

**Georgia Innovation,
Inclusion and Quality
Project (I2Q) (P168481)**

TERMS OF REFERENCE

<i>Assignment Title: Project Manager under Innovation, Inclusion and Quality Project- GEORGIA I2Q</i>			
<i>Project Management Team (PMT) at Municipal Development Fund (MDF)</i>			
Project	Loan Number: 8955-GE		
Source	<i>National</i>	Category	<i>Individual</i>
Expertise	Project Manager	Type of contract	Continuous

A. Background

The Municipal Development Fund of Georgia (MDF) established by the Government under the Ministry of Regional Development and Infrastructures (MRDI) is in charge of the reconstruction and rehabilitation of public infrastructure on the whole territory of Georgia. In its work towards supporting the infrastructure development across the country, the Fund actively cooperates with various international donor institutions. The financial support extended by these donors along with the state budget resources are used to finance various infrastructure projects of MDF.

The Government of Georgia has signed Loan Agreement for financing the implementation of Georgia **Innovation, Inclusion and Quality Project (Project)** with the World Bank. The Project development objectives are to (i) expand access to preschool education; and (ii) improve the quality of education and the learning environments. The project became effective on November 27, 2020 and is scheduled for completion on March 31, 2026.

The Municipal Development Fund of Georgia (MDF) is one of the implementing partners for the project, in charge of the infrastructure related components.

The Project consists of the following key components and subcomponents:

Component 1- Improving Quality of and Access to Early Childhood Education and Care: support to facilitate expanded access to quality pre-school education in selected pre-schools;

Subcomponent 1.1. Improving the quality of ECEC programs across the country

Subcomponent 1.2 Increasing equitable access to Pre-school education for successful transition to school

Subcomponent 1.3 Improving infrastructure to support innovative primary education, including Pre- school

Component 2 – Fostering Quality Teaching and Learning in General Education: Support to provide a learning environment that is conducive to quality education in selected general education schools.

Subcomponent 2.1. Improving the educational infrastructure to support learning
Subcomponent 2.2. Supporting the scaling up of the whole-school improvement pilot

Subcomponent 2.3. Supporting capacity-building of teachers and school leaders to adapt, develop, and implement school-based curriculum

Subcomponent 2.4. Development of a national assessment framework

Component 3 – Strengthening Financing Options and Promoting Internationalization in Higher Education: Support to improve the quality and international competitiveness of higher education;

Subcomponent 3.1. Development of new options for higher education financing, including performance-based options to support the Borrower’s strategic objectives

Subcomponent 3.2. Establishment of a competitive innovation fund for public and private universities

Subcomponent 3.3. Promoting Internationalization of higher education

Subcomponent 3.4 Strengthening the quality of pre-service teacher education programs for all levels of education professionals from the inception

Component 4 – System Strengthening and Stakeholder Communication: Support to facilitate a shift in attitude towards learning;

Subcomponent 4.1. Supporting data-driven decision-making accessible to the entire education system

Subcomponent 4.2. Communication and stakeholder consultations for education reform to help the Borrower craft an effective communication strategy on the current education reforms.

Component 5 – Supporting Project Management, Monitoring, and Evaluations: Support capacity building for effective management and monitoring of the Project including provision of Operating Costs, Training, outreach and awareness campaigns, consulting services, M & E and Project audits for:

(a) Project Management Team (PMT); and (b) Project Management Unit (PMU).

The Project will be implemented over a six-year period by the Ministry of Education, Science, Culture and Sport of Georgia (MESCS) and its subordinate government agencies and by the Municipal Development Fund of Georgia (MDF).

The Project Management Unit (PMU) will be created within MESCS to support the implementation of the Project and Project Management Team (PMT) will be created within MDF to support implementation of infrastructure activities under the Project.

B. Scope of work

The specific functional responsibilities of the Project Manager shall include but not limited to:

- a) Be fully knowledgeable of all Project documentation (including Project Legal Agreements, Project Appraisal Document, Project Progress Reports, etc.).
- b) Ensure that Project Operation Manual is closely followed in daily operations.
- c) Manage the Project Management Team of Innovation, Inclusion and Quality Project-GEORGIA I2Q
- d) Serve as a liaison to ensure clear lines of communication between MDF units and departments, Contractors, Engineers, various stakeholders, covering the Local Government Authorities, and project beneficiaries at different levels.
- e) Ensure that all deliverables by Consultants are submitted on time and workplans for the infrastructure works are closely followed. Reach out for technical inputs and support of the respective technical staff, as required;
- f) In coordination with Project Management Team, provide recommendations for approval/determination of the Contractor's Variation Orders and Claims;
- g) Prepare work programs, including the annual budget, and ensure their effective implementation;
- h) Monitor and advise on risks related to project implementation and make recommendations for risk mitigation measures as required;
- i) Coordinate closely with the FM to support the overall financial management, including disbursement and management of Project funds in accordance with the accounting, budgeting, internal control and auditing procedures acceptable to the World Bank and the Government of Georgia;
- j) Oversee Project procurement of goods, works and services in accordance with all applicable World Bank policies and guidelines and various legal and project documents;
- k) Work with social and environmental safeguards team to ensure full compliance of all investments with the Bank's guidelines.
- l) Ensure accountability and transparency of all RDP3 operations, provide support to dissemination of project information, and public relations;

- m) Take a lead in drafting and finalizing the RDP3 progress reports to submit to the Bank within the agreed reporting frequencies and set guidelines;
- n) Participate in the Bank missions, prepare for them and ensure smooth coordination and communication with all stakeholders;
- o) Make suggestions, as necessary, on RDP3 activities and processes to ensure smooth implementation of the program. This may include updating of the plans and strategies, revision of the guidelines, etc.
- p) In agreement with the Employer and the Bank, perform other duties, which shall improve the daily operations and expected outcomes of the project.

C. Required Qualifications

- a. Bachelor's degree in the field of civil engineering, architecture, project management, business administration, economics or other relevant field; Master's degree will be a plus.
- b. Minimum 7-years of proven work experience as a manager (team leader) or coordinator (project coordinator) of large-scale infrastructure projects, funded by a donor community;
- c. Excellent analytical and writing skills - experience in preparation of reports and project documents, as required by donor guidelines;
- d. Good knowledge and experience in interacting with state agencies, authorities and systems;
- e. Experience in interacting with communities and local self-government agencies;
- f. Fluency in Georgian and English (will be tested);
- g. Basic Computer skills (Windows and MS Office applications) and the knowledge of MS Project.
- h. Excellent communication (verbal and written) and interpersonal skills and an ability to work in a team environment and under strict deadlines.

D. Implementation arrangements and reporting requirements

The employment contract with the Project Manager will be signed for a 1 year period. The contract may be extended, subjected to satisfactory performance and the extension of the I2Q Project.

The Project Manager will directly report to the Program Manager of the World Bank funded projects.

MDF will provide:

- (i) all relevant documents and materials related to the assignment;
- (ii) suitable office in the MDF premises;
- (iii) project related transportation;
- (iiii) health insurance;

The Client shall pay to the Consultant reimbursable expenses (such as hotel accommodation, fuel and other domestic travel costs) at actual cost reasonably incurred by the Consultant in the performance of the Services upon submission invoices and/or reports accompanied by the receipts or other appropriate supporting documents.