

**Ministry of Transport and Roads of the Kyrgyz Republic**

Third Phase of the Central Asia Regional Links Program (CARs-3), financed by the World Bank

**Coordinator on Tourism**

**TERMS of REFERENCE**

**Background**

1. The Central Asia Road Links (CARs) program is the result of a collaborative effort initiated by client governments in the Central Asia region and is financed by the International Development Association (IDA). The overall objective of the program is to increase cross-border connectivity and enhance regional integrated development to revitalize historically active economic exchanges in Central Asia and beyond along the Silk Route. In an effort to bring transformational impact in the region, the program's projects build synergies with other regional initiatives by multilateral or bilateral development partners such as the Central Asia Regional Economic Cooperation (CAREC) program, the EEU, and the Belt and Road initiative, as well as others.

The objectives of the First Phase of the program (CARs-1), which was implemented in Kyrgyz Republic and completed in 2019, was to increase transport connectivity between Kyrgyz Republic and Tajikistan along priority cross-border road links in Batken Oblast whilst supporting improvements in road operations and maintenance practices. The road sections to be financed under CARs-1 prioritize connectivity between the Osh and Batken Oblast in the Kyrgyz Republic and Sugd Oblast in Tajikistan as they build lateral spurs from the Osh-Isfana axis to the Tajik border.

The Third Phase (CARs-3) strives to address regional integration in a more comprehensive approach encompassing both physical and economic connectivity among neighboring countries, while also unlocking economic opportunities through promoting local integrated development in a spatially identified area. It was declared effective by IDA on January 30, 2020 and the objective is to increase regional connectivity and support sustainable tourism development in Issyk-Kul Oblast. It will finance activities related to removing physical bottlenecks with neighboring countries, in particular the Republic of Kazakhstan, and addressing sector specific constraints to create market opportunities for the development of regional trade (agriculture) and tourism in Issyk-Kul Oblast. It shall be implemented by the Investment Projects Implementation Group (IPIG) under the followings: (a) Regional Connections, Associated Facilities and Equipment in Issyk-Kul Oblast; (b) Aviation Safety and Service Provision; and (c) Sustainable Tourism development in Issyk-Kul Oblast.

2. The Ministry of Transport and Roads (MOTR) of the Kyrgyz Republic as the Implementing Agency has established an IPIG which is responsible for the day-to-day administration of project activities for the Central Asia Road Links Program (CARs Program) financed by the World Bank (WB IPIG). The WB IPIG's responsibility includes *inter alia*: (i) the management of designated accounts; (ii) financial management and reporting on the overall project; (iii) ensuring the execution of the audit of the project; (iv) preparation of quarterly financial and bi-annual progress reports; (v) the management of the environmental and social safeguards aspects; and (vi) undertaking all procurement and contract management activities for all components.

3. The IPIG requires a Coordinator on Tourism to lead the smooth and effective implementation of tourism activities in the Third Phase of the Central Asia Regional Links Program (CARs-3) funded by the World Bank.

### **Objective of the assignment**

1. Assist the Implementing Agency in achieving the goals and targets of the CARs-3 Project under the Component for Sustainable Tourism Development in Issyk-Kul Oblast (hereinafter Component);
2. Control the timely and effective implementation of the Component activities;
3. Coordinate the activities of the stakeholders, as well as consultants and consulting companies involved in the Project Component;
4. Document, report and – where appropriate – present project progress and findings; and
5. Contribute to the sharing and integration of best practices in implementation.

### **Qualifications Requirements**

- Degree in tourism, economics, management, communication, law or other field relevant to this position;
- Successful work experience (minimum 3 years) in coordinating/managing tourism projects funded by the development partners;  
Experience as a Coordinator in the tourism sector is an asset;
- Understanding of the priorities and key issues and policies of tourism planning and development in the Kyrgyz Republic, as well as knowledge of international tourism development and current trends in the tourism;
- Experience in collaborating with the government authorities, local authorities, non-government organizations, local communities;
- Professional experience in preparing analytical products, reports and project documentation, experience in preparation of strategic documents, programs, concepts;
- Excellent skills in planning and ability to perform multiple tasks within a short or dynamic time frame;
- Good computer skills, knowledge of Microsoft Office Application;
- Written and spoken proficiency of Kyrgyz, Russian and English.

### **Scope of services and responsibilities**

1. Coordinate the functioning of the Working Group on Tourism established under the Project to (i) develop agreed decisions related to the component implementation, and (ii) manage through collaboration solving problems that occur during its implementation;
2. Conduct timely regular meetings and extraordinary meetings as needed with the members of the Working Group and other stakeholders on the issues related to the Component implementation;
3. Organize activities aimed at explaining the objectives and tasks of the Component to government and nongovernment organizations and local communities;
4. Develop and follow necessary measures for timely and effective implementation of the Component activities,
5. Prepare and update the Component Activities Implementation Plan;
6. Supervise the progress of Component activities implementation and monitor the results achieved;
7. Upon the agreement with the Tourism Department, prepare terms of reference (TORs) for consulting services identified for timely implementation of the component;

8. Coordinate the activities of the consultants and consulting firms involved in the Component implementation, such as but not limited to, ensuring cooperation with the stakeholders; engaging local authorities to perform the defined tasks; reviewing reports on the Component submitted by the consultants and consulting firms; and disclosing them to the stakeholders in a transparent and timely manner;
9. Evaluate Component implementation progress and inform in a timely manner the IPIG management and Tourism Department about delays and obstacles to on-time implementation of the Component;
10. Assist in preparing the Action Plan for the Sustainable Development of Issyk-Kul oblast under the project and collaborate to secure the Government's approval;
11. Collaborate with government authorities and local authorities on the issues related to implementation of the Component activities;
12. Support in design of a survey to collect baseline data for the results framework related to the Component (Change of community satisfaction with sustainable tourism); Oversee, coordinate and monitor the survey company.
13. Prepare the Component progress reports upon the instruction of the IPIG Director and comply with other instructions of the IPIG Director that fall within the responsibilities of the Coordinator on Tourism.
14. Planning and ability to perform the multiple tasks within a short or dynamic time frame. Ability and willingness to work effectively and efficiently as a member of a demanding team focused on implementation, which requires the ability to follow directions as well as lead varied activities.

### **Reporting Relationship**

Coordinator on Tourism will report to the IPIG Director and the Director of the Tourism Department.

### **Duration of the assignment**

The probation period is three (3) months. The duration of assignment is 12-months. The term of engagement may be extended by mutual agreement of the parties involved.