

# **DIGITAL CASA - UZBEKISTAN PROJECT**

## **TERMS OF REFERENCE**

### **FOR PROJECT MANAGER**

#### **1. Background**

The Digital Central Asia and South Asia (Digital CASA) regional program focuses on regional aspects of the development of digital communications and digital infrastructure, data storage and processing centers, platforms and intelligent solutions, and competence centers.

«Digital CASA-Uzbekistan» (or Digital Uzbekistan) project (Project) is aimed at increasing access to more affordable internet, crowd-in private investment in the ICT sector, and improvement of participating government's capacity to deliver digital government services in Uzbekistan by contributing to the development of a regionally integrated digital infrastructure and enabling environment. This project provides a framework to engage with the Government on the complex telecom market reforms necessary for the long term, successful development of the country's digital infrastructure. In the short term, it also allows the opportunity to demonstrate how that infrastructure, coupled with resources to engage citizens and develop digital leadership and skills, can serve as the foundation for economic development more broadly.

The Digital CASA – Uzbekistan project will support four key components: (i) **Component 1: Regional Digital Connectivity Infrastructure:** promoting more affordable, high quality Internet access for citizens, businesses, and government by incentivizing private sector network infrastructure development and service provision at the regional and national level; (ii) **Component 2: Regional Digital Infrastructure and Skills for Entrepreneurship:** building the cloud-based shared datacenter infrastructure and platforms for the government and the private sector to securely deliver better services to citizens, including support for citizen engagement activities; to make Uzbekistan a more attractive and competitive place to invest and innovate while ensuring that the benefits of digital technology are reaching all citizens; (iii) **Component 3: Enabling Environment for Digital Transformation:** strengthening and harmonizing the laws and regulations related to the digital economy across the region, development of policies and strategies, digital leadership, digital economy skills, strategic communications, and citizen engagement activities; and (iv) **Component 4: Project Management:** to support effective project activities of the Project Implementation Unit (PIU) and strong delivery of results.

A project preparation grant from the ECA Region Capacity Development (ECAPDEV) Trust Fund (Grant) has been secured and will be managed by the Ministry for development of information technologies and communications (MITC), the implementing agency for the Project, to finance Digital CASA project preparation activities focused on increasing implementation readiness up to and right after project approval.

The Grant is structured along two components, both aimed at helping the implementing agency to establish good grounds for effective and speedy project implementation. The first component will be aimed at supporting the establishment of a good system for effective project implementation (project manual, results framework, capacity building and project audit), whereas the second component will be aimed at increasing project implementation readiness through preparation of tender documentation

## **2. Objectives**

The Project Manager will be responsible for the coordination of day-to-day operations to ensure the implementation of the Grant as well as the preparation and early implementation of the Digital CASA – Uzbekistan Project in a timely, effective, efficient and results-oriented manner and in compliance with the Letter-Agreement for the Grant and the Financing Agreement for the Project, the World Bank rules and legislation of Uzbekistan.

## **3. Scope of Work**

The Project Manager Consultant is expected to provide leadership and is responsible for the general supervision, management and control of the operations of the project implementation team on a day-to-day basis in accordance with implementation plans.

The Consultant shall undertake the following tasks:

- Coordinate and manage the implementation of the project.
- Review and report regularly to the First Deputy Minister for development of information technologies and communications on the overall progress and results against operating and financial objectives.
- Work closely with project's technology and legal teams to institutionalize and ensure the sustainability of the project's deliverables.
- Provide strategic support and assistance in all administrative and financial areas as required and monitor cost effectiveness, implementing corrective actions as needed.
- Coordinate and ensure effectiveness of procurement and financial units in line with procurement and financial rules and procedures.
- Ensure coordination and efficient integration of all project's deliverables with other relevant projects funded by WB or other development partners.

- Coordinate the recruitment and human resource management of the Digital CASA - Uzbekistan Project personnel.

- Coordinate the development and periodic update, as needed, of the Digital CASA - Uzbekistan Project's Operational Manual (POM).

- Coordinate the development and periodic update, as needed, of the Digital CASA - Uzbekistan Project's Procurement Strategy for Development (PPSD) and Procurement Plan (PP).

- Coordinate the development and periodic update, as needed, of the Digital CASA - Uzbekistan Project's safeguards documents, including the Environmental and Social Management Framework (ESMF).

- Manage and coordinate operational aspects of the Digital CASA - Uzbekistan Project implementation, as specified in the Letter-Agreement for the Grant, including providing inputs to the draft Project Appraisal Document (PAD) and the draft Financing Agreement for the Project, under the supervision of the First Deputy Minister for development of information technologies and communications.

- Coordinate and ensure efficient functioning of the Digital CASA - Uzbekistan Project Implementation Unit (PIU) and consultants.

- Represent the PIU in its relations with the State, national and international organizations and institutions, donors and persons that provides finances, other legal entities and individuals, projects' beneficiaries, etc.

- Act on behalf of the PIU without a special mandate and represent its interests in the relation with public authorities, courts, banking institutions, and other public/private legal entities.

- Serve as the coordination focal point between the Ministry for development of information technologies and communications (MITC) as implementing agency for the project and the World Bank team on matters related to Digital CASA - Uzbekistan Project implementation.

- Serve as the communication focal point between project's consultants and WB to ensure timely provision and exchange of project information related to cross-cutting activities under the project.

- Interact with the World Bank representatives on matters pertaining to project implementation, consultation and coordination, and the activities of the consultants.

- Provide guidance to the project's Consultants, as needed, on project implementation, based on the feedback received through periodic consultations with the WB team.

- Monitor the progress under the Digital CASA - Uzbekistan Project implementation plan and procurement plan and ensure synchronization with the Government and project's priorities.

- Coordinate the implementation/completion of Digital CASA - Uzbekistan Project tasks in a timely manner as to achieve the progress toward the project milestones and propose appropriate adjustments, if necessary.

- Monitor, supervise and coordinate the work of the project consultants to ensure synergy and consistency between project activities across all components.

- Ensure efficient oversight of the work of the contractors and ensure timely delivery of deliverables and products.

- Coordinate the monitoring, evaluation and reporting process of the Digital CASA - Uzbekistan project in accordance with the World Bank standard Project Implementation Status & Results Report (ISR) and the final Project Implementation Completion Report (ICR).

- Build, develop, and sustain cross-sectorial business relationships to support implementation of the Digital CASA - Uzbekistan Project and digital governance development agenda.

- Ensure successful execution and operational management of Digital CASA - Uzbekistan Project.

#### **4. Timing, Deliverables and Reporting**

This is a full-time assignment expected to commence in June 2020.

The contract will be signed for a period of 6 months and could be extended beyond the original term subject to the Consultant's satisfactory performance. This position offers highly competitive salary commensurate with qualifications and expertise.

The Project Manager's outputs will include various kinds of project documentation and reports developed in conformity with World Bank requirements and national legislation and submitted to the World Bank and MITC, including but not limited to:

- Digital CASA - Uzbekistan Project's Operational Manual and safeguards documents, including ESMF;

- Updated Operations Plan, PPSD and Procurement Plan;

- Quarterly Progress Reports.

#### **5. Institutional arrangements**

The consultant will report to and work under the direct supervision of the First Deputy Minister of MITC. The Consultant is expected to work in cooperation with the project's team and PIU staff, as well as with all relevant officials and specialists.

#### **6. Resources**

The MITC will provide working space, including office equipment and communication facilities (including access to the Internet), as well as any other necessary means and support for Consultant in order to carry out this assignment.

## **7. Qualification Requirements and Evaluation Criteria**

- University degree in areas such as economics, finance, business administration and other related fields;
- Extensive experience in managing and administering large projects, involving multiple sub- projects, contractors and agencies;
- Minimum two years of relevant experience in project management in both the public and private sectors, projects or international institutions (World Bank, EBRD, IMF, UNO);
- Knowledge of digital government and digital economy principles and related fields;
- Experience with competitively bid procurements;
- Knowledge of World Bank Procurement Policies and Procedures;
- Strong organizational and managerial skills;
- Skills to communicate, draft various kinds of project documentation and reports;
- Excellent knowledge of the Uzbek, Russian and English languages;
- Computer proficiency (Windows, MS Office, Internet Explorer).