**Invitation for Expression of Interest (IEOI) – Individual Consultant (Procurement Specialist)**

**Invitation for Expression of Interest**

*Date 07/01/2025*

**Hiring an Individual Consultant (Procurement Specialist) to Support in Preparation of Construction of Kyzylorda Bypass Road in Kazakhstan**

1. The Islamic Development Bank (IsDB) is seeking a highly qualified and experienced Procurement Specialist to provide expert implementation of procurement processes and practices across the project requirements. The Procurement Specialist will play a critical role in ensuring compliance with IsDB's procurement policies and procedures, as well as identifying areas for improvement and risk mitigation, and not limited to the activities mentioned in the Terms of Reference (TOR)

The TOR of the Services is attached and could also be obtained by emailing zmakhmudova@isdb.org (cc: arkenzhegulov@isdb.org). IsDB will select and engage the individual consultant in accordance with the IsDB Corporate Procurement Policy.

2. IsDB now invites Expressions of Interest (EOI) and proposals from potential individual applicants for consideration by IsDB in selecting the consultant.

3. Applicants who wishes to respond to the EOI is kindly invited to complete the forms in Annex-II and submit it through email to the following authorized representatives of IsDB before **15:00hrs** on **21st January (Tuesday), 2025:**

Zarangez Makhmudova

Project Management Specialist

Regional Hub of Almaty

Islamic Development Bank

Email: zmakhmudova@isdb.org

Phone: +7 7755298091

**Encl.:**

**Annex-I:** Terms of Reference

**Annex-II:** EOI Form

Annex-1

Terms of Reference

for Individual Procurement Consultant

1. Background

The Kyzylorda Bypass Road Project is a strategic infrastructure initiative aimed at improving regional connectivity, reducing congestion, and enhancing road safety in Kyzylorda, a critical economic and transport hub in southern Kazakhstan. The project, supported by the Islamic Development Bank (IsDB), aligns with Kazakhstan's National Development Strategy 2050 and contributes to the country’s goals of strengthening transit corridors and promoting sustainable development. It also supports Kazakhstan’s efforts to enhance international trade routes, particularly along the M32 and A17 highways, which are vital for economic growth and regional integration.

The civil works consists of the construction of a 14.6 km four-lane bypass road with a 27.5-meter roadbed width to divert transit traffic, the reconstruction and widening of 11.4 km of the existing two-lane A17 road to accommodate higher traffic volumes, and the resurfacing of 10.5 km of the deteriorated road surface to improve ride quality and reduce maintenance costs. These upgrades will integrate modern road safety features, including proper signage, lighting, pedestrian crossings, and safety barriers, ensuring compliance with international standards. A road safety audit will guide design improvements, addressing black spots and high-risk areas along the corridor.

The project also includes funding for supervision consultancy services to oversee construction quality, Project Management Unit (PMU) support for coordination and monitoring, and a financial audit to ensure transparency and accountability.

The IsDB has approved a financing to cover significant portion of the project, and the Government of Kazakhstan will provide co-financing and logistical support. The project effectiveness is expected to be achieved by the second quarter of 2025. Therefore, IsDB is seeking to recruit an individual local consultant to support the JSC “NC “QazAvtoJol” (EA) in implementing advance contracting activities to enable timely start of project implementation.

1. Objective

The main objective of this assignment is to support the Executive Agency of the project, JSC “NC “QazAvtoJol”and build its capacity to undertake key procurement activities to kick-start the project. The key tasks of the consultant shall be as follows:

* To provide support to the Executing Agency in undertaking early procurement activities as per approved procurement implementation plan.
* To participate as observer in key procurement sessions to ensure proper oversight.
* To build capacity of the PMU and the EA overall, and other stakeholders on the IsDB procurement procedures.
* To update the IsDB operations team on the procurement activities and advise it on the necessary arrangements to enhance efficiency and integrity of the procurement processes.
1. Scope of assignment

The scope of consulting services will include, but not limited to, the following:

* 1. Support the EA in selection of PMU Staff and procurement of PMU office equipment
	2. Selection of Project Supervision Consultant.
	3. Selection of Project Financial Audit.
	4. Selection of an International Technical Consultant, who will develop rated criteria for design and build type of civil works procurement
	5. Preparation of the pre-qualification and bidding documents based on IsDB standard bidding documents for civil works, preparation of pre-qualification and bids evaluation reports and draft contract as per IsDB standard documents
	6. Oversee all procurement steps.
	7. Undertake capacity building of PMU and EA through structured training.

The detailed tasks and/or outputs to be undertaken under each activity are as follows:

C.1 Selection of the Project Management Unit staff

1. To review the draft Terms of Reference and prepare the Job Description of the PMU staff.
2. To prepare an advertisement for the job posting and follow up its publication by EA.
3. To support the EA in evaluation of CVs and interview process.
4. To prepare the PMU staff selection evaluation report.
5. To support the EA in addressing the IsDB comments and recommendations.
6. To prepare draft contracts for the EA and IsDB review and clearance. To facilitate the signature of the recruitment contracts with the selected PMU Staff.

C.2. RFQ for IT Equipment and Furniture for PMU

1. Supporting EA in preparation of specifications for the items
2. Supporting EA in market research/analysis and updating estimated budget for the items with outdated estimation
3. Preparing Request for Quotation as per IsDB requirement
4. Supporting EA in review and preparation of the Evaluation of the Price Quotations received
5. Supporting EA in preparation of the draft Contract 6.

C3. Procurement of International Technical Consultant to support civil works contractor procurement (Individual Consultant Selection)

1. To provide support for the EA in developing the ToR
2. To prepare announcement of interest and obtain the IsDB no-objection to it.
3. To issue the announcement of Interest in accordance with the IsDB Procurement Guidelines.
4. To prepare Consultant Selection Report and address IsDB’s comments and recommendations.
5. To support in preparing contract negotiations agenda and provide his/her support during the contract negotiations.
6. To prepare the draft contract and provide necessary technical advice and/or guidance for the EA in proceeding Contract negotiations.
7. To support the EA in reviewing and addressing IsDB’s comments and recommendations on the draft negotiated Contract.

C4. Procurement of Project Financial Audit consulting services. (Least Cost Selection)

1. To review draft ToR for the consultancy services.
2. To prepare standard Request for Expression of Interest (REoI) and obtain the IsDB no- objection to it.
3. To issue the Request for Expression of Interest in accordance with the IsDB Procurement Guidelines.
4. To prepare shortlisting Evaluation Report and address IsDB’s comments and recommendations on shortlisting Evaluation Report.
5. To prepare Request for Proposals and obtain the IsDB no-objection to it.
6. To issue the Request for Proposals in accordance with the IsDB Procurement Guidelines.
7. To prepare shortlisting Evaluation Report and address IsDB’s comments and recommendations on shortlisting Evaluation Report.
8. To review and evaluate the Technical Proposals received.
9. To prepare Technical Evaluation Report.
10. To review and address IsDB’s comments and recommendations on Technical Evaluation Report.
11. To review and evaluate received Financial Proposals and verify the price of each using the procedures in the RFP, and then prepare the Financial Evaluation Report.
12. To review and address IsDB’s comments and recommendations on the Financial Evaluation Report.
13. To support in preparing contract negotiations agenda and provide his/her support during the contract negotiations.
14. To support debriefing during the Standstill period (as applicable) and/or provide necessary support to the EA in addressing procurement-related complaints (if any).
15. To prepare the draft Contract and provide necessary technical advice and/or guidance for the EA in proceeding Contract negotiations.
16. To support the EA in reviewing and addressing IsDB’s comments and recommendations on the draft negotiated Contract.
17. Preparation of the publications for awards

C.5 Procurement of Supervision Consultant. (Quality Cost Based Selection)

1. To provide support for the EA in developing the ToR
2. To prepare standard Request for Expression of Interest (REoI) and obtain the IsDB no- objection to it.
3. To issue the Request for Expression of Interest in accordance with the IsDB Procurement Guidelines.
4. To prepare shortlisting Evaluation Report and address IsDB’s comments and recommendations on shortlisting Evaluation Report.
5. To prepare Request for Proposals and obtain the IsDB no-objection to it.
6. To issue the Request for Proposals in accordance with the IsDB Procurement Guidelines.
7. To review and evaluate the Technical Proposals received.
8. To prepare Technical Evaluation Report.
9. To review and address IsDB’s comments and recommendations on Technical Evaluation Report.
10. To review and evaluate received Financial Proposals and verify the price of each using the procedures in the RFP, and then prepare the Combined Evaluation Report.
11. To review and address IsDB’s comments and recommendations on the Combined Evaluation Report.
12. To support in preparing contract negotiations agenda and provide his/her support during the contract negotiations.
13. To support debriefing during the Standstill period (as applicable) and/or provide necessary support the EA in addressing procurement related complaints (if any).
14. To prepare the draft contract and provide necessary technical advice and/or guidance for the EA in proceeding Contract negotiations.
15. To support the EA in reviewing and addressing IsDB’s comments and recommendations on the draft negotiated Contract.
16. Preparation of the publications for awards

C6. For procurement of Civil Works. (International Competitive Bidding through Design and Build Contract)

1. To draft Pre-qualification Document and Invitation as per the IsDB standard procurement documents.
2. To support EA in reviewing and clarifying the questions and comments raised by the Applicants on the Pre-qualification Document.
3. To support EA in review, clarification, evaluation of application.
4. To prepare Pre-qualification Evaluation Report and address the IsDB`s comments, if any
5. Together with the international technical consultant, to prepare Request for Proposals for shortlisted civil works applicants and obtain the IsDB no-objection to it.
6. Together with the international technical consultant, to prepare Technical Evaluation Report and to review and address IsDB’s comments and recommendations on Technical Evaluation Report.
7. Together with the international technical consultant, to review and evaluate received Financial Proposals and verify the price of each using the procedures in the RFP, and then prepare the Combined Evaluation Report as well as to review and address IsDB’s comments and recommendations on the Combined Evaluation Report.
8. Together with the international technical consultant, to support in preparing contract negotiations agenda and provide his/her support during the contract negotiations.
9. Together with the international technical consultant, to support debriefing during the Standstill period (as applicable) and/or provide necessary support to the EA in addressing procurement-related complaints (if any).
10. Together with the international technical consultant, to prepare the draft Contract and provide necessary technical advice and/or guidance for the EA in proceeding Contract negotiations.
11. Together with the international technical consultant, to support the EA in reviewing and addressing IsDB’s comments and recommendations on the draft negotiated Contract.
12. Preparation of the publications for awards

The Consultant shall provide necessary technical assistance to ensure that the Bank’s Procurement Policy and Procedures are strictly followed. Procurement under the aforesaid project will be carried out in accordance with Bank’s *Guidelines for the Procurement of Goods, Works and*

*Related Services under IsDB Project Financing* (April 2019 edition revised in February 2023), and *Guidelines for the Procurement of Consultants Services under IsDB Project Financing* (April 2019 edition, revised in February 2023) using the relevant IsDB Standard Procurement Documents.

**Expected Deliverables**

It is expected that the consultant should have a direct and undisrupted communication channel with the EA.

Expected deliverables, schedule and payment conditions will be subject to revision during the negotiations, at the Contract signature.

The key milestones for various deliverables and percentage consultancy fee allocated to it are as follows:

C1. Selection of PMU Staff (10%)

|  |  |  |  |
| --- | --- | --- | --- |
| No | Expected Deliverables | Tentative Schedule | Payment |
| 1 | REoI/Announcements | 15 February 2025 | 30% |
| 2 | Evaluation Report | 10 March 2025 | 40% |
| 3 | Signed Contracts | 30 March 2025 | 30% |

* 1. RFQ for PMU IT equipment and Furniture (5%)

|  |  |  |  |
| --- | --- | --- | --- |
| No | Expected Deliverables | Tentative Schedule | Payment |
| 1 | Draft RFQ with Specifications | 30 March 2025 | 30% |
| 2 | Final RFQ with Specifications | 15 April 2025 | 30% |
| 3 | Evaluation of Price Quotations | 15 May 2025 | 35% |
| 4 | Draft Contracts and Award Notice | 30 May 2025 | 5% |

* 1. Selection of International Technical Consultant (10%)

|  |  |  |  |
| --- | --- | --- | --- |
| No | Expected Deliverables | Tentative Schedule | Payment |
| 1 | Preparation of TOR and announcement | 15 February 2025 | 30% |
| 2 | Evaluation Report | 20 March 2025 | 40% |
| 3 | Signed Contracts | 30 March 2025 | 30% |

* 1. Financial Audit Selection (15%)

|  |  |  |  |
| --- | --- | --- | --- |
| No | Expected Deliverables | Tentative Schedule | Payment |
| 1 | Standard Request for Expressions of Interest (REoI) and TOR | 3 February 2025 | 30% |
| 2 | Shortlisting evaluation report | 15 April 2025 |

|  |  |  |  |
| --- | --- | --- | --- |
| No | Expected Deliverables | Tentative Schedule | Payment |
| 3 | Standard RFP | 15 May 2025 |  |
| 4 | Technical evaluation report | 30 June 2025 | 40% |
| 5 | Combined evaluation report | 15 August 2025 |
| 6 | Draft Contract and Contract award notification | 25 August 2025 | 30% |
| 7 | Award publications | 30 August 2025 |

* 1. Project Supervision Selection (30%)

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| --- | --- | --- | --- |
| No | Expected Deliverables | Tentative Schedule | Payment |
| 1 | Standard Request for Expressions of Interest (REoI) and TOR | 30 March 2025 | 30% |
| 2 | Shortlisting evaluation report | 30 April 2025 |
| 3 | Standard RFP | 10 May 2025 |
| 4 | Technical evaluation report | 15 July 2025 | 40% |
| 5 | Combined evaluation report | 30 August 2025 |
| 6 | Draft Contract and Contract award notification | 15 September 2025 | 30% |
| 7 | Award publications | 15 October 2025 |

* 1. Civil Works Contractor Selection (30%)

|  |  |  |  |
| --- | --- | --- | --- |
| No | Expected Deliverables | Tentative Schedule | Payment |
| 1 | Standard Pre-qualification Document invitation for pre-qualification | 3 February 2025 | 15% |
| 2 | Pre-qualification Evaluation Report | 30 April 2025 | 15% |
| 3 | Standard RFP (with Int. Cons) | 15 May 2025 | 10% |
| 4 | Technical evaluation report (with Int. Cons) | 30 July 2025 | 20% |
| 5 | Combined evaluation report (with Int. Cons) | 30 August 2025 | 20% |
| 6 | Draft Contract and Contract award notification | 20 September 2025 | 15% |
| 7 | Award publications | 30 September 2025 | 5% |

1. Schedule

The assignment is expected to commence immediately and to span until February 2026, considering that any slippages in the schedule might occur. The total estimated staff days of effort will be around 240 days. All deliverables will be approved by the client before being eligible for payment.

1. Terms of Payment

The contract is adhered to a lump sum basis; thus, the Consultant will receive renumeration in installments depending upon completion of the tasks (reaching the outputs/deliverables) and upon confirmation and acceptance of the services by the client.

1. Consultant`s Minimum Qualifications

The Consultant should have the following minimum qualifications and skills:

* Minimum 5 years professional experience of project procurement in infrastructure projects financed by Multilateral Development Banks or equivalent organizations.
* Sound knowledge and specialized command of major facets of Multilateral Development Banks procurement policies and practices, including notions of the new concepts under the IsDB Group’s New Procurement Framework.
* Minimum 5 years relevant professional experience of project and procurement life cycles with substantial content in the procurement area.
* Bachelor’s Degree or higher in Procurement, Law, Engineering, Finance, Business or Commerce, Economics or any relevant fields.
* Excellent writing and communication skills in English and Russian. Knowledge of Kazakh language is advantageous.
* Certification in Professional Procurement (e.g., CIPS, CPSM etc.) preferred.

The consultant will be required to have regular consultations with the Bank and EA team whenever possible.

**Annex-II: Expression of Interest (EOI) by Applicant**

**Hiring an Individual Consultant (Procurement Specialist) to Support in Preparation of Construction of Kyzylorda Bypass Road in Kazakhstan**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Zarangez Makhmudova**

Project Management Specialist

Regional Hub of Almaty

Islamic Development Bank

Email: zmakhmudova@isdb.org

Phone: +7 7755298091

I have read carefully your Invitation for Expression of Interest for the captioned assignment/project and find the Terms of References (TOR) and Scope of Work match my skill mix and experiences for providing the services required in the TOR. I would like to express my interest being considered for the Shortlist. I understand that IsDB does not have an obligation that I must be shortlisted.

I have attached to this EOI supporting documents highlighting the relevant expertise and Experience for your consideration. Some of the key information is highlighted below:

1. **Personal Profile** :

|  |
| --- |
| Nationality:Date of Birth:Permanent Address: Phone No.:Email:  |

1. **Qualification of the Consultant:**

*Notes to consultant: Please indicate all relevant qualifications and professional accreditations that make you suitable for the assignment. Indicate relevant qualification, place from where the qualification was obtained, year etc]*

1. **Past Consultancy Assignment References**

*[Notes to consultant: Please select most relevant consultancy assignments you have recently completed to demonstrate your technical qualifications and experience. ]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Period | Client | Project | Country | Your role (As lead consultant or as member of a team?) | Value of theContract |
|   |   |   |   |  *Can elaborate further below* |  |
|   |   |   |   |   |  |
|   |   |   |   |   |  |
|   |   |   |   |   |  |
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1. **Eligibility Declaration**

I, the undersigned, certify to the best of my knowledge and belief:

I have read terms of reference (TOR) and Scope of Work (Appendix A), for this assignment.

I confirm that the project references submitted as part of this EOI accurately reflect the experience of myself.

I confirm that I have never been convicted of an integrity-related offense or crime related to theft, corruption and fraud.

I understand that any misrepresentations that knowingly or recklessly mislead or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with IsDB’s Integrity and Anti-corruption Policy.

I shall be available for the assignment as per the requirements

1. **Attach CV of yourself**

Signature Name:- Surname