

**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC**  
**ASIAN DEVELOPMENT BANK PROJECT**  
**“SCHOOL EDUCATION REFORM SECTOR DEVELOPMENT PROGRAM”**

**TERMS OF REFERENCE**

**MONITORING AND EVALUATION SPECIALIST OF THE PIU**

**1. Project background**

The Kyrgyz Republic plans to receive funds from the Asian Development Bank (ADB) to finance the project " School Education Reform Sector Development Program", which will be implemented in 2023-2027.

The aim of the project is to improve the work of the school system to prepare graduates with subject knowledge and competencies for further education and work. The proposed project aims to improve the teaching of all subjects with a special focus on science, technology, engineering and mathematics (STEM subjects) at the school and higher education levels. The Program will support the implementation of the national Education Development Program in the Kyrgyz Republic for the period 2021-2040.

**2. Scope of work**

The Monitoring and Evaluation Specialist will be responsible for the qualitative and timely execution of the monitoring and evaluation (M&E) activities of the Program.

The Monitoring and evaluation specialist will:

1. Develop a system for monitoring and evaluating the program in cooperation with stakeholders;
2. Monitor and report on the monitoring and evaluation activities of the program, including monitoring of the social and gender action plan, interim assessment, research, etc.; ensure the breakdown of data by gender;
3. Monitor and submit reports on the statement of results of the environmental protection audit;
4. Enter relevant data into the program database, check the accuracy of the entered data, ensure regular database updates, and also enter information from the database into regular project reports;
5. Quarterly or within another period agreed between the Ministry of Finance of the Kyrgyz Republic and the ADB, to assess the level of implementation of the Project Management Manual (PAM) and make a report on the results obtained;
6. Make changes to the indicators for the final or intermediate results presented in the Design and Monitoring Structure of the PAM on an ongoing basis;
7. Coordinate the preparation of the annual work plan of the project and all reports on the program, including quarterly reports on the results achieved, annual reports, as well as current reports required by the Ministry of Finance, the Ministry of Finance and the Government of the Kyrgyz Republic;
8. Prepare information about the results and achievements of the Project and ensure the publication of these results in the media and on the MES website;
9. Coordinate the preparation and organization of the annual (and other) review (missions) of the project for ADB;

10. Prepare the necessary materials for the Supervisory Board of the project, draw up and coordinate the relevant protocols and decisions of the Board;
11. Collect and analyze information to prepare regular analytical notes/reports on project components in order to improve the efficiency of project implementation;
12. Instruct international and local consultants on monitoring and evaluation procedures;
13. Perform other tasks defined by the PIU manager.

### **3. Qualification requirements**

The Monitoring and Evaluation Specialist must have:

- i) Higher education in economics or other related fields;
- ii) Experience in conducting evaluation studies in the education sector or in the social sector over the past five years is preferable;
- iii) Proven skills in collecting, analyzing and presenting monitoring and reporting data;
- iv) Proven experience as a monitoring and evaluation specialist for at least 2 years;
- v) Work experience in projects funded by international organizations for at least 5 years. Work experience in education sector projects is preferred;
- vi) Excellent computer skills (MS Word, Excel, Access, Power Point);
- vii) Experience of working with representatives of various structures, including specialists of state structures;
- viii) Proven skills in drawing up work plans, preparing reports on the activities of the structural unit/ organization;
- ix) Excellent interpersonal communication skills and coordination of the work of various experts and partners;
- x) Fluency in oral and written skills of English, Russian and Kyrgyz languages.

### **4. Reporting**

The Monitoring and Evaluation Specialist is hired by the Executing Agency (EA) and reports to the manager of a PIU.