

## **Terms of References – Deputy Project Director**

- Support the Project Director to provide necessary assistance and guidance when required. Oversee the Project Director's responsibilities in his/her absence.
- Support and guide the project preparation and also provide oversight during project implementation.
- Facilitate PMU staff to implement the procurement plan according to the ADB guidelines and establish project procurement committee and technical evaluation committee in consultation of the Ministry to start procurement process.
- Provide necessary guidance and technical advices to PMU and PIU project staff for project implementation.
- Support for establishing project monitoring and supervision system and provide project performance reports to the national Project Steering Committee (PSC) and ADB
- Work as the Secretary of PSC and organize PSC meetings in the absence of the Project Director.
- Facilitate submitting quarterly project performance reports and annual accounts reports to ADB.
- Ensure preparation of consolidated financial statements for the project as a whole, for submission by the Project Director to the PSC and the ADB.
- Support the Project Director for review of implementation issues and in taking necessary actions to mitigate them in consultation with relevant agencies/units.
- Support the Project Director in procurement processes; Technical Evaluation, documentation, bidding process, specifications, bid evaluation reports, etc., for procurement activities under the project.
- Ensure that the PMU & PIU follow ADB procurement and financial management guidelines.
- Ensure establishment of a proper project filing system at PMU and PIU to keep all project correspondents for reviewing and auditing.
- Oversee PMU functions when the Project Director is away from office.
- Perform any other duties and responsibilities as assigned by the Project Director.