

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

TERMS OF REFERENCE

MANAGER 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 PIU Manager will be responsible for effective project management.

The PIU manager will:

1. To carry out general management of the activities of the project and the employees of the PIU in the implementation of the project; to ensure a high technical level of implementation of project activities and their compliance with the terms of grant and loan agreements;
2. To carry out daily management of the personnel of the PIU and supervision of their activities related to the management and implementation of the project, including procurement, monitoring and evaluation of the project, financial management, financial and program reporting;
3. Provide guidance in the development of annual work plans and budgets; preparation of quarterly and annual reports in accordance with ADB rules and procedures, MES policy and local legislation;
4. Coordinate the work of consultants in accordance with the overall project implementation plan;
5. Monitor the personnel of the PIU in the performance of their functional duties and ensure the effective functioning of the PIU; implement clear working mechanisms;
6. Identify procedures and mechanisms, as well as the necessary resources for the implementation of the project; ensure proper management of funds, including accounting, financial control and audit procedures acceptable to ADB, as well as procurement of goods, works and services in accordance with the ADB guidelines;
7. Monitor procurement and financial transactions, including the placement of tenders and payments made within the framework of the project;
8. Ensure timely administrative procedures for the implementation of the program;

9. To present the results of the ADB project to the Government, the Ministry of Education and Science of the Kyrgyz Republic, as well as other stakeholders at the country level;
10. Participate and present the project at the meetings of the project's Supervisory Committee;
11. Organize and coordinate meetings of ADB representatives with the management and staff of the Ministry of Education and Science of the Kyrgyz Republic, provide information and results of the project activities;
12. Communicate effectively with the Ministry of Education and Science of the Kyrgyz Republic and other stakeholders to ensure timely implementation of the project, and inform the Ministry of Education, the Ministry of Finance, the Supervisory Committee of the project, as well as the ADB about progress;
13. Coordinate preparatory work (provide support to the Ministry of Education and Science of the Kyrgyz Republic in preparation) and participate in project missions carried out by the ADB, as well as regular reviews of the ADB portfolio in the country

3. Qualification requirements

The PIU Manager must have:

- i) Higher education in economics or other related fields;
- ii) Proven management skills;
- iii) At least 15 years of general experience in projects funded by international organizations;
- iv) At least 10 years experience as Manager in projects funded by international organizations. Management of ADB-funded projects is preferred;
- v) Deep understanding of the education sector of the Kyrgyz Republic, proven experience in the education sector is an advantage;
- vi) Skills in preparing strategic and analytical documents;
- vii) Skills in monitoring and evaluating employee processes and activities;
- viii) Excellent computer skills (MS Word, Excel, PowerPoint);
- ix) Fluency in oral and written skills of English, Russian and Kyrgyz languages;
- x) Excellent leadership and communication skills, negotiation skills.

4. Reporting

The PIU Manager reports to the Deputy Minister of Education and Science of the Kyrgyz Republic (National Coordinator of the project).