

**TERMS OF REFERENCE**

<b>Contract</b>	<b>ICS -04</b>		
<b>project</b>	Kyrgyz Republic: School Education Reform Sector Development Program (Loan No.4217–KGZ (COL)/Grant No.0851–KGZ) (SERSDP)		
<b>Qualification</b>	PIU Driver		
<b>Source</b>	National	<b>Category</b>	Independent

**Objective and Purpose of the Assignment**

The Ministry of Education and Science (MOES) of the Kyrgyz Republic is implementing the School Education Reform Sector Development Program financed by the Asian Development Bank (ADB). The project aims to improve the school education system to prepare graduates with subject knowledge and competencies. The project supports implementing the National Education Development Program in the Kyrgyz Republic for 2021–2040.

**Scope of Work**The driver will assist the project with logistical activities and transportation on a daily basis.

**Detailed Tasks and/or Expected Output**

The driver will perform the following activities in an ORP vehicle to provide related services:

1. Ensure the vehicle is technically serviceable, clean, and in a condition suitable for safe and comfortable passenger transportation at all times.
2. Follow the all the instructions issued by the Project Manager.
3. Operate the vehicle to addresses and within the time specified by the employer, making necessary entries on the trip sheets confirming trips and vehicle mileage, while ensuring timely transportation of ORP employees and delivery of official correspondence on behalf of the employer.
4. Ensure regular maintenance of the vehicle, including but not limited to : washing and cleaning of the vehicle, seasonal tire changes (summer tires are changed to winter tires), engine oil is changed, and filter replacements.
5. Conduct scheduled technical inspections of the vehicle in accordance with the vehicle manufacturer’s operating manual and ensure compliance with safety and operational standards.
6. Assumes full responsibility for the vehicle’s condition and security from the moment of acceptance.
7. Ensure the safety and comfort of all passengers during transportation, adhering to traffic laws and safety protocols while performing services.
8. Performing other tasks and assignments as may be reasonably requested by the Project Manager in support of project operations.

**Reporting requirements**

The driver shall submit a weekly report to the Project Manager, consisting of completed trip sheets that detail all trips conducted during the reporting period.

**Qualification requirements**

- Valid Driver's License: Category "B" driver's license;
- Professional Driving Experience: Minimum of 10 years of overall driving experience, including at least 3 years of service with international organizations. At least one professional reference must be provided to verify relevant experience.;
- Personal Attributes: Demonstrated responsibility, punctuality, and the ability to work effectively as part of a team;
- Language Proficiency: Good knowledge of Kyrgyz and Russian languages.
- Technical Skills: Ability to independently identify and resolve minor vehicle faults.

During the evaluation, a point system will be applied from the calculation:

The category is 15%;

Experience - 70%;

Language proficiency - 15%.

Monthly payment in the amount of 30,000 soms (accrual).

A salary supplement is provided for experience in international projects:

- from three to five years - in the amount of 10 percent;

- over five years - in the amount of 20 percent.

отформатировано: английский (США)

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<b>Place of Assignment:</b>	<b>Days/Months:</b>	<b>Dates:</b>
The place of performance of services is the office of the ORP, located at the address: Bishkek, 22A Manas Ave.	12 months, with the possibility of further extension.  The probationary period is 3 months.	Services are scheduled to start at _____. Subject to ADB approval, the Contract is valid until_____.
Contract Period:	_____	