Baku Metropolitan
Closed Joint-Stock Company

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

(Consulting Services – Selection of an Individual Consultant)

Country:	Republic of Azerbaijan
Client:	Baku Metropolitan Closed Joint Stock Company
Project:	Baku Metro Expansion Project – Phase I
Loan No.:	L0969A
Assignment Title:	Senior Contract and Procurement Specialist
REOI Reference No:	BMEP/P1/CS-04/01

1. Baku Metropolitan Closed Joint Stock Company has received financing from the Asian Infrastructure Investment Bank (AIIB or the Bank) toward the cost of the Baku Metro Expansion Project – Phase I, and intends to apply part of the proceeds for consulting services.

2. The consulting services ("the Services") comprise specialist procurement and contract advisory support to the PIU, including procurement planning, preparation and review of procurement documents, management of the procurement process, support to bid and proposal evaluation, contract award and administration, and compliance with the requirements of the financing institutions. The assignment is part-time and intermittent, estimated at a total of one hundred and fifty (150) working days over an implementation period of twelve (12) months, of which approximately thirty (30) days are expected to be performed on-site at the PIU in Baku, Azerbaijan. The assignment is otherwise home-based. The expected start date is late September 2026.

3. The detailed Terms of Reference (TOR) for the assignment are attached to this Request for Expressions of Interest.

4. Baku Metropolitan Closed Joint Stock Company now invites eligible individual consultants ("Consultants") to indicate their interest in providing the Services. Interested Consultants shall provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The eligibility requirements and the evaluation criteria applicable to this assignment are set out in the attached TOR.

5. The submission shall include a curriculum vitae (CV) in English demonstrating how the Consultant meets the eligibility requirements and evaluation criteria set out in the attached TOR. For each assignment relied upon, the CV shall identify the project or contract name and country, the employer and the financing institution, the applicable form of contract where relevant, the Consultant's role, and the dates of involvement. Requirements and criteria that are not evidenced in the CV will be treated as not met and will not be scored. The Client reserves the right to verify any information submitted. Consultants are encouraged to submit the curriculum vitae in searchable electronic format (searchable PDF or Microsoft Word), as this assists the evaluation; supporting documents may be submitted in any legible format.

6. The attention of interested Consultants is drawn to Section 2.3.5 of the Bank's Directive on Procurement Instructions for Recipients (2024) ("Procurement Instructions") and to Section 5.10 of the Bank's Procurement Policy, setting forth the Bank's policy on conflict of interest.

7. A Consultant will be selected as an individual consultant in accordance with the Open Competitive Selection of Individual Consultants (OCSIC) method set out in Section 2.20.2 of the Procurement Instructions. Evaluation will be based on the relevant qualifications and experience of the individual consultant. The highest-ranked Consultant will be invited to negotiate the contract.

8. Further information can be obtained at the address below during office hours (09:00 to 18:00 hours, Baku time).

9. Expressions of interest must be delivered in written form to the address below (by e-mail, in PDF format, quoting the REOI Reference No. and Assignment Title in the subject line) by 31 August 2026, 17:00 hours (Baku time). Submissions received after the deadline will not be considered.

Baku Metropolitan Closed Joint Stock Company
Project Implementation Unit
Attn.: Mr. Emil R. Valiyev, Advisor to the Chairman of the Executive Board
Mikayil Rafili Street 16, Baku AZ1010, Republic of Azerbaijan
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Baku Metro Expansion Project

TERMS OF REFERENCE

REF: BMEP/P1/CS-04/01

1. Assignment Title: Senior Contract and Procurement Specialist.

2. Location: Home-based (remote), with travel to Baku, Azerbaijan on an as-needed basis.

3. Background

The Government of Azerbaijan, through the Baku Metropolitan Closed Joint Stock Company (Baku Metropolitan CJSC), is implementing the Baku Metro Expansion Project (the Project), an urban metro development project financed by the Asian Infrastructure Investment Bank (AIIB), and the Asian Development Bank (ADB), alongside national resources. The project comprises civil works, railway systems, rolling stock, depot facilities, consulting services, and institutional-strengthening activities.

To ensure efficient, transparent, and compliant procurement and contract management in accordance with the AIIB Procurement Policy (2016, as revised through 26 June 2024) and its Directive on Procurement Instructions for Recipients (2024). As the Project is co-financed, the Expert shall also have due regard to the ADB Procurement Policy (2017, as amended) and the Procurement Regulations for ADB Borrowers where activities interface with ADB-financed packages. The Executing Agency seeks to engage a qualified Contracts and Procurement Expert.

4. Objective of the Assignment

The Contracts and Procurement Expert will provide technical and advisory support to the Project Implementation Unit (PIU) in planning, managing, and monitoring procurement and contract-administration activities throughout the project implementation period. The Expert will work in close coordination and collaboration with local procurement and contract administration specialist. The Expert will provide strategic guidance on all procurement and contract-related matters, and ensure that procurement processes comply with AIIB requirements (and, where activities interface with ADB-financed packages, with ADB requirements), applicable national regulations (where relevant), and international best practice, and will support the transfer of procurement know-how to PIU and Baku Metropolitan CJSC staff.

While the Project is co-financed by AIIB and ADB across multiple phases, this assignment is financed under the AIIB loan and the Expert's mandate covers procurement and contract-administration activities under AIIB financing (including Azerbaijan: Baku Metro Expansion Project – Phase I and Azerbaijan: Baku Metro Expansion Project - Phase II (Green Line)). Coordination with ADB-financed activities, where it arises, shall be limited to interface management and information-sharing upon guidance from the PIU Director.

The Expert's role is complementary to, and shall not duplicate, that of the PIU's Local Procurement and Contract Administration Specialist. The Local Specialist retains management of day-to-day procurement transactions in PPMS, interface with national entities, contract filing, and payment processing. The Expert provides specialist input on procurement preparation, high-value FIDIC contract administration (claims, variations, extensions of time, and dispute avoidance), coordination at the AIIB–ADB financing interface where required, and international best-practice benchmarking. Task allocation between the two roles shall be provided by the PIU Director.

5. Scope of Services

The Expert shall perform the following tasks, which are indicative and not exhaustive:

A. Procurement Planning

- Review and update the Project Procurement Plan in line with the approved project scope and financing arrangements.
- Develop and maintain annual procurement implementation schedules.
- Recommend appropriate procurement methods, market approaches, contract packaging, and provide strategic guidance.
- Monitor procurement timelines and proactively identify potential delays.
- Support procurement risk assessment and the design of mitigation measures.

B. Preparation and Review of Procurement Documents

- Assist Baku Metro CJSC in preparing, finalizing, and/or reviewing procurement documents for civil works, railway systems, rolling stock, depot equipment, goods, consulting services, and non-consulting services.
- Assist in preparing Requests for Expressions of Interest (REOI), Requests for Proposals (RFP), Invitations for Bids and Prequalification documents, and Requests for Quotations (RFQ), as applicable.
- Assist in developing qualification and evaluation criteria consistent with project requirements and the applicable procurement rules.

C. Procurement Process Management

- Support the advertisement of procurement opportunities through the required channels.
- Assist in preparing responses to bidder and consultant clarification requests.
- Help organize and participate in pre-bid / pre-proposal meetings and site visits.
- Coordinate the issuance of addenda and amendments to bidding and proposal documents.
- Ensure procurement activities follow the approved timelines and procedures.

D. Bid and Proposal Evaluation

- Support evaluation committees during technical and financial evaluation.
- Ensure evaluations comply with the applicable AIIB procurement rules and the financing agreements (and ADB rules where an activity is ADB-financed).
- Assist in preparing Bid Evaluation Reports (BERs) and Consultant Evaluation Reports (CERs).
- Assist in addressing AIIB and/or ADB comments raised during prior or post review.
- Support the recommendation for contract award.

E. Contract Award and Management

- Support contract negotiations, where applicable.
- Assist in preparing contract documents for execution.
- Establish and maintain contract registers and procurement records / databases.
- Monitor contract implementation milestones and deliverables.
- Review contract amendments, variations, extensions of time, and claims, and advise on appropriate action.

- Advise on contractual rights and obligations, and on dispute avoidance and resolution.

F. Compliance and Governance

- Ensure procurement and contract activities comply with the AIIB and, where applicable, ADB Procurement Policies; the AIIB Directive on Procurement Instructions for Recipients; the financing agreements; the Procurement Regulations for ADB Borrowers; the Project Administration Manual; and applicable national procurement legislation, where relevant.
- Support AIIB and ADB procurement reviews and implementation missions.
- Identify procurement and contract risks and recommend corrective measures.

G. Knowledge Transfer and Capacity Building

- Provide on-the-job training and guidance to PIU and Baku Metro CJSC staff on procurement and contract management.
- Help strengthen procurement systems, standard templates, and record-keeping practices.

6. Deliverables and Reporting

The Expert shall prepare and submit the following deliverables to the PIU Director. All reports and documents shall be in English and submitted in electronic format.

#	Deliverable	Indicative Timing
1	Inception note — updated Project Procurement Plan, work plan	Within *2* weeks of commencement
2	Procurement risk register — maintained and updated	Established within 2 weeks of commencement; updated monthly thereafter
3	Monthly procurement progress reports	Monthly
4	Contract status / contract register updates	Quarterly, or as required
5	Procurement documents, evaluation reports (BERs/CERs) and related outputs	As required, per the procurement schedule
6	Inputs to project progress reports and to AIIB/ADB review missions	As required
7	Final assignment report	At the end of the assignment

7. Reporting and Coordination Arrangements

The Expert will report to the PIU Director and work closely with the PIU's technical, financial, legal, safeguards, and engineering specialists. The Expert will also coordinate with AIIB and ADB procurement specialists during project implementation, as requested by the PIU Director.

8. Duration, Level of Effort, and Duty Station

- Duration: 12 months from the date of contract signing, renewable subject to satisfactory performance and project needs.
- Level of Effort: part-time / intermittent input over the assignment period, estimated at a total of one hundred fifty (150) working days over 12 months, of which approximately

thirty (30) days are expected to be performed on-site at the PIU's premises in Baku. The actual level of input shall be agreed with, and confirmed by, the PIU Director based on procurement workload.

- Duty Station: home-based (remote), with periodic travel to Baku Metropolitan CJSC offices and project sites as specified in the Level of Effort for specific activities (e.g. bid openings, negotiations, evaluation sessions, or missions), as required and coordinated with the PIU Director.

9. Facilities and Support Provided by the Client

The Executing Agency and the PIU will provide the Expert with timely access to relevant project documentation, data, and counterpart staff, and — during in-country missions — reasonable working space and logistical support necessary to carry out the assignment.

10. Performance Evaluation

The Expert's performance will be assessed by the PIU Director against the quality and timeliness of deliverables, the compliance of procurement processes with AIIB and ADB requirements, and the effectiveness of support provided to the PIU. Continuation of the contract is subject to satisfactory performance.

11. Confidentiality and Conflict of Interest

The Expert shall maintain strict confidentiality of all procurement information and project documentation, and shall avoid any actual, potential, or perceived conflict of interest throughout the assignment, in line with AIIB and ADB requirements.

12. Code of Conduct, Integrity, and Anti-Corruption

The Expert shall perform the assignment with integrity, impartiality, and professionalism, and shall comply with the anti-corruption, fraud-prevention, and ethics requirements of the financing agreements, the AIIB and ADB policies, and the Executing Agency's policies.

13. Evaluation Criteria and Methodology

Expressions of interest will be evaluated on the basis of the qualifications and experience of the individual consultant, in accordance with Section 2.20.2 (Open Competitive Selection of Individual Consultants) of the AIIB Directive on Procurement Instructions for Recipients (2024).

Evaluation is conducted in two stages.

Stage 1 — Eligibility (pass/fail). Candidates must satisfy each of the following minimum requirements. A candidate failing any requirement will not proceed to Stage 2:

a) At least a Master's degree (or equivalent) in Engineering, Procurement, Construction Management, Law, Business Administration, Public Procurement, or a related discipline;

b) a minimum of twenty-five (25) years' professional experience in procurement and contract management on large transport or infrastructure projects, of which at least ten (10) years on projects financed by multilateral development banks (MDBs) or Development Finance Institutions (DFIs);

c) demonstrated experience on at least one contract financed by MDBs of DFIs;

d) proven hands-on administration of FIDIC (Red and/or Yellow Book) conditions of contract; and

e) fluency in written and spoken English.

Stage 2 — Rated criteria (100 points). Candidates meeting all eligibility requirements will be scored against the following criteria:

No	Criterion	Points
1.	General experience in procurement and contract management on MDB or Development Finance Institutions (DFIs) financed infrastructure projects	20
2.	Specific experience administering FIDIC (Red and/or Yellow Book) contracts (claims, variations, EoT, dispute avoidance)	30
3.	Experience on contracts of individual value ≥ USD 300 million, financed by MDBs or DFIs	20
4.	Experience on metro, underground/tunnelling, urban rail or railway or comparable large transport projects	20
5.	Regional experience (South Caucasus / former CIS) and language advantage	10
	Total	**100**

The highest-ranked candidate will be invited to negotiate the contract. Interested individual consultants shall submit a curriculum vitae demonstrating their qualifications and experience against these criteria.

Scoring method. Each criterion is assessed against the following five-level rating scale, applied to the evidence presented in the candidate's curriculum vitae. The points awarded for each criterion equal the rating divided by four, multiplied by the maximum points for that criterion (points = rating ÷ 4 × maximum).

The rating for each criterion is determined by reference to objective, verifiable evidence in the curriculum vitae, applying the following benchmarks:

- **Criterion 1 (General experience):** 4 = 20 or more years on donor-financed (MDB or DFI) infrastructure projects; 3 = 15–19 years; 2 = 10–14 years; 0 = fewer than 10 years.
- **Criterion 2 (FIDIC administration):** 4 = five (5) or more contracts administered under FIDIC (Red and/or Yellow Book) conditions, evidencing claims, variations, and extensions of time; 3 = three to four (3–4) such contracts; 2 = one to two (1–2) such contracts; 0 = none.
- **Criterion 3 (Contract value ≥ USD 300 million):** 4 = three (3) or more qualifying contracts financed by MDBs or DFIs; 3 = two (2); 2 = one (1); 0 = none.
- **Criterion 4 (Sector relevance):** 4 = metro or underground/tunnelling; 3 = urban rail or railway; 2 = other comparable large transport (road, airport, port); 1 = large non-transport infrastructure; 0 = none relevant.
- **Criterion 5 (Regional and language):** 4 = South Caucasus experience together with working knowledge of Azerbaijani, Turkish, or Russian; 3 = former-CIS experience or one relevant language; 2 = other emerging-market regional experience; 0 = none.

Each rating shall be supported by a written justification referencing the relevant items in the candidate's curriculum vitae. The highest-ranked candidate will be invited to negotiate the contract.