b>Social Safeguards Specialist</b>
<b>Project title:</b>	<b>«Rural infrastructure development Project (Qishloq infratuzilmasini rivojlantirish) »</b>
<b>Duty station</b>	<b>Tashkent</b>

### **I. Background**

The “Rural infrastructure development” Project (RIDP) will be implemented by the Ministry of Economic Development (MoED) in 21 districts of Uzbekistan (Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions) to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). Project will be financed by the World Bank and Asian Infrastructure Investment Bank.

The Social Safeguards Specialist will be responsible for the fulfillment of safeguards requirements of the World Bank and fulfilling other responsibilities as delegated by the Government of Uzbekistan, specifically by Project Implementation Unit established at the Ministry of Economic Development, to support the successful implementation of the “Rural infrastructure development” Project. This includes *inter alia*, ensuring compliance with relevant World Bank policies and procedures for implementation of project activities for the achievement of the project development objectives.

### **II. Description of duties**

The Social Safeguards Specialist is expected to closely coordinate with the Environmental Safeguards Specialist of the Project. The main duties Social Safeguards Specialist include, but are not limited to, the following:

- Coordinate work of Environmental/Social Specialists in Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions (regional Environmental/Social Specialist);
- Conduct regular visits to selected project sites to coordinate with local level implementation/partner agencies, regional and district Khokimiyats, Single Engineering companies, and local stakeholders;
- Provide guidance and support to regional Environmental/Social Specialists to work with construction contractors to prepare site-specific Environmental and Social Management Plan (ESMPs) for all project sites selected for the project financing based on the Selection and Prioritization Criteria;
- Through regional Environmental/Social Specialists oversee compliance with the Project Environmental and Social Management Framework (ESMF) and Resettlement Policy Framework (RPF) by the project and its contractors and implementing partners;
- Provide guidance and support to regional Environmental/Social Specialists to work with Facilitating Partners (NGOs in Ferghana, Namangan and Andijan regions) and Qishloq Facilitators (PIU staff in Syrdarya and Jizzakh regions) to coordinate and oversight the environmental and social safeguards screening processes, identify alternative

investments based on these findings, prepare Environmental and Social Impact Assessments (ESIAs);

- Oversee the preparation of any Resettlement Action Plans (RAPs), if required under the terms of the RPF;
- If required, oversee RAP implementation and implementation quality (including such aspects as public consultation processes, land acquisition processes, accommodation/land replacement, livelihood restoration, grievance redress mechanism etc.);
- Oversee project activities and policies related to gender sensitivity, inclusion of vulnerable groups in the Project, stakeholder engagement and social analysis;
- Promote within the MoED design and implementation solutions which minimize potential negative social impacts and maximize potential positive benefits of the Project;
- In close coordination with the Environmental Safeguard Specialist and regional Environmental/Social Specialists, assess potential environmental and social impacts of civil works planned under the Project, provide recommendations for adjusting designs for decreasing of negative impacts to the extent possible, and identify measures for mitigating negative social impacts of the rehabilitation/construction and operation of these buildings;
- Lead the design and conduct of stakeholder consultations and consultations with Project Affected People (PAPs) on project activities, social safeguards issues and other issues with potential social safeguards implications. Develop and monitor the appropriate Grievance Redress Mechanism (GRM) mechanisms for the project;
- Oversee compliance by all project contractors with good social practices adopted by the Project (including stakeholder consultation, beneficiary feedback, gender sensitivity, etc.), and with the project RPF and any RAPs;
- Undertake regular field visits to project sites to assess social impacts and verify social monitoring information provided in the reports of contractors and implementing partners, including photo documentation as applicable;
- Keep records of environmental and social supervision of project activities in a systemic manner that allows easy search-and-find of all documents upon request of MoED, the World Bank, and national authorities;
- Preparation of regular safeguards monitoring reports for the MoED, including preparation of the social safeguards, gender sensitivity and beneficiary engagement content of project progress reports submitted to the World Bank;
- Provide training and capacity building on social issues (GRM, decent labor practices, social audits etc.) and social safeguards to regional Environmental/Social Specialists;
- Other relevant duties as requested.

### **III. Qualification requirements**

- Higher education in social science, urban planning, land management or other relevant equivalent degree, with at least 5 years of relevant work experience (e.g. social impact, land acquisition, resettlement, labor, gender);
- Experience with safeguards policies of International Financial Institutions and with ensuring project compliance with social safeguards requirements;
- Good command of national social legislation;
- Strong sense of responsibility, willingness to take initiative;
- Strong experience in interacting with local authorities and communities;



- Excellent organizational and communication skills;
- Excellent knowledge of Uzbek, Russian and full English fluency, including report-writing skills.

#### **IV. Reporting and duration of assignment**

The Consultant under this assignment will report to PIU Director.

The initial duration of this assignment is one year, with three-month's probation and possibility of extension for a further year based on performance and/or availability of funds.

## 7. Environmental Safeguards Specialist

<b>Title of position:</b>	<b>Environmental Safeguards Specialist</b>
<b>Project title:</b>	<b>«Rural infrastructure development Project (Qishloq infratuzilmasini rivojlantirish) »</b>
<b>Duty station</b>	<b>Tashkent</b>

### I. Background

“Rural infrastructure development” Project (RIDP) will be implemented by the Ministry of Economic Development in 21 districts of Uzbekistan (Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions) to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). Project will be financed by the World Bank and Asian Infrastructure Investment Bank.

The Environmental Safeguards Specialist will be responsible for the fulfillment of safeguards requirements of the World Bank and fulfilling other responsibilities as delegated by the Government of Uzbekistan, specifically by Project Implementation Unit established at the Ministry of Economic Development, to support the successful implementation of the “Rural infrastructure development” Project. This includes *inter alia*, ensuring compliance with relevant World Bank policies and procedures for implementation of project activities for the achievement of the project development objectives.

### II. Description of duties

The Environmental Safeguard Specialist is expected to closely coordinate with the Social Safeguard Specialist of the Project. The main duties of the PIU Environmental Safeguard Specialist include, but are not limited to, the following:

- Coordinate work of Environmental/Social Specialists in Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions (regional Environmental/Social Specialist).
- Conduct regular visits to selected project sites to coordinate with local level implementation/partner agencies, regional and district Khokimiyats, Single Engineering companies, and local stakeholders.
- Provide guidance and support to regional Environmental/Social Specialists to work with construction contractors to prepare site-specific Environmental and Social Management Plan (ESMPs) for all project sites selected for the project financing based on the Selection and Prioritization Criteria.
- Provide guidance and support to regional Environmental/Social Specialists to work with Facilitating Partners (NGOs in Ferghana, Namangan and Andijan regions) and Qishloq Facilitators (PIU staff in Syrdarya and Jizzakh regions) to coordinate and oversight the environmental and social safeguards screening processes, identify alternative investments based on these findings, prepare simple Environmental and Social Impact Assessments (ESIAs), ESMPs, or ESMP checklists.
- Through regional Environmental/Social Specialists make sure that sub-projects will apply appropriate climate- and natural hazards-resilient technical designs.

- Undertake a thorough review of the sub-projects' environmental classification in accordance with the WB requirements.
- Providing EA consultants and Regional Safeguards Specialists with guidance on the: (i) preparation of Category B and C EA documents in accordance with WB requirements; (ii) consulting and disclosure requirements for Category B projects; and (iii) identifying subprojects that would have impacts on cultural heritage sites, natural habitats, forests and international waterways, - subprojects which are to be excluded from the project financing.
- Through regional Environmental/Social Specialists work with regional Single Engineering Companies and ensure that environmental and social safeguards provisions are incorporated into tender documents and contracts.
- Identify key stakeholders, project affected persons, interested NGO's and community organizations and ensure that they are informed about the project, its potential environmental, social and health and safety impacts and that they are aware of the public consultation process under the project.
- Ensure the disclosure of the site-specific ESMPs and jointly with the consultants and local public authorities conduct public consultations for the site –specific ESMPs once they are developed at the locations of the civil works under the project.
- Together with the PIU management and regional Environmental/Social Specialists ensure the implementation of all aspects of Environmental and Social Management Framework (ESMF) and ESMPs.
- Carry out frequent field visits and conduct monitoring of ESMF/ESMPs implementation with regional Environmental/Social Specialists. In particular monitor and support Project contractors and Consultants in achieving their responsibilities as outlined in the ESMF/ESMPs.
- Ensure that related environmental elements are integrated into the training programs provided under the project components.
- Oversee implementation of the environmental monitoring plan specified in the ESMPs.
- Ensure that environmental monitoring information is shared promptly with all appropriate project stakeholders.
- Record and investigate all environmental and health and safety incidents if any.
- Ensure that the World Bank Health, Safety, and Environment Guidelines are followed throughout the project.
- Plan, coordinate, lead and provide training and technical assistance in participatory environment to Regional safeguards Specialists and relevant project's staff, local communities and construction contractors.
- Cooperate and communicate with the local environmental NGOs during the project implementation.
- Provide guidance and information to project Director and staff on sub-project requirements (local, national or international environmental standards; permits, licenses and inspections that are required at the subproject level).
- Assist in preparation of necessary materials (questionnaires, tests etc.) to conduct monitoring and evaluation of results on project implementation in compliance with the ESMF/ESMP.
- Submit to the PIU Director monthly/quarterly/annually reports on the progress and adequacy of the actions taken with respect to monitoring compliance with established environmental parameters during the project implementation, identify drawbacks and propose remedial measures. These reports will be shared with the World Bank team and expected to meet all World Bank requirements.

### **III. Qualification requirements**

- University degree in environmental sciences or occupational health and safety (OHS) or related areas, and at least 5 years' experience in environmental management and/or OHS;
- Strong knowledge and understanding of the principles of environmental assessment and monitoring procedures; knowledge of national and international standards and requirements applied to construction, public health standards, technical parameters and safety standards;
- High sense of responsibility, willingness to take initiative, good communication skills and team spirit are important assets; experience in interacting with local authorities and communities, honesty and integrity;
- Experience with internationally financed projects (World Bank, Asian Development Bank, EU, USAID, UNDP, or other international or bilateral donors) would be an asset;
- Strong communication skills in Uzbek and Russian and English – verbal and written;
- Strong client-orientation and solid computer skills (MS office).

### **IV. Reporting and duration of assignment**

The Consultant under this assignment will report to PIU Director.

The initial duration of this assignment is one year, with three-month's probation and possibility of extension for a further year based on performance and/or availability of funds.

## 8. Management Information System (MIS) Specialist

<b>Title position</b>	<b>Management Information Sistem (MIS) Specialist</b>
<b>Projekt title</b>	<b>«Rural infrastructure development Project (Qishloq infratuzilmasini rivojlantirish) »</b>
<b>Duty Station</b>	<b>Tashkent</b>

### **I. Background**

The “Rural infrastructure development” Project (RIDP) will be implemented by the Ministry of Economic Development in 21 districts of Uzbekistan (Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions) to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). The project will be financed by the World Bank and Asian Infrustructre Investment Bank.

The MIS Specialist will be responsible for the development and/or manage system for date collection, recording and management and fulfilling other responsibilities as delegated by the Government of Uzbekistan, specifically by Project Implementation Unit established at the Ministry of Economic Development, to support the successful implementation of the RIDP. This includes *inter alia*, ensuring compliance with relevant World Bank policies and procedures for implementation of project activities for the achievement of the project development objectives.

### **II. Description of duties**

The MIS Specialist is expected to closely coordinate with the Monitoring & Evaluation (M&E) Specialist of the Project. The main duties of the MIS Specialist include, but are not limited to, the following:

- Oversee and contribute to the development of the main application for data collection, recording and management in ways that are locally feasible, enable as much open access to information as possible in real time and are flexible enough to allow updating as information needs evolve;
- Discuss with the Project team to fully understand the monitoring and reporting procedures (based on the project appraisal document and other documentation) and to ensure that the developed MIS and the data collection and reporting arrangement will work for targeted locations;
- Review and discuss forms & reports to streamline and measure the Project progress more efficiently and effectively;
- Assist with preparing project reports and running project data queries as needed;
- Visit project sites to conduct diagnosis of local IT, SMS, and geo-mapping capabilities;

- Visit regional khokimiyat offices to assess the possibilities of linking the e-portal with the MIS in real time. If this is not plausible, devise forms that Inter-regional PIU staff can use to enter procurement and financial management information into the MIS;
- Assess mobile device requirements, including for SMS & GPS, options available in country, and costs;
- In consultation with the Project team, develop a set of flows and forms accessed via mobile devices and browsers that allow users to enter data on the project progress at the community level (in rural areas);
- Provide a web-based data store and report infrastructure to deliver rich maps and summary reports at the country, region, and village level with drill-down capabilities;
- Conduct a pilot model in 1-2 districts where Facilitating Partners will directly enter data into the MIS using a mobile device provided by the project. The aim of this pilot is to determine the viability of improving the speed of reporting by enabling data entry at the community level;
- Develop easy-to-use training materials, how-to guides, fliers (for Facilitating Partners, communities and regional khokimiyats in particular);
- Train Facilitating Partners, Qishloq Facilitators and other involved stakeholders to enter data into the MIS;
- Deliver a fully validated end-to-end solution for data captured in a device regardless of connectivity, uploaded to the cloud upon next period of connectivity, allow for quality assurance at the central level, and the ability to see that uploaded data displayed anywhere in the world immediately;
- Provide training sessions (based on the Project training schedule) to the national, provincial, district and community level stakeholders on how to use the MIS and mobile phone applications;
- Provide just-in-time technical support and on-demand online training (if applicable);
- Conduct a mid-term assessment to ensure the MIS is fully functional and analyze whether there are any technical or practical issues that need to be fixed. If any problems are found, provide solutions and report to the Project team;
- Develop/suggest for additional features to allow for additional relevant project data collection and management during the project implementation.

### **III. Qualification requirements**

- University degree in IT, engineering or similar areas;
- GIS/Data processing expertise, with at least 5 years of experience setting up and maintaining management information systems in rural development projects;
- Demonstrated track record in independently establishing and maintaining a web-based MIS in a public or private sector entity is an asset;
- Strong GIS skills with two or more GIS packages is an asset;
- Strong Macro / C / C++ / Visual Basic programming skills;
- Strong communication skills in Uzbek and Russian and English – verbal and written.

#### **IV. Reporting and duration of assignment**

The Consultant under this assignment will report to PIU Director.

The initial duration of this assignment is one year, with three-month's probation and possibility of extension for a further year based on performance and/or availability of funds.

## 9. Senior Infrastructure Specialist

<b>Title of position:</b>	<b>Senior Infrastructure Specialist</b>
<b>Project title:</b>	<b>«Rural Infrastructure development Project (Qishloq infratuzilmasini rivojlantirish) »</b>
<b>Duty Station</b>	<b>Tashkent</b>

### **I. Background**

The “Rural infrastructure development” Project (RIDP) will be implemented by the Ministry of Economic Development in 21 districts of Uzbekistan (Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions). The RIDP’s development objectives are to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). The RIDP is financed by the World Bank and the Asian Infrastructure Investment Bank.

The RIDP will finance local-level, climate-resilient subprojects in social infrastructure and services that participating communities plan and prioritize. Eligible investments include but are not limited to: (i) rehabilitation of existing rural drinking water supply and sanitation systems to expand access through innovative, alternative models for rural drinking water supply and sanitation service delivery; (ii) retrofitting of public buildings for energy efficiency; (iii) rehabilitation of social infrastructure; (iv) rehabilitation of tertiary roads, walkways, and footpaths; (v) road drainage and strengthening the flood resilience of rural roads; (vi) bridge rehabilitation and construction (up to 10 meters long); (vii) street lighting upgrading; (viii) improvements to public spaces; (ix) solid waste management systems; (x) small-scale construction of public facilities; (xi) installation of antennas to provide wireless internet services; (xii) construction and rehabilitation of bus terminals and stops; and (xiii) energy supply activities. The RIDP Project Operational Manual (POM) provides a negative list of subprojects that are not eligible for RIDP financing.

Regional khokimiyat Single Customer Services (SCS) engineering companies are responsible for procuring and overseeing the implementation of RIDP subproject design and works contracts.

The Senior Infrastructure Specialist will be responsible for: (a) developing and technical guidelines and procedures aimed at ensuring the delivery of high-quality, sustainable infrastructure subprojects as defined in the RIDP POM and Technical Manual; (b) building the capacity of local design institutes, SCS, and RIDP PIU staff to apply the guidelines and procedures; and (c) putting in place and implementing quality control procedures for infrastructure subprojects.

### **II. Description of duties**

The main duties of the Senior Infrastructure Specialist include, but are not limited to, the following:

#### **RIDP Project Operational Manual and Technical Manual Development**

- Lead the development of the RIDP technical manual, which will include best practice design templates for energy efficiency, water supply and sanitation, road rehabilitation, rehabilitation of social infrastructure, and other types of rural infrastructure taking into account local construction standards and regulations (SNiP).



- Lead the development of a simple technical guidelines/handbooks (including monitoring checklists/forms) that provide guidance to MDU members on how to monitor subproject construction activities implemented by contractors hired by regional SCS engineering companies.
- Ensure that the RIDP Technical Manual complies with legal requirements, especially those pertaining to health and safety.
- In cooperation with RIDP Facilitating Partner staff, Ministry of Housing and Communal Services, regional SCS, and other relevant stakeholders, oversee the finalization of POM chapters and annexes pertaining to the delivery of autonomous water supply and sanitation investments, and making periodic updates as needed.

### **Training and Capacity Building for Local Design Institutes, Regional SCS Engineering Companies, Regional PIU Technical Supervisors and Qishloq Engineers (QEs)**

- Develop training curricula and modules targeting Local Design Institutes and SCS staff aimed at raising awareness of applying best practice design templates for energy efficiency, water supply and sanitation, road rehabilitation, rehabilitation of social infrastructure, and other types of rural infrastructure from the RIDP technical manual.
- Train regional PIU Technical Supervisors to provide regular refresher trainings to Local Design Institute and SCS staff.
- Train regional PIU Technical Supervisors and QEs in all relevant aspects of the RIDP POM and technical manual.
- Verify the quality of trainings provided by PIU Technical Supervisors and QEs to Mahalla Development Unit members in how to monitor SCS-organized tender committee activities and construction activities, and O&M plan design.
- Provide on-the-job training and support to regional PIU Technical Supervisors.

### **Coordination with Government of Uzbekistan State Bodies Regarding RIDP Infrastructure Designs and Approaches**

- Review RIDP technical manual best-practice design templates to identify cases in which the designs contradict the prevailing local construction norms and regulation (SNiP).
- In the event that there are contradictions, coordinate with the relevant state body to identify solutions that ensures compliance without sacrificing the benefits of a new approach.
- Provide technical assistance to SCS engineers on improvements needed to current SNiPs.

### **Develop and Implement PIU Quality Assurance Procedures**

- Regularly review the pipeline of infrastructures subprojects under implementation or proposed for RIDP financing.
- Review and approve the work plans of regional PIU Technical Supervisors to ensure that all subprojects are regularly and adequately supervised.
- Review technical reports submitted by the PIU Technical Supervisors.
- Work with PIU Technical Supervisors and QEs to assess the quality of technical oversight provided by MDUs and identify areas for improvement.
- Ensure that MDUs, QEs, and PIU Technical Supervisors update technical supervision log books.

- In coordination with the M&E Specialist, regularly review the status of complaints recorded through the RIDP's Grievance Redress Mechanism to ensure that follow-up actions are taken by the relevant actor.

### **Lead the Design and Implementation of Annual Technical Audits of RIDP Infrastructure Subprojects**

- Develop the technical audit methodology and data collection templates in collaboration with the PIU M&E Specialist as appropriate.
- Train regional PIU Technical Supervisors and QEs on data collection procedures.
- Compile and analyze the data and produce a summary report.

### **For Autonomous Water Supply and Sanitation Subprojects**

- Oversee the quality of support provided by regional PIU Technical Supervisors to the SCS staff in the preparation of design and cost estimate packages.

### **General**

- Prepare and submit reports, responses to letters, project analytical notes and other information for PIU management as needed;
- Support information needs for the RIDP's project management information system and ensure that data collection, entry and processing of data is done timely and accurately.

### **III. Qualification requirements**

- University degree (Master) civil engineering, water supply and sanitation, architecture, urban planning or similar fields relevant to construction of basic infrastructure and service delivery in rural areas;
- At least eight years of professional work experience in civil works, engineering, infrastructure development, water supply and sanitation, or similar area. Experience in projects financed by the World Bank or other International Financial Institutions' (IFI) is highly preferable;
- Experience leading multi-agency coordination processes and the organization of workshops and trainings;
- Proficient written and spoken Russian and/or Uzbek is highly preferable. Working-level English is mandatory;
- Computer skills: MS Office, WORD, EXCEL, Outlook, Internet Explorer.

### **IV. Reporting and duration of assignment**

The Consultant under this assignment will report to the PIU Director and shall be based in the Central PIU in Tashkent.

The initial duration of this assignment is 1 year, with three-month's probation and possibility of extension for a whole project duration of 5 years subject to satisfactory performance.

## **10. Monitoring and Evaluation Specialist (M&E)**

<b>Title of position:</b>	<b>Monitoring and Evaluation Specialist (M&amp;E)</b>
<b>Project title:</b>	<b>«Rural infrastructure development Project (Qishloq infratuzilmasini rivojlantirish) »</b>
<b>Duty Station</b>	<b>Tashkent</b>

### **I. Background**

The “Rural infrastructure development” Project (RIDP) will be implemented by the Ministry of Economic Development in 21 districts of Uzbekistan (Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions) to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). Project will be financed by the World Bank and Asian Infrastructure Investment Bank.

A Monitoring and Evaluation Specialist will be responsible for fulfilling the requirements of the World Bank for monitoring and evaluation, as well as for fulfilling other responsibilities delegated by the Government of Uzbekistan, in particular, the Project Implementation Unit established under the Ministry of Economic Development to support the successful implementation of the RIDP. In addition, this includes ensuring compliance with relevant World Bank policies and procedures for implementing project activities to achieve project development goals.

### **II. Description of duties**

The Monitoring and Evaluation Specialist is responsible for: monitoring ongoing and completed infrastructure projects and the entire project cycle; overseeing the collection of monitoring and evaluation data including beneficiary surveys and technical audits of completed infrastructure projects, reporting on the indicators in the results framework, and writing progress/monitoring and evaluation reports.

The specific duties of the M&E specialist include:

- Under the guidance of the project coordinator, organizes an effective mechanism for regular monitoring of the implementation of the project components;
- Oversee the collection of monitoring and evaluation data including baseline, midline and end line surveys and any other beneficiary surveys, technical audits of completed infrastructure projects in close collaboration with PIU engineers/technical specialists, and other special studies;
- Analyze monitoring and evaluation data including the baseline, midline, end line and other surveys, the results of technical audits, and other monitoring data (sex-disaggregated beneficiary data, expenditure and disbursement data, citizen complaints, and procurement and financial management data) in close collaboration with the Project’s technical experts in Financial Management, Engineering, Procurement, and

Community Mobilization. The analysis should also include the Project's progress on meeting the results indicators;

- Based on the analysis (above), generate timely reports for the Project's management and other stakeholders;
- Work with the Project's MIS specialist to provide training to national, regional, district and village-level stakeholders so that they fully understand the MIS and monitoring and evaluation system, and they know how to utilize the monitoring tools for better project management and public feedback;
- Work with the MIS specialist to ensure that the required data for monitoring and evaluation is uploaded to the MIS in a timely fashion;
- Closely cooperate with the Community Mobilization Specialist to support the active participation of beneficiaries in preparation of the monitoring and evaluation reports, including implemented works;
- Support evaluations of the impact of the Project's investments on communities in targeted villages;
- Prepares monthly analytical reports on the progress of the project for the WB, AIIB, MEI and other organizations upon request;
- Prepares presentation materials on the Project;
- Monitors, reviews, processes and sends letters, complaints, appeals from interested parties to the specialists-executors;
- Monitors the progress of execution of letters, complaints, appeals sent to them for execution by specialists;
- Organizes focus groups, surveys and other methods to collect information on the results and indicators of the Project;
- Assist the Project team to use the MIS to monitor and evaluate individual activities through regular meetings and discussions with relevant PIU specialists;
- Be responsible for accurate accounting of data collected at all stages of the Project;
- M&E specialist oversees contracting activities to ensure compliance with contract policies and procedures;
- Be responsible for the storage and timely updating of M&E data in the MIS in coordination with the MIS specialist;
- And performance of other duties at the request of the Director of PIU.

### **III. Qualification requirements**

- Education: higher education in the field of economics, social science and other related sciences (minimum bachelor's degree, preferably a master's degree).
- Work experience: At least 6 years of experience in accordance with monitoring and evaluation in community-level development projects; Experience interacting with or working in government; Statistical analysis skills preferred; Proven experience producing high quality reports summarizing implementation progress of public sector investment programs.
- Skills: Fluency in English; Excellent computer skills (MS Windows, MS Excel, Word).
- Ability to use a statistical program such as STATA or SPSS is an advantage.

#### **IV. Reporting and duration of assignment**

This position will work closely with the MIS Specialist, Community Mobilization Specialist, and Supervisory Engineers in accordance with the Operational Manual and will report to the Director of the PIU.

The initial duration of this assignment is one year, with three-months' probation and possibility of extension for a further year based on performance and/or availability of funds.

## 11. Communication Specialist

<b>Title of position</b>	<b>Communication Specialist</b>
<b>Project title</b>	<b>«Rural infrastructure development Project (Qishloq infratuzilmasini rivojlantirish) »</b>
<b>Duty Station</b>	<b>Tashkent</b>

### **I. Background**

The “Rural infrastructure development” Project (RIDP) will be implemented by the Ministry of Economic Development in 21 districts of Uzbekistan (Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions) to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). The RIDP will be financed by the World Bank and Asian Infrastructure Investment Bank.

The RIDP aims to support the implementation of the Government of Uzbekistan’s (GoU) Obod Qishloq state program, but differs in its design and implementation in several key ways. Thus, it is critical for all stakeholders, both national and international, to have a clear understanding of the RIDP’s development objectives and implementation modalities and how these differ from the Obod Qishloq state program. A Communications Specialist will be responsible for organizing and conducting Public Relations (PR) campaigns related to the RIDP in accordance with the requirements of the World Bank. She/he will also be responsible to supervise the strategic planning and implementation of communication activities and ensure coordination of the workflow between other RIDP PIU structures and functions/units, including but not limited to research, creation, production and broadcast to media monitoring, reporting and feedback. The communication specialist will also deliver other duties delegated by the Government of Uzbekistan, in particular, the Project Implementation Unit (PIU, established under the Ministry of Economic Development to support the successful implementation of the RIDP. In addition, this includes, ensuring compliance with relevant World Bank policies and procedures for implementation of project activities for the achievement of the project development objectives.

### **II. Description of duties**

The specific duties of the communications specialist will include but not limited to:

- Develop, review, refine and revise the RIDP communications strategy in line with the project development objectives, internal and external evaluations and feedback from project stakeholders.
- Plan, implement and monitor the communication strategy based on an action plan that the communication specialist will develop.
- Develop and implement a plan for conducting PR activities, including social media campaigns.
- Prepare and monitor the budget of PR activities.
- Organize press conferences, briefings, interviews with the head of PIU in the mass media.
- Organize the preparation of press releases on the activities of PIU, corporate newsletters, other informational materials on the activities of PIU for the media, the preparation of public reporting documentation for PIU.

- Arrange, coordinate and manage the media coverage for any large and/or important RIDP event/gathering/occasion.
- Organize ongoing consultations with relevant governmental and non-governmental stakeholders, including partnering donors of the project and project beneficiaries, to capture stakeholder views and feedback on the RIDP concept, project implementation modalities and issues, including annual multi-stakeholder reviews.
- Inform and work together with the PIU management to incorporate the stakeholder feedback in the day to day operational strategies and implementation modalities of the project.
- Identify and use occasions such as exhibitions, public presentations, and other relevant large events, etc to share RIDP products and attract public attention without direct advertising.
- Institutionalize a system of regular public consultations, conferences, workshops.
- Analyze the effectiveness of PR-campaigns and produce quarterly report on stakeholders' feedback.
- React to critical remarks addressed to the PIU (prepares response speeches, press conferences, organizes clarification and commenting on criticism in other forms).
- To hold meetings with HR specialist in order to create an internal communication channel that will inform employees about the activities of the PIU.
- Creation, development, filling of the uniform internal information resource (the Internet portal, social networks, corporate mass media, etc.) together with the MIS specialist.
- Informing all employees about the mission, values and objectives of the Project.
- To create and further maintain the corporate image of the PIU and its originality, the concept of which includes the motto and logo.
- Perform other office related tasks assigned by her/his supervisor.

### **III. Qualification requirements**

- Education: higher education in the field of management, journalism, law, business administration or other equivalent degree in the relevant field.
- Work experience: at least 5 years of work in the advertising field, in relations with the public and the media.
- Skills: Knowledge of the general PR methodology, methods for determining target audiences, principles of PR planning, PR campaigns, methods for organizing and conducting PR campaigns, the basic principles of client, internal, crisis and other types of PR, legislation on advertising, the media, ethics, sociology, psychology, philology. Free ability to work with Microsoft Office programs.
- Language requirements: an excellent level of proficiency in English, Russian and Uzbek is required.

### **IV. Reporting and duration of assignment**

The Consultant under this assignment will report to PIU Director. The initial duration of this assignment is one year, with three-month's probation and possibility of extension for a further year based on satisfactory performance and/or availability of funds.

## 12. Community Mobilization Specialist

<b>Title of position</b>	<b>Community Mobilization Specialist</b>
<b>Project title</b>	<b>«Rural infrastructure development Project (Qishloq infratuzilmasini rivojlantirish) »</b>
<b>Duty Station</b>	<b>Tashkent</b>

### **I. Background**

The “Rural infrastructure development” Project (RIDP) will be implemented by the Ministry of Economic Development in 21 districts of Uzbekistan (Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions) to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). Project will be financed by the World Bank and Asian Infrastructure Investment Bank.

The Community Mobilization Specialist will be responsible for the oversight and coordinate community mobilization related work in project and fulfilling other responsibilities as delegated by the Government of Uzbekistan, specifically by Project Implementation Unit established at the Ministry of Economic Development, to support the successful implementation of the “Rural infrastructure development” Project. This includes *inter alia*, ensuring compliance with relevant World Bank policies and procedures for implementation of project activities for the achievement of the project development objectives.

### **II. Description of duties**

The scope of work of the selected candidate is to oversee the community mobilization components of the project to ensure consistent, high quality facilitation across the RIDP working areas and to encourage learning. More specific tasks include:

- Oversight overall participatory project cycle through coordinating work implemented in districts and selected villages by Facilitating Partners (NGOs in Ferghana, Namangan and Andijan regions) and Qishloq Facilitators (PIU staff in Syrdarya and Jizzakh regions).
- Make regular visits to regions to oversight and coordinate participatory project cycle related work specifically:
  - (i) project socialization to each level of government, mahalla citizens assemblies, and community members;
  - (ii) the formation of project implementation teams at the regional, district and mahalla levels;
  - (iii) the selection of villages to participate in the Project and the Project year (1,2,3) in which they will receive Project financing;
  - (iv) participatory needs assessments, prioritization, and decision-making over the Project’s infrastructure investments and the development of a three-year qishloq development plan; This includes guidance to FP Community Mobilizers and their supervisors to ensure quality facilitation of resources maps, well-being analysis, seasonal calendars, as well as health and education analysis, so that the Qishloq



Development Plans reflect the needs of the community and the poor and marginalized, in particular;

- (v) elections of Mahalla Development Units as outlined in the training manual;
  - (vi) participatory monitoring and oversight by Mahalla Citizens Assembly project committee members, which will include oversight and sign-off on the construction and delivery of the infrastructure projects, social audits and scorecards (i.e., participatory monitoring and evaluation), and participating as a member of tendering committees for the infrastructure projects at the regional level;
  - (vii) establishing and supporting community-level structures responsible for participatory operations and maintenance.
- The CM Specialist should identify training needs of the Qishloq Facilitators and organize learning sessions between community mobilizers to improve their work.
  - Arranging training of trainers for Facilitating partners, Qishloq facilitators on topics such as project procurement monitoring, social audits, grievance redress mechanism, labor relations, social including providing outreach to vulnerable and excluded groups, etc.
  - Working with the MIS/Monitoring and Evaluation Specialist to: (i) ensure that the requisite community participation forms and data are uploaded to the MIS in a timely manner; (ii) analyze community mobilization data to ensure that meaningful participatory processes are occurring throughout the process; (iii) revise procedures/addressing problems as needed.
  - Regularly meeting with communities, Facilitating Partners, Qishloq Facilitators, district implementation teams, Mahalla development units to discuss the quality of the participatory processes and help them to address any operational and technical issues. In these sessions champion MCA/MDUs should be identified and learning visits to the best performing Qishloqs should be organized.
  - Ensuring that there are continuous knowledge exchanges between members of the Mahalla Development Units in different qishloqs within and across regions.
  - Gather best practices and examples of pro-poor and pro-women development and draft reports on successes and challenges.
  - Other support if needed in case of request from PIU Director.

The CM Specialist should know the community analysis (the outcomes) and learn how the different contexts (cotton areas, livestock areas, etc) in which the RIDP operates may affect the mobilization and work with FPs to develop strategies to maneuver the different types of economic and social relations.

### **III. Qualification requirements**

- A university degree in the area of social sciences (minimum bachelor's degree, master's degree preferred);
- 3-5 years of experience utilizing participatory approaches, such as Participatory Rural Appraisal with a particular focus on community-based infrastructure or water supply;
- Proven track record in developing training modules;
- Proven track record as a master trainer;
- 3-5 years' experience supporting institutional development for basic rural infrastructure in Uzbekistan;

- Experience with internationally financed projects (World Bank, Asian Development Bank, EU, USAID, UNDP, or other international or bilateral donors) would be an asset;
- Strong communication skills in Uzbek or Russian and English – verbal and written.

#### **IV. Reporting and duration of assignment**

The Consultant under this assignment will report to PIU Director. The initial duration of this assignment is one year, with three-month's probation and possibility of extension for a further year based on satisfactory performance and/or availability of funds.

### 13. HR Specialist

<b>Title of position</b>	<b>HR Specialist</b>
<b>Project title</b>	<b>«Rural infrastructure development Project (Qishloq infratuzilmasini rivojlantirish) »</b>
<b>Duty Station</b>	<b>Tashkent</b>

#### **I. Background**

The “Rural infrastructure development” Project (RIDP) will be implemented by the Ministry of Economic Development in 21 districts of Uzbekistan (Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions) to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). The RIDP will be financed by the World Bank and Asian Infrastructure Investment Bank.

A human resources specialist will be responsible for fulfilling the requirements of the World Bank for working with personnel and for fulfilling other duties delegated by the Government of Uzbekistan, in particular, the Project Implementation Unit established under the Ministry of Economic Development to support the successful implementation of the Rural infrastructure development Project. In addition, this includes ensuring compliance with relevant World Bank policies and procedures for implementing project activities to achieve project development goals.

#### **II. Description of duties**

The main responsibilities of the HR specialist are to formulate the personnel policy manual of the RIDP PIU, select personnel in accordance with the requirements of the project personnel policy manual, develop and implement in practice personnel training guidelines (trainings, seminars, workshops etc.), and adapt new employees of PIU.

The specific duties of the HR specialist will include but are not limited to:

- Lead the development of a comprehensive staffing plan for PIU in consultation with the PIU director and the PIU management team;
- Ensure that all PIU vacant positions are staffed with employees with necessary specialties, skills and qualifications as required in the respective ToRs;
- Assess the labor market in order to identify possible sources/networks where RIDP vacancy announcements can be posted/circulated and qualified personnel can be attracted to apply for RIDP positions;
- Oversee recruitment processes (in coordination with procurement specialist) to ensure adherence to the project Personnel Policy Manual and ensure fairness and transparency competitive in written tests, job interviews and other recruitment related activities/processes in order to identify the qualified candidates with the right professional skills from the pool of applicants;

- Lead the development of a training plan based on needs assessment and ensure that all PIU staff receive the required trainings with an aim to improve the staff's professional skills and further develop their capacity to perform better;
- Ensure that all staff receive all information on personnel issues and are aware of the most important personnel decisions related to employees;
- Ensure that all decisions on hiring, transfers, promotion, demotion, administrative penalties, as well as dismissal of employees are in line with the RIDP Personnel Policy Manual;
- Participate in committees related to resolving disputes and conflicts at all levels of personnel and suggest team building approaches to PIU management;
- Support the MIS specialist in design of a Personnel Administration/Human Resource Management Database that captures all staff information related to transfer, dismissal, leave, travel, attendance, official missions and etc. with a purpose of keeping accurate personnel data and generate periodic and ad hoc reports for management information and decisions;
- Establish and maintain a personal file system for all RIDP employees;
- Ensure that staff reports are maintained and storage in a proper archive system;
- Filling the time sheet of PIU staff and submitting it to the financial management specialist of PIU;
- Assist in tracking and recording all staff leave, attendance and absenteeism and inform the management team accordingly on regular basis;
- Assist in registration and verification of certificates including disability certificates provided by staff;
- Develop and oversee the execution process of an employee performance appraisal system and ensure their records and maintenance in the database;
- Ensure that all PIU staff receive a training on the project personnel policy manual and abide by all established regulations including attendance, work hours and other benefits as well as disciplinary provisions;
- Issue employee work certificates on behalf of PIU as and when requested by staff or other institutions;
- Preparation of personnel documents after the expiration of the established terms of current storage or liquidation of PIU for storage in the archive of the Ministry of Economic Development;
- And perform other duties at the request of the Director of PIU.

### **III. Qualification requirements**

- Education: higher education in the field of management, jurisprudence, business administration or other equivalent degree in the relevant field.
- Work experience: at least 5 years of work in the field of personnel management.
- Skills: Knowledge of labor law, the fundamentals of psychology and sociology and personnel assessment methods; experience with personnel documentation; organizational skills; sociability; ability to work with Microsoft Office programs.

- Language requirements: Intermediate level of English is preferable. Russian and Uzbek are required.

#### **IV. Reporting and duration of assignment**

The Consultant under this assignment will report to PIU Director.

The initial duration of this assignment is one year, with three-month's probation and possibility of extension for a further year based on performance and/or availability of funds.

## **14. Interpreter**

<b>Title of position</b>	<b>Interpreter</b>
<b>Project title:</b>	<b>«Rural infrastructure development Project (Qishloq infratuzilmasini rivojlantirish) »</b>
<b>Duty Station</b>	<b>Tashkent</b>

### **I. Background:**

The “Rural infrastructure development” Project (RIDP) will be implemented by the Ministry of Economic Development in 21 districts of Uzbekistan (Fergana, Andijan, Namangan, Syrdarya and Jizzakh regions) to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). RIDP will be financed by the World Bank and Asian Infrastructure Investment Bank.

The Interpreter will be responsible for the quality translation of the documentation and for the fulfillment of other duties entrusted by the Government of Uzbekistan, in particular, the project implementation unit established under the Ministry of Economic Development to support the successful implementation of the RIDP. In addition, this includes ensuring compliance with relevant World Bank policies and procedures for implementing RIDP activities to achieve its development goals.

### **II. Description of duties:**

The main responsibilities of the interpreter of PIU include, but are not limited to:

- Translate technical and economic documentation of the PIU, contracts, correspondence with foreign organizations, documents of conferences, meetings, seminars, etc. from English into Russian and Uzbek languages, and vice-versa;
- Perform oral and written, full and abbreviated translations in a timely manner, while ensuring the exact correspondence of the translations to the lexical, stylistic and semantic content of the originals, compliance with established requirements for scientific and technical terms and definitions;
- If necessary, provide interpretation assistance during negotiations with foreign partners;
- Provide translation of materials and documents at the request of PIU specialists;
- Perform translation reviews and editing as and when needed;
- Participate in the preparation of thematic reviews on foreign materials related to RIDP;
- Work on standardization of terms, improvement of concepts and definitions on the topic of translation of PIU documentation, accounting and systematization of translations, annotations, etc.;
- Perform other assignments at the request of the PIU Director.

### **III. Required qualifications:**

- Education: higher education in the field of linguistics, international relations or other related fields;
- Work experience: at least 5 years of experience as a translator;
- Skills: Skills in simultaneous translation, grammar and stylistics of English, Russian and Uzbek languages. Terminology related to translations in English, Russian and Uzbek. Excellent knowledge of working with a computer, in particular, Microsoft Office programs (Word, Excel and Power Point). Ability and experience in writing official letters, requests;
- Language skills: Excellent knowledge of English, Russian and Uzbek.

### **IV. Reporting and duration of assignment:**

The Interpreter under this assignment will report to the PIU Director.

The initial duration of this assignment is one year, with three-month's probation and possibility of extension for a further year based on performance and/or availability of funds.

## 15. Office manager

<b>Title of position</b>	<b>Office manager</b>
<b>Project title</b>	<b>«Rural infrastructure development Project (Qishloq infratuzilmasini rivojlantirish) »</b>
<b>Duty Station</b>	<b>Tashkent</b>

### **I. Background**

The “Rural infrastructure development” Project (RIDP) will be implemented by the Ministry of Economic Development in 21 districts of Uzbekistan (Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions) to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). RIDP will be financed by the World Bank and Asian Infrastructure Investment Bank.

The office manager will be responsible for ensuring the smooth running of the RIDP PIU office on a day-to-day basis and may manage a team of administrative or support staff. Responsibilities typically include: organizing meetings and managing databases, booking transport and accommodation, organizing company events or conferences, preparing letters, presentations and reports, supervising and monitoring the work of administrative staff, liaising with staff, suppliers and clients, delegating tasks to junior employees, attending meetings with senior management and so on.

### **II. Description of duties**

The main responsibilities of the office manager of PIU include, but are not limited to:

- Answer phone calls, record and transmits relevant official information to the PIU Director, Deputy Director and other management team members of the PIU;
- Provide document flow of the PIU (incoming and outgoing correspondence, registration, storage, archiving of documents);
- Distribute documentation to specialists-executors;
- Prepare project letters, requests and other documents related to the activities of the PIU;
- Receive, review, register and prioritize documents that require immediate consideration/action, reports on them to the Director of the PIU, submits draft responses;
- Receive and review documents, register them and send them to the concerned PIU team members on a daily basis and follow up on actions taken/responses at certain times;
- Establish and maintain a filing system at PIU to keep track of all PIU records/documents;
- Establish a daily tracker of actions to ensure timely execution of oral and written instructions of the director by the specialists and other PIU staff;
- Prepare administrative documents of the PIU and execute office management tasks of the PIU on routine basis including Perform copying and duplication works;



- Prepare draft documents on behalf of the PIU Director, to ensure time support is provided to the PIU specialists on various aspects of RIDP implementation;
- Track and follow up on implementation and management of documents flow between the Tashkent PIU and its regional units;
- Immediately inform the director of the PIU about issues that require an urgent solution;
- Execute on behalf of the director, a document flow between the PIU and other organizations, institutions (fire inspectorate, tax service, etc.) and authorities if authorized by the PIU director;
- Conducts paperwork, forms work and transfer them to the archive, ensure the safety of documentation, prepare for destruction;
- Organize conferences and meetings held by the PIU Director and provide logistical support, notification of participants about the time and place of the meeting, the agenda and talking points as required;
- Provide administrative support to PIU team in organizing official trips arrangements including air and railway/bus tickets purchase, hotel reservations etc.;
- Support the PIU team with provision of stationery, consumables and other commodity and materials necessary for the office work and track their proper use for office purposes;
- Organizes acceptance, accounting, storage and issuance of stationery, consumables and other inventory required for the office;
- Carry out regular audits and inventories of stationery, consumables, and other inventory items;
- Monitor the proper condition of office equipment, communications; in identifying malfunctions of office equipment and other equipment, call technicians for repairs and other types of maintenance;
- Perform other tasks related to PIU office management.

### **III. Qualification requirements**

- Education: Higher education in the field of linguistics, international relations or other related fields;
- Experience: At least 5 years of work as an office manager; Experience in organizing and conducting events (logistics);
- Skills: Excellent knowledge in working with computer, in particular, Microsoft Office programs (Word, Excel and Power Point) and the ability to work with office equipment; Ability and experience in writing official letters, inquiries;
- Language abilities: Working level of English. Excellent written and spoken Russian and/or Uzbek is required.

### **IV. Reporting and duration of assignment**

Works closely with all specialists of the PIU. Office manager under this assignment will report to the PIU Director.

The initial duration of this assignment is one year, with three-month's probation and possibility of extension for a further year based on performance and/or availability of funds.

## 16. Regional Financial & Accounting specialist

<b>Title of position:</b>	<b>Regional Financial &amp; Accounting specialist</b>
<b>Project title:</b>	<b>«Rural infrastructure development Project (Qishloq infratuzilmasini rivojlantirish) »</b>
<b>Duty station</b>	<b>Namangan, Jizzakh</b>

### **I. Background**

The “Rural infrastructure development” Project (RIDP) will be implemented by the Ministry of Economic development and poverty reduction in 21 districts of Uzbekistan (Fergana, Andijan, Namangan, Syrdarya and Jizzakh regions). The RIDP’s development objectives are to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). The RIDP is financed by the World Bank (WB) and Asian Infrastructure Investment Bank (AIIB).

The Regional Financial & Accounting Specialist will be responsible for assisting with the fulfillment of financial management requirements of the World Bank and fulfilling other responsibilities as delegated by the Government of Uzbekistan, specifically by the Project Implementation Unit established at the Ministry of Economic development, to support the successful implementation of the RIDP. This includes *inter alia*, ensuring compliance with relevant World Bank policies and procedures for implementation of project activities for the achievement of the project development objectives.

The Regional Financial & Accounting Specialist in his/her activity shall be guided by:

- Terms and conditions of the Financing Agreement concluded between the Republic of Uzbekistan and the International Development Association (IDA), as well as with the AIIB.
- The World Bank rules and procedures described in the "World Bank Disbursement Guidelines for the implementation of projects." and other WB policies and procedures.
- The Project Operational Manual (including annexes) found acceptable to the WB.
- The feasibility study and the Procurement Plan agreed by the World Bank and other relevant guidance, directives and procedures of the World Bank.
- Legislative and regulatory acts of the Republic of Uzbekistan.

### **II. Description of duties**

The main duties of the PIU Regional Financial & Accounting specialist include but not limited with followings:

- As part of the finance team, ensure that WB financial management policies and procedures and WB regulations are strictly adhered to. This includes ensuring that all policy directives and various checklists circulated by PIU are implemented;
- Prepare and submit cash requirements for the field office on a bi-weekly basis to the central office in Tashkent and ensure that funds utilized in the field are properly accounted for;
- Manage all financial resources in the regional office as per RIDP policies and procedures and WB guidelines;

- Support RIDP in work planning and budgeting and providing training in financial management, as necessary;
- Work collaboratively with PIU central team in the preparation and submission of the PIU field wire requests on monthly basis (where necessary on ad-hoc basis), ensuring that monthly fund requests are accurate and complete. In addition, ensure weekly cash balances are prepared and submitted as per policy;
- Work as part of the finance team to ensure that all project financial and accounting tasks are accomplished accurately and in a timely manner;
- Execute timely preparation and processing of payments by ensuring that all expenses are reasonable, allowable, and properly allocated to the project. This includes liaising with procurement to ensure that all payments are adequately documented;
- Work closely with HR team in Tashkent in the management of personnel payroll and benefits accounting;
- Provide finance and administrative support to the region to ensure effective flow of information and activities in the region;
- Carry out finance instruction for field project staff and finance training for non-finance staff;
- Ensure that all project-related transactions are conducted, processed, and recorded as per 1C "Buxgalteriya" system of Chart of Accounts;
- Advise the field staff and senior management in Tashkent on any areas with potential to impact on systems of internal controls and procedures in the field;
- Ensure proper financial controls and appropriate segregation of duties are in place at the regional office;
- Work closely with the finance team in central office to address all monthly field report review comments from home office, including providing feedback for missing vouchers and outstanding information following review of payment documentation;
- Work closely with other RIDP staff members in developing and carrying out annual work plans;
- As a member of the finance team, ensure proper financial controls and appropriate segregation of duties are in place. Advise senior management on any areas with potential to impact on systems of internal controls and procedures;
- Maintain close coordination with RIDP staff on financial matters and advise them, as appropriate, on matters requiring their attention;
- Support the central office finance team with the preparation of field bi-weekly, monthly, and quarterly financial reports;
- Verify original vouchers and receipts and obtain the appropriate certifications;
- In the field, maintain a filing system of all field accounting documentation and ensure that relevant documentation is scanned and sent to the central office in Tashkent;
- Other accounting, financial and administrative tasks consistent with the overall scope of this position;
- Ensure adherence to relevant regulations and laws in case of incurred obligations and resulting expenditure;
- Other relevant duties as requested.

### **III. Qualification requirements**

- Higher Education in Accountancy, Finance, Economics, or relevant equivalent;

- At least 3 years at the similar role in a public or private organization. Prior work experience at organizations implementing investment projects financed by IFIs is preferable;
- Excellent knowledge of Uzbek and/or Russian. Working English fluency is preferable;
- Familiar with National Accounting Standards, knowledge of International Financing Reporting Standards is preferable;
- Strong skills in 1C-Accounting system experienced user;
- Knowledge of local rules in regulations in respect of implementing investment projects is highly preferable;
- Ability to communicate effectively, verbally and in writing.

#### **IV. Reporting and duration of assignment**

The Consultant under this assignment will report to PIU Director.

The candidate will be hired for the Project implementation period. The probation period is three months. The contract will be drawn for the period of project implementation period.

## 17. Regional Procurement Specialist

<b>Title of position:</b>	<b>Regional Procurement Specialist (RPS)</b>
<b>Project title:</b>	<b>«Rural infrastructure development Project (Qishloq infratuzilmasini rivojlantirish) »</b>
<b>Duty Station</b>	<b>Namangan, Jizzakh</b>

### **I. Background**

The “Rural infrastructure development” Project (RIDP) will be implemented by the Ministry of Economic Development in 21 districts of Uzbekistan (Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions) to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). The RIDP will be financed by the World Bank and Asian Infrastructure Investment Bank.

### **II. Description of duties**

The main duty of the Regional Procurement Specialist (RPS) is to advise and supervise the regional Single Engineering Companies (SECs) on the procurement of subprojects under the RIDP to ensure compliance with the World Bank Procurement Regulations, as stipulated in the Financial Agreement using the standard procurement documents and sample contracts when applicable. Procurement under the project will be conducted following the World Bank’s Procurement Regulations for IPF Recipients - Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, dated July 2016, revised November 2017 and August 2018. The RPS assists the regional SECs on the preparation of regional procurement plans and documents as needed.

The specific duties of the Regional Procurement Specialist include:

- Regularly oversee the work of the regional SECs to ensure that tender processes specified in the Project Operational Manual are carried out transparently, including ensuring that citizens from each Mahalla Citizens Assembly are able to participate in regional tender commissions;
- Conduct regular field trips to perform internal audits of compliance with the requirements indicated in the legal documents of the Project, including the Project Operational Manual. Consult local stakeholders involved in procurement processes accordingly;
- Assist the regional SEC staff to prepare annual Procurement Plans for subprojects to be procured in each region;
- Together with the procurement specialist of the Central PIU, regularly (at least annually) review and update the Procurement Strategy for Development (PPSD) and the Procurement Plan (PP) in order to reflect any significant changes in procurement approaches and methods to meet the actual needs of the Project, market fluctuations and improvement institutional potential;
- Provide on-the-job training and implementation support to regional SEC staff to carry out procurement processes in line with the Project Operational Manual;

- Submit regular procurement reports to the Central PIU, including reports of delays in procurement or problems with the implementation of contracts under the project;
- Perform other procurement related assignments at the request of the Director of the Central PIU.

### **III. Qualification requirements**

- Education: Higher education on Engineering, Law, Business Administration or other equivalent degree in related area.
- Experience: At least 5 years of work in public procurement related area.
- Skills: Knowledge/skills in any of these areas: Engineering, Civil Works, Contractual Law and other related areas will be asset. Experience in procurement under the local public procurement regulations is essential.
- Preferable experience in applying the international procurement principles and practice like INCOTERMS, FIDIC, etc. Procurement experience under the World Bank or other International Financial Institutions' (IFI) and appropriate procurement guidelines and procedures is an asset.
- Language abilities: Working level English. Russian and/or Uzbek are highly preferable.

### **IV. Reporting and duration of assignment**

The Regional Procurement Specialist will report to the Central PIU Director and is based in one of the determined two regions.

The initial duration of this assignment is one year, with three-month's probation and possibility of extension for a further year based on performance and/or availability of funds.

## **18. Regional Environmental and Social Safeguards Specialist (ESSS)**

<b>Title of position</b>	<b>Regional Environmental and Social Safeguards Specialist (ESSS)</b>
<b>Project title</b>	<b>«Rural infrastructure development Project (Qishloq infratuzilmasini rivojlantirish) »</b>
<b>Duty Station</b>	<b>Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions (One ESSS for each region separately)</b>

### **I. Background**

The “rural infrastructure development” Project (RIDP) will be implemented by the Ministry of Economic Development in 21 districts of Uzbekistan (Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions) to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). Project will be financed by the World Bank and Asian Infrastructure Investment Bank.

The regional Environmental and Social Safeguards Specialist (ESSS) will be responsible for the fulfillment of safeguards requirements of the World Bank and fulfilling other responsibilities as delegated by the Government of Uzbekistan, specifically by Project Implementation Unit established at the Ministry of Economic Development, to support the successful implementation of the “Rural infrastructure development” Project. This includes in particular, ensuring compliance with relevant World Bank policies and procedures for implementation of project activities for the achievement of the project development objectives.

### **II. Description of duties**

The main duties of the regional ESSS include, but are not limited to, the following:

- Ensure the implementation of all aspects of Environmental and Social Management Framework (ESMF), Resettlement Policy Framework (RPF) and Environmental and Social Management Plans (ESMPs);
- Ensure that the World Bank Health, Safety, and Environment Guidelines are followed throughout the project implementation cycle;
- Conduct regular and ad hoc visits to selected project sites to coordinate with local level implementation/partner agencies, regional and district Khokimiyats, Single Engineering companies, and local stakeholders;
- Carry out regular field visits and conduct monitoring of the implementation of ESMF/ESMPs in particular, monitor and support Project contractors in achieving their responsibilities as outlined in the ESMF/ESMPs and assess social impacts and verify social monitoring information provided in the reports of contractors and implementing partners, including photo documentation as applicable;
- Follow the guidance by PIU Environmental and Social Specialists to work with construction contractors to prepare site-specific Environmental and Social Management Plans (ESMPs) for all project sites selected for the project financing based on the Selection and Prioritization Criteria;

- Oversee implementation of the environmental monitoring plans specified in the ESMPs;
- Regularly work with Facilitating Partners and Qishloq Facilitators to coordinate and oversee the environmental and social safeguards screening processes, identify alternative investments based on these findings, prepare and report on simple Environmental and Social Impact Assessments (ESIAs), ESMPs, or ESMP checklists;
- Ensure the disclosure of the site-specific ESMPs and jointly with the consultants and local public authorities support public consultations for the site-specific ESMPs once they are developed at the locations of the civil works under the project;
- Ensure that environmental monitoring information is shared promptly with all appropriate project stakeholders in timely manner;
- Identify, investigate, record, report and follow up on all environmental, social, health and safety incidents from the project implementation sites if and when there are cases as such;
- Oversee the project activities and processes related to gender sensitivity, inclusion of vulnerable groups in the Project, stakeholder engagement and social analysis;
- Provide guidance and information to PIU ESS on sub-project requirements (local, national or international environmental standards; permits, licenses and inspections that are required at the subproject level);
- Assist in preparation of necessary materials (questionnaires, tests etc.) to conduct monitoring and evaluation of results on project implementation in compliance with the ESMF/ESMP;
- Submit to the PIU ESS monthly/quarterly/annually and ad hoc reports on the progress and adequacy of the actions taken with respect to monitoring compliance with established environmental and social parameters during the project implementation, identify drawbacks and propose remedial measures. These reports will be shared with the MoED and World Bank team;
- Assist with preparation of any Resettlement Action Plans (RAPs), if required under the terms of the RPF, oversee compliance by all project contractors with good social practices adopted by the Project (including stakeholder consultation, beneficiary feedback, gender sensitivity, etc.), and with the project RPF and any RAPs;
- Conduct of stakeholder consultations and consultations with Project Affected People (PAPs) on project activities, social safeguards issues and other issues with potential social safeguards implications;
- Perform other relevant duties as requested;
- Submit to the PIU quarterly/annually reports on the progress in implementing ESMF and RPF as well as of the site-specific safeguard's documents, and with regard to adequacy of the actions taken with respect to monitoring compliance with established environmental parameters during the project implementation, identify drawbacks and propose remedial measures.

### **III. Qualification requirements**

- University degree in environmental sciences or occupational health and safety (OHS) or related areas, and at least 3 years' experience in environmental management and/or OHS;
- Strong knowledge and understanding of the principles of environmental assessment and monitoring procedures; knowledge of national and international standards and requirements applied to construction, public health standards, technical parameters and safety standards;



- High sense of responsibility, willingness to take initiative, good communication skills and team spirit are important assets; experience in interacting with local authorities and communities; honesty and integrity;
- Strong communication skills in Uzbek and Russian – verbal and written;
- Strong client-orientation and solid computer skills (MS office).

#### **IV. Reporting and duration of assignment**

The consultant will work closely with the technical supervision specialist, QF and QE, facilitator partners, as well as the ESS and MIS specialists of the central office of PIU.

The consultant under this assignment will report to PIU ESS Specialist and PIU Director.

The initial duration of this assignment is 12 months, with three-month probation and possibility of extension for a further year based on performance and/or availability of funds.

## 19. Regional Technical Supervisor

<b>Title of position</b>	<b>Regional Technical Supervisor</b>
<b>Project title</b>	<b>«Rural infrastructure development Project (Qishloq infratuzilmasini rivojlantirish) »</b>
<b>Duty Station</b>	<b>Andijan/Namangan/Ferghana/Jizzakh/Gulistan</b>

### **I. Background**

The “Rural infrastructure development” Project (RIDP) will be implemented by the Ministry of Economic Development in 21 districts of Uzbekistan (Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions). The RIDP’s development objectives are to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). The RIDP is financed by the World Bank and the Asian Infrastructure Investment Bank.

The RIDP will finance local-level, climate-resilient subprojects in social infrastructure and services that participating communities plan and prioritize. Eligible investments include but are not limited to: (i) rehabilitation of existing rural drinking water supply and sanitation systems to expand access through innovative, alternative models for rural drinking water supply and sanitation service delivery; (ii) retrofitting of public buildings for energy efficiency; (iii) rehabilitation of social infrastructure; (iv) rehabilitation of tertiary roads, walkways, and footpaths; (v) road drainage and strengthening the flood resilience of rural roads; (vi) bridge rehabilitation and construction (up to 10 meters long); (vii) street lighting upgrading; (viii) improvements to public spaces; (ix) solid waste management systems; (x) small-scale construction of public facilities; (xi) installation of antennas to provide wireless internet services; (xii) construction and rehabilitation of bus terminals and stops; and (xiii) energy supply activities. The RIDP Project Operational Manual provides a negative list of subprojects that are not eligible for RIDP financing.

Regional khokimiyat Single Customer Service (SCS) engineering companies are responsible for procuring and overseeing the implementation of RIDP subproject design and works contracts.

The RIDP PIU Regional Technical Supervisor will support the RIDP’s objective of delivering high-quality, sustainable investments in basic infrastructure that respond to community needs. This includes providing technical assistance to local design institutes and SCS engineering companies on innovative infrastructure solutions and designs, conducting regular supervision of ongoing and completed subprojects, and advising the PIU Director and MoED management on any implementation challenges and quality control issues.

### **II. Description of duties**

The main duties of the Regional Technical Supervision include, but are not limited to:

#### **RIDP POM and Technical Manual Development**

- Under the supervision of the PIU Infrastructure Specialist, support the development of the RIDP technical manual, which includes best practice design templates for energy efficiency, water supply and sanitation, road rehabilitation, rehabilitation of social infrastructure, and other types of rural infrastructure taking into account local construction standards and regulations (SNiP).
- Participate in the development of a simple technical guidelines/handbooks (including monitoring checklists/forms) that provide guidance to MDU members on how to monitor subproject construction activities implemented by contractors hired by regional SCS engineering companies.

### **Training and Capacity Building for Local Design Institutes**

- Organize training and refresher trainings to for representatives of local design institutes that bid for regional SCS engineering company design contracts.
- Deliver training modules for Local Design Institutes focused on applying best practice design templates for energy efficiency, water supply and sanitation, road rehabilitation, rehabilitation of social infrastructure, and other types of rural infrastructure from the RIDP technical manual.

### **Training and Capacity Building for QEs**

- Train QEs to train MDUs in the application of subproject monitoring checklists and forms, and in O&M plan design.
- Train Qishlaq Engineers (QEs) in how to on behalf of the Mahalla Development Unit MDU/MCA and in collaboration with (SEC) prepare the Architecture Planning Task (“Arhitekturno Planirovochnoe Zadanie”) and Technical Conditions (“Tehnicheskoe uslovie”) from the relevant authorities/entities.
- In collaboration with the PIU regional Procurement Specialist, train QEs on training the MDU members in how to monitor SCS-organized tendering committees, as well as construction activities.

### **Support to the Subproject Design Process**

- Support QEs, MDUs, and regional SCS engineering companies to resolve any subproject design problems reported by community members or other stakeholders.

### **Supervise the Quality of Ongoing and Completed Infrastructure Subprojects on Behalf of the RIDP PIU**

- Closely work with regional SCS engineering companies to make sure that subproject designs and construction works implemented by contractors are in compliance with agreed design and procedures and do reflect priorities and suggestions made by village residents.
- Verify that regional SCS staff are preparing works progress and completion reports, and carry out spot checks to verify the accuracy of these reports.
- Complete checklists of subproject construction/rehabilitation work to verify compliance with agreed subproject design and legal requirements—especially health and safety—and are in line with the national and international civil engineering design norms and

procedures. Submit quarterly reports to the PIU Infrastructure Specialist based in Tashkent using the format provided in the RIDP POM.

- In collaboration with PIU's environmental and social safeguards specialist ensure compliance with social and environmental safeguards requirements during renovation/rehabilitation or construction of the new infrastructure in the villages.

#### **Technical audit implementation**

- Under the guidance of the PIU Infrastructure Specialist, organize and oversee annual technical audits of the quality of infrastructure constructed through the RIDP, which will include a sample of infrastructure projects financed under the Obod Qishloq state program.

#### **For Autonomous Water Supply and Sanitation Subprojects, Assist Regional SCS Engineering Companies in the Design and Implementation Processes**

- Review detailed design and cost estimates packages prepared by regional SCS engineering companies or their contractors, including works/supply contracts.
- Participate in review and clearance of modifications to designs arising during the works.
- Check regularly the quality of works, goods and equipment and their compliance with the designs, technical specifications and standards.

### **III. Qualification requirements**

- Higher education in civil engineering, water supply and sanitation, architecture, urban planning or similar fields relevant to construction of basic infrastructure and service delivery in rural areas;
- At least 5 years of work experience in civil engineering works, infrastructure design development is required. Experience in projects/programs financed by the World Bank or other International Financial Institutions' (IFI) is highly preferable;
- Knowledge/skills in any of these areas: Engineering design software other related technical software/programs will be an asset. Experience of getting permission/approval from government authorities related to construction, land acquisition is preferable;
- Language requirements: Intermediate level of English is preferable. Russian and Uzbek are required.

### **IV. Reporting and duration of assignment**

The Consultant under this assignment will report to PIU Director through the PIU Senior Infrastructure Specialist.

The initial duration of this assignment is one year, with three-month's probation and possibility of extension for a further year based on performance and/or availability of funds.

## 20. Regional Qishloq Facilitator

<b>Title of position</b>	<b>Regional Qishloq Facilitator</b>
<b>Project title:</b>	<b>«Rural infrastructure development Project (Qishloq infratuzilmasini rivojlantirish) »</b>
<b>Duty Station</b>	<b>Syrdarya/Jizzakh</b>

### **I. Background**

The “Rural infrastructure development” Project (RIDP) will be implemented by the Ministry of Economic Development in 21 districts of Uzbekistan (Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions). The RIDP’s development Objectives are to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). The RIDP will be financed by the World Bank and the Asian Infrastructure Investment Bank.

Regional Qishloq Facilitators (QFs) will be responsible for facilitating the participatory planning, decision-making, and implementation oversight activities in participating rural qishloqs. This will include establishing Mahalla Citizens Assembly (MCA) Development Units (MDUs), facilitating the production of Qishloq Development Plans (QDPs), and supporting MCAs and MDUs in RIDP-related activities. QFs will have to be well-trained in capacity building, facilitation, analysis, planning, and mobilization. QFs will work in teams (one male and one female QF) with Qishloq Engineers (QEs) in participating districts and qishloqs.

### **II. Description of duties:**

The duties described below relate to implementation steps and processes defined in the RIDP Project Operational Manual (POM) and annexes.

#### **Awareness-raising of RIDP Objectives**

- Develop annual work plans and conduct activities to raise awareness and socialize the various actors (district khokimiyats, District Project Committees (DPCs), qishloq residents, including Mahalla Citizens’ Assemblies (MCAs), MDUs) about:
  - i. The RIDP objectives and processes;
  - ii. Their roles, responsibilities, and linkages with other development actors.

#### **Village Selection Process**

- Schedule and conduct regular meetings and visits to participating district khokimiyats to assist in the formation of DPCs as needed.
- Plan and conduct joint activities with DPCs to assist DPCs to carry out a participatory qishloq selection process, including communicating the selection methodology to district residents and organizing consultations on the results of the selection process.

## **Establishing MDUs**

- Facilitate neighborhood elections to establish newly elected MDUs.
- Train project election committees in election rules, voter eligibility criteria, creating voter lists, MDU roles and responsibilities, election process, manning voting tables, etc.
- Document the election process and outcomes using forms provided in the RIDP POM.

## **Qishloq Development Planning Process**

- Collect basic data (# of households, etc.) on participating qishloqs.
- Facilitate key participatory social analysis exercises (resource maps, calendars, health analysis, education assessment) and the recording of the outcomes of the exercises in the POM forms.
- Actively work towards women's empowerment, participation and inclusion. This will include facilitating specific exercises with women from different socio-economic backgrounds to help women to collectively identify their needs and strategize how to increase their involvement in the MDU and the development process in general. Also, work closely with the most vulnerable groups in the community (economic migrants, female-headed households, jobless, returnee refugees, landless, etc.) to encourage them to participate in the project.
- Support female MDU members to prioritize the needs of women and assist them in representing their interests to the MDU so that they are considered in the decisions that are made/
- Facilitate the production of Qishloq Development Plans (QDPs) using the social analysis to ensure that the plans are pro-poor, gender-sensitive, and inclusive.
- Ensure labeling, safe storage, and periodic updating of planning outputs (maps, calendars, matrices, as well as the QDPs).
- Facilitate MDUs to update the QDP at least once during the implementation cycle.

## **Subproject Implementation Oversight**

- Establish Community Participatory Monitoring Teams.
- Train team members in monitoring, social audit, and grievance handling procedures.
- Assist Community Participatory Monitoring Teams to conduct social audits and document outcomes using the forms provided in the RIDP POM.

## **Technical Assistance and Capacity Building for MDUs and MCAs**

- Provide training and capacity building support to MCAs and MDUs and communities. Key training topics will include their Roles and Responsibilities, Linkages with key Development Actors (Government, Private Sector, and NGOs), Disaster Risk Reduction and Management, Grievance Redress, Score Cards, as well as capacity building of the Community Participatory Monitoring Teams (social audits, monitoring).
- Support MDUs (initially with relatively intense engagement that reduces over time) to operate and establish key practices (periodic meetings, rotating chairmanship, public awareness campaigns, mobilization of human, physical and financial resources, etc.) that

institutionalize participation, inclusion, and collective action and to monitor services (e.g. the establishment of water points), and facilitate their self-evaluation.

- Train MDUs members in procurement, financial management, and construction oversight techniques, monitor and conduct social audits.
- Train and regularly coordinate with MDUs to establish the required community-level organizations to monitor the O&M of subproject investments and identify solutions where O&M is deficient, and to upload data into an open access mobile app on the status of subproject O&M.
- Identify champion MCAs and MDUs in each district and work with district khokimiyats to coordinate learning and knowledge-sharing exchanges.
- Monitor MCA and MDU maturity. In qishloqs implementing autonomous drinking water supply and sanitation systems, update qishloq-level data on the WASH situation. Facilitate learning exchanges across qishloqs and districts participating in the RIDP.
- Provide operational support to MCAs and MDUs to cover the costs of conducting qishloq-wide meetings and to conduct qishloq-level outreach activities, such as those related to sanitation and hygiene campaigns.

### **Reporting and Data Collection**

- Prepare quarterly reports, bi-annual case study reports that include examples of Champion MDUs and how they work towards pro-poor and pro-women development, and ad hoc reports as requested (see sections below on reporting).
- Upload data on implementation progress in real-time into the RIDP MIS, including data from the community profiles, QDPs, subproject construction, and social audits.

### **Autonomous Water Supply and Sanitation Systems.**

- In qishloqs where drinking water is needed, coordinate with MDUs to document the water supply, sanitation and hygiene (WASH) situation in the qishloq through completion of relevant questionnaires only in qishloqs facing challenged with access to clean drinking water/
- Provide TA to MDUs that prioritize autonomous water supply and sanitation systems for financing under the Project following an implementation cycle outlined in the POM. This includes:
  - i. Establishing Community Drinking Water Organization (CDWO)s,
  - ii. Delivering the complete training package to CDWOs prior to, during and after construction to ensure sustainable operations.
- Participate in trainings by trainers for Qishloq Facilitators and Qishloq Engineers on topics such as project procurement monitoring, social audits, grievance redress mechanism, labor relations, social including providing outreach to vulnerable and excluded groups, etc.
- Conduct other activities to be suggested by FP and agreed with PIU;

QFs will be provided with the Project Operational Manual, Community Mobilization Manual (Step by Step Guidelines), as well as manuals to cover financial management, procurement, social safeguards. The guidelines have to be followed by all QFs to that the program is coherently and consistently implemented.

### **III. Outcomes of the Assignment**

- Communities know their development rights, and MCA's and MDUs know their roles and responsibilities in achieving development in their communities.
- MDUs institutional practices improve over time (engagement in, planning and implementation of development activities, meeting dynamics (including gender relations, frequency, and productivity) (Institutional Maturity Index and Social Audit).
- Equitable, inclusive, and participatory development processes are evidenced.
- MDUs hold GoU accountable to deliver the outlined infrastructure and services in time and with quality (score card).
- MDUs function as effective development institutions that assist MCAs to identify beneficiary groups (e.g. those in need for social safety net schemes), create demand for services (e.g. health services), ensure that external development funds are prioritized based on the participatory QDPs, lobby for resources, and mobilize communities.
- MDUs, working with MCAs, lobby for additional resources to address key development issues that are not covered under RIDP and to contribute to poverty reduction/
- Communities, led by MDUs, engage in collective action to address local development issues on their own (e.g. clean and green communities)/

### **IV. Qualification requirements**

- A university degree (minimum bachelor's degree) in health, education, social work, or other relevant field.
- Prior work experience on local development programs in health, education, water supply and sanitation, or other relevant topic. Prior experience utilizing participatory approaches, such as Participatory Rural Appraisal, in support of community-based infrastructure or water supply is a plus.
- Proven track record in developing training modules.
- Proven track record as a master trainer.
- Ability to work in teams and solve problems.
- Strong communication skills in Uzbek and/or Russian – verbal and written.

### **V. Reporting and duration of assignment**

The Consultant under this assignment will report to PIU Director through the PIU Community Mobilization Specialist.

The QF shall work in a team (one man and one woman) in the communities as facilitators and support MCAs, MDUs, and the community and community groups to achieve the outcomes listed above. The QF will also work closely with QE, PIU Regional Environmental and Social Safeguards Specialists, PIU Community Mobilization Specialist and PIU MIS specialist.

The initial duration of this assignment is 1 year, with three-month's probation and possibility of extension for a further year based on performance and/or availability of funds.



## 21. Regional Qishloq Engineer

<b>Title of position</b>	<b>Regional Qishloq Engineer</b>
<b>Project title</b>	<b>«Rural infrastructure development Project (Qishloq infratuzilmasini rivojlantirish) »</b>
<b>Duty Station</b>	<b>Syrdarya/Jizzakh</b>

### **I. Background**

The “Rural infrastructure development” Project (RIDP) will be implemented by the Ministry of Economic Development in 21 districts of Uzbekistan (Ferghana, Andijan, Namangan, Syrdarya and Jizzakh regions). The RIDP’s development objectives are to improve the quality of basic infrastructure and strengthen participatory local governance processes in selected villages (qishloqs). The RIDP will be financed by the World Bank and the Asian Infrastructure Investment Bank.

The RIDP will finance local-level, climate-resilient subprojects in social infrastructure and services that participating communities plan and prioritize. Eligible investments include but are not limited to: (i) rehabilitation of existing rural drinking water supply and sanitation systems to expand access through innovative, alternative models for rural drinking water supply and sanitation service delivery; (ii) retrofitting of public buildings for energy efficiency; (iii) rehabilitation of social infrastructure; (iv) rehabilitation of tertiary roads, walkways, and footpaths; (v) road drainage and strengthening the flood resilience of rural roads; (vi) bridge rehabilitation and construction (up to 10 meters long); (vii) street lighting upgrading; (viii) improvements to public spaces; (ix) solid waste management systems; (x) small-scale construction of public facilities; (xi) installation of antennas to provide wireless internet services; (xii) construction and rehabilitation of bus terminals and stops; and (xiii) energy supply activities. The RIDP Project Operational Manual provides a negative list of subprojects that are not eligible for RIDP financing.

Regional khokimiyat Single Customer Service (SCS) engineering companies are responsible for procuring subproject design and works contracts.

Qishloq Engineers (QEs) will be responsible for working with Mahalla Citizens Assemblies (MCAs), Mahalla Development Units (MDUs), district and regional khokimiyats to advise them on the RIDP subproject design process (technical feasibility, cost estimates, potential social and environmental impacts, compliance with technical/infrastructure norms, etc.) of investments identified in Qishloq Development Plans (QDPs), and support MDUs in procurement oversight and construction oversight-related activities. QEs should have a strong background in working on rural water supply and sanitation projects and/or other relevant infrastructure building programs. QEs will work in teams with Qishloq Facilitators (one man and one woman) in participating districts and qishloqs.

### **II. Description of duties:**

#### **Village Selection Process**

- Assist QFs to schedule and conduct regular meetings and visits to khokimiyats of all districts covered by this ToR to assist in formation of District Project Committees (DPC)s as needed;
- Assist QFs to plan and conduct joint activities with DPCs to assist DPCs to carry out a participatory qishloq selection process, including communicating the selection methodology to district residents, collecting data, and organizing consultations on the results of the selection process;

### **Qishloq Development Planning Process**

- In each selected qishloq, assist the QF to coordinate with MDUs and facilitate participatory exercises that collectively will create community profiles including:
  - i. Resource Maps that will identify type and number of public resources by Mahalla neighborhoods, and point to infrastructure access and gaps;
  - ii. Well-being analyses to identify socio-economic groupings;
  - iii. Education status/ situation of school-age children and pre-school children;
  - iv. Health situation of vulnerable and marginalized households;
  - v. One seasonal calendar for every six communities to understand the seasonality of work in the larger area;
  - vi. Water supply, sanitation and hygiene (WASH) situation in the qishloq through completion of relevant questionnaires only in qishloqs facing challenged with access to clean drinking water.
- Support MCAs, MDUs and Qishloq residents in raising technical awareness as inputs to the QDP process, including on:
  - i. Innovative solutions to development challenges, such as the use of energy efficient technologies, investments that improve connectivity to mobile internet access, and others;
  - ii. Disaster risk reduction and management, and grievance redress about procurement and/or implementation of subprojects;
  - iii. GoU services and programs operating in region.
- In each selected qishloq, assist the QF to discuss and analyze the outcomes/findings of the participatory exercises with communities and work with residents from all neighborhoods in communities to enable them to create/design pro-poor, gender relevant qishloq development plans (QDPs).
- In coordination with MDUs and QFs, update the QDP at least once during the RIDP implementation cycle.

### **Subproject Design Process**

- Advise MDUs on the environmental and social safeguards screening processes, identify alternative investments based on these findings, prepare Environmental and Social Impact Assessments (ESIAs) from which Environmental and Social Management Plan (ESMPs) and Resettlement Action Plans (RAPs) will be prepared by PIU Regional Environmental and Social Safeguards Specialists as needed.
- Facilitate and participate in community-level consultations with regional Single Customer Service (SCS) engineering company staff and contractors on subproject designs to verify that the designs meet the objectives and expectations laid out in the QDPs. Report and issues or discrepancies to Regional PIU Technical Supervisors.

- Provide high quality support to MDUs to develop O&M plans for all infrastructure financed by RIDP including commitments from the district line departments for O&M and training Mahalla Development Unit on participatory O&M.

### **Subproject Implementation Oversight**

- Review and develop a good understanding of the contents and terms of design and works contracts made between regional SCS and contractors.
- Train MDUs members in procurement, financial management, and construction oversight techniques.
- Support the Mahalla Development Unit to monitor the construction activities.
- Upload data on subproject implementation progress in real-time into the RIDP MIS, including data from the community profiles, QDPs, subproject construction progress.
- Coordinate with and support the subproject supervision activities of the Regional PIU Technical Supervisors. Provide inputs to progress reports as needed.
- Prepare regular and ad-hoc reports on quality of subprojects implementation and other engineering related areas as requested.

### **Subproject Completion and Acceptance Process**

- Participate in the Acceptance Commission for constructed/rehabilitated infrastructure with MCAs and MDUs and provide to them technical support/explanation/guidance as needed.

### **Technical Assistance and Capacity Building for MDUs, MCAs**

- Develop annual work plans and provide technical oversight and inputs throughout the subproject implementation cycle.
- Assist QFs in monitoring MDU's maturity.
- Train MDUs and coordinate with them to establish the required community-level organizations to monitor the O&M of subproject investments and identify solutions where O&M is deficient, and to upload data into an open access mobile app on the status of subproject O&M.
- Facilitate learning exchanges across qishloqs and districts participating in the RIDP. Provide operational support to MCAs and MDUs to cover the costs of conducting qishloq-wide meetings and to conduct qishloq-level outreach activities, such as those related to sanitation and hygiene campaigns.

### **Autonomous Water Supply and Sanitation Systems**

- Provide TA to MDUs that prioritize autonomous water supply and sanitation systems for financing under the RIDP following an implementation cycle outlined in the POM. This includes:
  - i. Establishing Community Drinking Water Organizations (CDWOs),
  - ii. Delivering the complete training package to CDWOs prior to, during and after construction to ensure sustainable operations;
  - iii. Supporting the work of SCS-contracted design institutes to design the autonomous water supply and sanitation systems.

- In qishloqs implementing autonomous drinking water supply and sanitation systems, update qishloq-level data on the WASH situation.

### **III. Qualification requirements**

- A university degree (minimum bachelor's degree) in civil engineering, rural infrastructure, water supply and sanitation, architecture, or similar fields related to construction of basic infrastructure and development of rural areas;
- At least three years of professional work experience in civil engineering, infrastructure design, or technical supervision is required. Prior experience working in investment projects funded by international organizations is an advantage;
- Solid knowledge of local construction standards and regulations (SNiP);
- Good knowledge of Microsoft Office;
- Knowledge/skills in any of these areas is preferable: Engineering design software other related technical software/programs will be an asset. Experience of getting permission/approval from government authorities related to construction, land acquisition is preferable;
- Language requirements: Intermediate level of English is preferable. Russian and Uzbek are required.

### **IV. Reporting and duration of assignment**

The Consultant under this assignment will be based in the inter-regional PIU office in Gulistan, Jizzakh. He/she will report to the PIU Director through the PIU Infrastructure Specialist.

The Consultant will work closely with QFs, PIU Regional Environmental and Social Safeguards Specialists, PIU Community Mobilization Specialist and PIU MIS specialist.

The initial duration of this assignment is 1 year, with three-month's probation and possibility of extension for a further year based on performance and/or availability of funds.

## Annex 2. Evaluation sheet

### INDIVIDUAL EVALUATION SHEET

#### Environmental specialist

№	Required qualification	Unit of measure	Names of candidates		
I	Education				
II	Qualifications and experience				
III	Special skills				
	Overall: (I)+(II)+(III)	100			

Full name and signature of evaluation (tender) commission member \_\_\_\_\_

Note: Unit of measure is based on point scoring. Maximum – 100 scores.

## EVALUATION SHEET

(job title of individual consultant)

The results of the assessment of personal data in relation to ToR and other assessment criteria/requirements:

	Full name of shortlisted consultants	Members of evaluation (tender) commission		
1				
2				
3				

**Name and signature of the chairman of the evaluation commission:** \_\_\_\_\_

**Name and signature of members of the evaluation commission:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ASSESSMENT REPORT ON SELECTION OF AN INDIVIDUAL CONSULTANT**

1	Country	
2	Name of the project	
3	Credit	
4	Date	
5	Executive organization	
6	Name of the consulting assignment (position)	
7	Package number (as in the procurement plan)	
8	Total estimated cost of the job	
9	Task deadline	
10	Date of sending letter of invitation or request for expression of interest	
11	Name of invited individual consultants (also provide a list of those who have expressed interest in responding to advertising and/or a general notice of procurement, if an invitation is issued)	
12	Assessment Criteria Base:	
13	Deadline for submitting personal data:	
14	Members of the evaluation commission:	
15	Shortlisted consultants:	
16	The results of the assessment of personal data in relation to ToR and other assessment criteria/requirements:	
17	<p>Based on the significant compliance with the criteria for the highest assessment of personal data regarding the technical and other aspects specified in the ToR, the commission recommends that the following candidate will be awarded a contract:</p> <p>Name of individual consultant: _____</p> <p>Contract price _____</p> <p>Consultancy period _____</p> <p>Complaints (if any) _____</p>	

**Name and signature of the chairman of the evaluation commission:** \_\_\_\_\_

### Annex 3. Employment contract

#### EMPLOYMENT AGREEMENT (CONTRACT) No. \_\_\_\_\_

City of Tashkent

This Agreement has been made between \_\_\_\_\_ (Name of the head) on behalf of Rural Infrastructure Development Project Implementation Group under the Ministry of Economic Development and Poverty Reduction of the Republic of Uzbekistan, hereinafter referred to as "the Employer", and a citizen \_\_\_\_\_ (name), hereinafter referred to as the "Employee "

1. An employee is hired for a position of \_\_\_\_\_
2. The contract is (full time, part-time job, etc.)
3. The term of the contract (for an indefinite, definite for no more than 5 years, for the duration of a definite work and its name)
4. The position is under the contract:  
Start \_\_\_\_\_  
Ending \_\_\_\_\_
5. Probation period (no test, test duration)
6. The duties and responsibilities of the Employee:
  - a. Compliance with PIU HR Guidelines;
  - b. Compliance with labor and technological discipline (internal regulations, charters and discipline regulations);
  - c. Execution of legal orders of the employer;
  - d. Compliance with labor protection requirements, safety measures and industrial sanitation;
  - e. Compliance with the requirements of the technical task (TOR);
  - f. Compliance with the qualification obligations stipulated by **ETKS, KS**;
  - g. Compliance with legislation and other regulations;
  - h. Other duties assumed by the employee.
7. Responsibilities of the Employer:
  - a. Organization of the employee's activity, introduction of the employee with the Labor Protection and Safety Regulations, job description, collective agreements and other regulatory and local acts;
  - b. Provision of labor and production disciplines;
  - c. Timely payment of wages;
  - d. Creation of conditions for safe and effective work, training, instruction in safe working conditions for the employee;
  - e. Equipment of the workplace in accordance with labor protection and safety regulations;
  - f. Compliance with laws and other regulations;
  - g. Other responsibilities assumed by the employer.



8. Working hours (part-time, full-time, start and end of the working day, etc.)

9. Payment of labor

a. fixed amount

For work performed in accordance with the Appendix, PIU undertakes to pay the Employee a monthly salary equivalent to \_\_\_\_\_ **US dollars** in national currency (soums) at the rate of the Central Bank of the Republic of Uzbekistan.

This amount includes all tax liabilities that the Employee may be subject to in accordance with the tax legislation of the Republic of Uzbekistan.

b. Reimbursable expenses

PIU pays reimbursable expenses to the Employee in the amount stipulated in the Cost estimate approved by the Ministry of Economic Development and Poverty Reduction.

Travel expenses when the Employee leaves for a business trip within the Republic of Uzbekistan or other countries, includes:

- travel by plane and railway transport (economy class), other types of transport back and forth;
- hotel accommodation;
- daily allowance;

All travel expenses (the cost of travel and payment of hotel accommodation) will be reimbursed on the employee's plastic card, based on supporting documents (receipts) on actual expenses, in the absence of such - on the basis of the rules and regulations provided for by the relevant legislation of the Republic of Uzbekistan.

c. Payment procedure

An advance payment is paid from the 16th-20th day of each month and salary from the 1st-10th day of the next month in national currency (soums) at the rate of the Central Bank of the Republic of Uzbekistan (dollars per soum), on the last working day of the month according to the PIU timesheet. Payment of wages, travel expenses and other payments is made to the employee's plastic card.

10. The employee is assigned an annual paid leave of \_\_\_\_\_ working days.

#### **ADDRESSES OF THE PARTIES AND SIGNATURES:**

**EMPLOYER**

**EMPLOYEE**

## Annex 4. Reimbursable services contract

### Contract No \_\_\_\_\_ Reimbursable services

Tashkent

" \_\_\_\_ " \_\_\_\_\_ year

\_\_\_\_\_ (name of organization), hereinafter referred to as the "Customer", represented by \_\_\_\_\_ (position, name of the head of the organization), acting on the basis of \_\_\_\_\_ (name of the document), on the one hand, and the citizen (s) \_\_\_\_\_ (name of the executor), hereinafter referred to as «Contractor», on the other hand, hereinafter collectively referred to as the "Parties", have entered into this agreement as follows:

#### 1. Subject and term of service of the contract.

1.1. Under this agreement, the Contractor undertakes, on the instructions of the Customer, to provide the following services \_\_\_\_\_, and the Customer undertakes to pay for these services:

- \_\_\_\_\_;
- \_\_\_\_\_;
- \_\_\_\_\_.

1.2. Term of service:

\_\_\_\_\_

#### 2. Rights and obligations of parties.

2.1. The Contractor shall undertake:

- 2.1.1. to provide the services which is written in paragraph 1.1 of this contract, in person.
- 2.1.2. to ensure services within the time period established by paragraph 1.2 of this contract.
- 2.1.3. to follow the instructions of the Customer regarding the procedure for the provision of services.

2.2. The Customer shall undertake:

2.2.1. to provide the contractor with the necessary materials and documents for the provision of services under this contract.

2.2.2. to pay for the services of the Contractor in accordance with section 3 of this contract.

2.2.3. to ensure assistance to the Contractor in the provision of services under this contract.

2.3. The Customer has the right to refuse to execute this contract by notifying the Contractor in writing at least 3 days in advance, provided that the Contractor is paid the expenses actually incurred by him.

2.4. The Contractor has right to refuse to execute this contract by warning the Costumer in writing at least 3 days in advance, provided that the Customer is fully compensated for the losses caused by such refusal.

#### 3. Price of the contract and the manner of settlement.

3.1. The cost of the services provided is \_\_\_\_\_ sum excluding transportation costs.

3.2. Transportation costs will be paid upon provision of supporting documents

3.3. Services are paid within two weeks after completion of work.

3.4. In a case of impossibility of performance arising through the fault of the Customer? The service shall be paid in full.

3.5. In the event that the impossibility of execution arose due to circumstances for which neither of the Parties is responsible, the Customer shall reimburse the Contractor for the expenses actually incurred by him.

#### **4. Responsibilities of the Parties.**

4.1. The parties are responsible for:

4.2. The Contractor is fully responsible for the quality of the service provided by him.

4.3. In cases when the services are provided by the Contractor with deviations from the terms of this contract that worsen result of the provision of services, or with other shortcomings that render it unsuitable for ordinary use, the Customer has the right to demand from the Contractor a proportionate reduction in the established cost of services.

4.4. In a case of violation of payment term for services established by paragraph 3.2 of this contract, the Contractor has the right to require the Customer to pay a penalty in the amount of 0.05% of the amount not paid on time for each day of delay.

4.5. In a case of violation of the terms for the provision of services established by paragraph 1.2 of this Contract, the Customer has the right to demand from the Contractor to pay a penalty in the amount of 0,5% sum for each day of delay.

4.6. The parties shall be exempted from liability for partial or full failure to fulfill obligations under this contract if this failure was the result of force majeure circumstances arising after the awarding of this Contract that parties could not foresee or prevent.

4.7. In the event of the circumstances specified in paragraph 4.6 of this Contract, the Party shall immediately notify the other Party in writing of them. The notification should contain data on the nature of the circumstances, as well as official documents proving the existence of these circumstances and, if possible, giving an assessment of their impact on the ability of the Party to fulfill its obligations under this Contract.

4.8. If the Party fails to send or untimely sends the notice as it is written in paragraph 4.7 of this Contract, then it shall be obliged to compensate the other Party for the losses incurred by it.

4.9. In the event of the circumstances which is given in paragraph 4.6 of this Contract, the deadline for the fulfillment of obligations by the Party under this Contract shall be postponed in proportion to the time during which these circumstances and their consequences.

#### **5. Other conditions.**

5.1. This contract shall enter into force from the moment of its signing and is valid until the Parties fully fulfill their obligations under it.

5.2. In all that is not regulated by this contract, the Civil Code of the Republic of Uzbekistan are subject to application and current legislation of the Republic of Uzbekistan.

5.3. All changes and additions to this contract should be made in writing and signed by both Parties.

5.4. This agreement is made in duplicate, having equal legal force, one copy for each Party.

#### **6. Addresses and bank details of the parties**

**Customer**

**Contractor**

**Signatures of the parties:**

\_\_\_\_\_ (Full name)

\_\_\_\_\_ (Full name)

## FORMS

### Form 1. Personal sheet of individual consultant

Name of organization	Male Female	Number	Series

Personal sheet № \_\_\_\_\_

#### I. General information:

1. Full name	8. Job title
2. Date of birth	Experience in this position
3. Place of birth	9. Total work experience
4. Nationality	10. Last place of work, reason for dismissal
5. Education	11. Family status (family members and their date of birth)
6. Specialty in diploma (certificate)	12.
7. Diploma (certificate) qualification	13.
Number « _____ » issued « _____ » _____ 20__ year	14. Passport series, _____ when issued _____, by whom issued
	15. Place of residence
	Contacts
Date of completion	Signature of employee

#### II. Information on military registration

Military register	Specialty in military register
Category	Suitability for military service
Composition	Place of military register
The military rank	

the reverse side of the page

s/n	Date			Information on admission, transfer to another permanent job and/or dismissal	Based on what document is the record made (date, document serial number)
	Year	Day	Month		

s/n	Category of leave	Period	Date of leave and back to work	Order No. and date

Form 2. Leave schedule form

«APPROVED»  
by The PIU Director

\_\_\_\_\_  
(Name of director)

\_\_\_\_\_  
(signature)

« \_\_\_\_ » \_\_\_\_\_ year

Leave schedule of PIU staff

S/N	Name of employee	Months											
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec

### Form 3. The business trip certificate

#### THE BUSINESS TRIP CERTIFICATE

Issued by \_\_\_\_\_  
(full name/position)

\_\_\_\_\_  
(name of issuing authority)

seconded to \_\_\_\_\_  
(destination)

The business trip period « \_\_\_\_ » days from « \_\_\_\_ » \_\_\_\_\_ 20\_\_ y.  
to « \_\_\_\_ » \_\_\_\_\_ 20\_\_ y.

On the basis of the order No \_\_\_\_\_ issued by « \_\_\_\_ » \_\_\_\_\_ 20\_\_ y. № \_\_\_\_\_

Upon presentation of valid passport series \_\_\_\_\_ No \_\_\_\_\_

**seal**

the reverse side of the page

Mark on arrival in and departure from destinations:

Departed from \_\_\_\_\_  
« \_\_\_\_ » \_\_\_\_\_ 20\_\_ y.

Seal, signature \_\_\_\_\_

Departed from \_\_\_\_\_  
« \_\_\_\_ » \_\_\_\_\_ 20\_\_ y.

Seal, signature \_\_\_\_\_

Departed from \_\_\_\_\_  
« \_\_\_\_ » \_\_\_\_\_ 20\_\_ y.

Seal, signature \_\_\_\_\_

Arrived in \_\_\_\_\_

« \_\_\_\_ » \_\_\_\_\_ 20\_\_ y.

Seal, signature \_\_\_\_\_

Arrived in \_\_\_\_\_  
« \_\_\_\_ » \_\_\_\_\_ 20\_\_ y.

Seal, signature \_\_\_\_\_

Arrived in \_\_\_\_\_  
« \_\_\_\_ » \_\_\_\_\_ 20\_\_ y.

Seal, signature \_\_\_\_\_

Note: When leaving for several points, the notes on arrival and departure are made separately in each of them.

## Form 4. The register for Business trips

### The Register

of employees departing on business trips from \_\_\_\_\_

Name

associations, enterprises, institutions, organizations

No s/n	Full name of seconded employee	Current position	the business trip certificate No.	Full name. the position of the employee who signed the business trip certificate	Date		Receipt of a seconded employee in obtaining the business trip certificate
					Actual disposal	Actual arrival	
1	2	3	4	5	6	7	8

### The Register

of employees departing on business trips \_\_\_\_\_

name

No s/n	Full name of seconded employee	Current position	Name of association, enterprise, institution, organization that issued the business trip certificate	Arrival date	Disposal date
1	2	3	4	5	6

Form 5. Time sheet report

«APPROVED» by  
The PIU Director

\_\_\_\_\_  
(Name of director)

\_\_\_\_\_  
(signature)

« \_\_\_\_ » \_\_\_\_\_ year

\_\_\_\_\_  
(name of the organization)

Time sheet report  
For « \_\_ » \_\_\_\_\_ year.

s/n	Full name	Position	day of the month																														overall for II half a month	total days of turnout
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	overall for I half a month	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
1																																		
2																																		
3																																		
4																																		
5																																		
6																																		
7																																		
8																																		
9																																		



## Form 6. Performance evaluation sheet of specialist

**Performance evaluation sheet of a specialist** \_\_\_\_\_  
(position)

\_\_\_\_\_  
Full name

s/n	Indicators	Unit of measure	The number of scores awarded	Remarks/Comments
1.	Compliance of labor discipline -Time of arrival and leave set in HR manual	0-20		
2.	Performance discipline -fulfillment of duties defined in ToR -performing the director's tasks on time	0-50		
3.	Knowledge of local PIU regulations related to this specialist	0-10		
4.	The demonstration of professional skills: -analytical thinking -developed writing skills -Creativity -the ability to work with documents -knowledge of the legislation related to their activities - working in a team	0-10		
5.	The manifestation of personal qualities in the process of work: -leadership -sociability -not conflict -reliability -initiative -friendliness - ability to listen to others - integrity -enthusiasm - conflict resolution skills	0-10		
	<b>Total score</b>	<b>100</b>		

**The PIU Director**

\_\_\_\_\_  
(Signature)