

TOR **(Training on Project Scheduling and Management)**

Objective and Purpose of the Assignment

Armenia is a landlocked country. Reliance on automotive cargo transportation both for international trade and domestic economy is extremely high. The total length of the road network in Armenia is about 7,700 km which includes 1,561 km of interstate roads; 1,800 km of national roads; and 4,342 km of local (regional + community) roads.

During the last decade the major part of the infrastructure investment was directed to the road sector.

The Road Department (RD) (the Client) of the Ministry of Territorial Administration and Infrastructure of Armenia (MTAI) is an implementing agency for the road projects financed by several donors such as World Bank (WB), Asian Development Bank (ADB), European Bank for Reconstruction and Development (EBRD); European Investment Bank (EIB) and Eurasian Development Bank (EDB).

One of the objectives of the ADB loan financed Armenia-Georgia Border Regional Road (M6 Vanadzor-Bagratashen) Improvement Project is to strengthen institutional capacity of the MTAI.

To attain the above the Client intends to finance trainings on the several areas including Project Scheduling and Management. The target audience for the training is engineering professionals working in the Road Department, the specialists of the MTAI departments and other state authorities and municipalities involved in the roads maintenance, procurement and administration of the roads rehabilitation and maintenance contracts. The trainees will to be proposed by the Client.

The primary objective of the training is to introduce to the trainees the modern approaches for the project scheduling, prioritization of the activities, time management, strategic planning, monitoring and control to ensure timely completion of a project.

Scope of Work

The Consultant will need to prepare training materials within 4 days and conduct 4 days face-to-face training for the proposed staff in Project scheduling and management. The list of the trainees (35–40 staff) will be provided by the Client. It is expected to conduct the trainings in March-April 2022.

Prior to start training activities the Consultant shall prepare and agree with the Client training materials.

Detailed Tasks and Topics

The training topics to be covered include:

1. Risk management;
2. Presentation tools and techniques;
3. Schedule documentation and reporting techniques;

4. Cost estimation techniques (for example: analogy-based estimation; parametric estimation, historical data, expert estimation);
5. Scheduling methods (for example: critical path method, critical chain, linear, agile);
6. Problem-solving tools and techniques;
7. Contract schedule requirements;
8. Progress measurement techniques (for example: percent complete, actual/remaining duration, estimate to complete).

Organizational arrangements

Payment arrangement will be through reimbursement for the expenses incurred including: renting of the conference room; audio and video equipment (headphones, microphones, projector, screen etc.); translation (both oral and written); printing of the handouts; and coffee breaks.

Trainings will be conducted in English with translation into Armenian.

Minimum Qualification Requirements

- The Consultant shall hold a degree in civil engineering and shall have experience in roads/highways construction, rehabilitation, and /or maintenance and to have experience in conducting project scheduling and management trainings.
- At least 12 years of professional experience and successful previous experience in organization/conducting of at least 2 similar trainings during the last 5 years.
- Demonstrated capacity to develop multimedia, interactive, and user-friendly training modules, including assessment materials.
- Excellent skills in presenting complex technical information in an easily comprehensible way.
- Excellent written and spoken English