

PROJECT IMPLEMENTATION UNIT SUPPORT TEAM**PROJECT MANAGER****TERMS OF REFERENCE****1. BACKGROUND**

The European Bank for Reconstruction and Development (“EBRD” or the “Bank”) will provide financing to the Republic of Armenia (the “Borrower”) to finance construction of a Customs and Logistics Centre in Yerevan, Armenia (“Yerevan CLC”).

Yerevan CLC will provide essential capacity to absorb increasing demand in the medium- and long-term horizons. It is expected to increase efficiency and transparency of customs operations, improve the quality, and introduce time reductions required for customs clearance services through the application of the “One Stop Shop / Single Window” concept. The utilisation of high-quality scanning and inspection equipment at both sites will significantly reduce the existing practices for time consuming, manual handling of cargo.

Yerevan CLC, along with similar project in the Syunik region, is targeted to be one of the first two public buildings to have achieved green building certification, namely Leadership in Energy and Environmental Design (“LEED”) certification with a minimum level of Silver or equivalent. Certification through reputable certification schemes, such as LEED, ensures that new buildings are designed and constructed according to a low carbon trajectory.

In addition to the abovementioned project, the EBRD has already provided financing to support Meghri BCP Modernisation project, as well as Syunik Customs and Logistics Centre. The beneficiary and the implementing agency for all mentioned projects is the State Revenue Committee of Armenia (the “SRC” or the “Client”). The Bank is considering further investments for the benefit of the Client in near future.

Meghri BCP Modernisation, Syunik Customs and Logistics Centre and Yerevan CLC (together the “Projects”) also benefit from number of technical cooperation assignments, carried out by various consultants, including Project Implementation Support (“PIS”) consultants.

All projects are or will be implemented by the Project Implementation Unit (the “PIU”) established within the SRC.

In order to ensure efficient and effective implementation of the Projects, a PIU support team of up to 4 local experts (**Project Manager, Procurement Expert, Technical Specialist / Civil Engineer, Environmental and Social Expert**) will be embedded within the SRC’s PIU for a period of one year, with the possibility of an extension of one more year subject to the review of the performance of the experts on an annual basis by the Client. The PIU support team (the “Experts”) will be provide capacity support to the SRC to ensure timely and efficient implementation of the Projects (the “Assignment”).

These Terms of Reference (TOR) specifically refer to the Experts’ objectives and scope of work.

2. OBJECTIVES

The overall objective of the Assignment is to support the SRC with the timely and effective implementation of the Projects.

The investments and consultancy services for the Project are being or will be procured in accordance with the EBRD Procurement Policies and Rules (“PPR”). The Projects will also be implemented in

accordance with EBRD's Performance Requirements under the 2019 EBRD Environmental and Social Policy, and the requirements of the respective Environmental and Social Action Plans ("ESAP") and Stakeholder Engagement Plan ("SEP") and should not violate the requirements of the national legislation of the Republic of Armenia.

3. SCOPE OF WORK

All experts, including a Project Manager, will work closely with the PIS consultants and, as appropriate, SRC's relevant departments.

Job Description: Project Manager

Location: Yerevan, Armenia

Employer: State Revenue Committee of Armenia (SRC)

Job Purpose:

The Project Manager reports to the Head of PIU and is responsible for the overall management and results of the Projects and for coordination with the consultants and EBRD. The Project Manager will ensure that all activities financed under the Projects will be implemented in accordance with the applicable laws of Republic of Armenia and set policies and rules described in the Financing Documents.

Key Responsibilities:

1. Project Coordination and Management:

- Organize, coordinate, integrate, and monitor operations of the PIU and the institutions involved in the project during its preparation and implementation.
- Ensure timely implementation of all project activities and provide regular reports to stakeholders.
- Oversee all matters related to the PIU role within the projects, including planning and general management.

2. Stakeholder Communication and Reporting:

- Represent the Client in relations with the European Bank for Reconstruction and Development ("EBRD" or the "Bank"), government authorities, contractors, suppliers, consultants, and other third parties, but only through the SRC or in collaboration with the SRC, as per the Client's guidelines.
- Regularly monitor project status and draft comprehensive progress reports, annual reviews, and semi-annual financial statements.
- Draft and propose changes to project documents to reflect expected results.

3. Financial Management:

- Contribute to the development, improvement, and implementation of procedures related to the annual project budget.
- Prepare supplementary budgets as needed and cooperate with finance teams to ensure project costs are fully captured.
- Maintain financial accounting and control over project funds in line with relevant laws and the internal financial management procedures.

4. Compliance and Legal Adherence:

- Ensure that all documents prepared or approved by the Client comply with the laws of the Republic of Armenia and EBRD's rules and regulations.

- Ensure compliance with the requirements of applicable labor legislation and conditions of individual employment contracts for the PIU staff.
- 5. Team and Staff Management:**
 - Oversee day-to-day activities of the PIU, evaluate staff performance, and recommend changes to improve operational effectiveness.
 - Plan and direct the work of subordinate Experts to ensure efficient use of human resources and financing.
 - Manage the performance of subordinate experts, providing ongoing evaluation and feedback.
- 6. Operational Efficiency:**
 - Ensure efficient use of project funds, human resources, and working time through the development and implementation of necessary administrative and working measures.
 - Prepare and justify decisions regarding the extension or non-extension of employment contracts for PIU experts.
- 7. Budgeting and Financial Oversight:**
 - Prepare and coordinate annual project budgets and operational budgets for expert costs.
 - Control the implementation of project and expert budgets.
 - Collaborate with contractors, suppliers, and consultants to prepare quarterly and yearly disbursement forecasts for all contracts financed by the project.
- 8. Disbursement and Payment Oversight:**
 - Verify financial reports, bank guarantees, payment certificates, and invoices submitted by contractors, suppliers, and consultants, ensuring compliance with relevant contract conditions.
 - Prepare and submit disbursement requests to EBRD for payment of invoices, in accordance with their requirements.
- 9. Project Visibility and Reporting:**
 - Organize and coordinate visibility activities to ensure appropriate communication of project progress and outcomes.
 - Prepare and submit necessary reports and reference materials to supervising state authorities and project financiers.
- 10. Risk Management and Documentation:**
 - Ensure proper accounting and storage of bank guarantees or collateral amounts provided by contractors and suppliers.
 - Prepare materials for verifying project implementation by the EBRD and submit financial management reports and information to project financiers.

It is expected that the SRC will support the Experts in the above activities by facilitating the relevant contacts and the organisation of necessary discussions and meetings as well as ensuring coordination with other donors' activities to avoid overlap.

Qualifications:

- 1. General experience and qualifications:**
 - University degree/diploma in a relevant field.
 - University high degree/diploma in Law would be preferred.
 - Proficiency in English language is mandatory, Armenian language is preferable.
 - High computer literacy.
 - At least 5 years managerial experience. Experience in the IFI/public sector would be considered an advantage.

2. Specific experience

- Successful experience in working with public authorities: at least 2 years leadership / coordination role on projects with IFIs, MDBs or similar institutions; Experience in implementation of such projects in Armenia is considered an asset.
- At least 1 year experience in implementation of projects financed by international donor institutions; Experience in implementation of projects financed by EU institutions would be a distinct advantage.
- Experience and expertise in performing the tasks required in the ToRs;
- Experience in implementation of at least one project financed by IFIs, MDBs or similar institutions which concerns public infrastructure (transport, energy or environment municipal infrastructure).
- Knowledge of the EBRD Procurement Policies and Rules will be considered an advantage.
- Relevant knowledge and experience in contract management will be considered an advantage.

4. IMPLEMENTATION ARRANGEMENTS AND DELIVERABLE

4.1 Assignment Duration and Implementation Arrangements

The Assignment will be for a duration of 12 months, with a possibility of one-year extension, subject to satisfactory performance.

The Assignment is expected to start in Q4 2025. The Project Manager is expected to work on a **full-time basis** (5 days a week) and are expected to exclusively work on this Assignment.

The SRC, in agreement with EBRD, will have the right to ask for the contract to be terminated / replacement found for Experts due to non-performance.

Experts will be paid on a monthly basis in equal instalments throughout the year.

It is expected that the Experts will be provided with furnished, serviced and maintained office accommodation in Yerevan by the SRC and the SRC will bear all administrative costs with prior approval of such.

All documentation related to the works is and will remain the property of the SRC after completion of the assignment. The Experts shall not publish, use or dispose of this documentation without the written consent of the stakeholders.

4.2 Confidentiality

All information enclosed in these Terms of Reference as well as that associated with the Assignment – including the deliverables and all other documents produced by the Experts in the context of this Assignment shall remain confidential.

4.3 Donor Visibility

The EBRD might require adequate visibility for its contribution. The Experts shall collect evidence of donor's visibility on all produced reports for the Projects. The final report shall detail the ways in which the donor's visibility requirements were adhered to.

4.4 Deliverables and Milestones

The list of key deliverables will be developed by the Experts one month after the commencement of the Assignment as per the Scope of Work and will be delivered in close collaboration with the other consultants.

The timeline for the key milestones in this Assignment as set out in the scope of services will be agreed during the inception phase between all parties: Client, consultants, experts, and the EBRD; and set out in a detailed work plan with mutually agreed deliverables and timelines.