

TERMS OF REFERENCE

Contract:	ICS-13 (fixed-price)		
Project:	Kyrgyz Republic: School Education Reform Sector Development Project (Loan No. 4217-KGZ (COL) / Grant No. 0851-KGZ) (SERSDP)		
Position:	Regional Trainer-Consultant (Naryn Region) for Training Teachers at Innovative Schools in Information and Communication Technologies and School Quantoriums		
Source:	Local	Category:	Independent Individual Consultant

I. General Information

The Ministry of Education of the Kyrgyz Republic is implementing the School Education Reform Sector Development Project, funded by the Asian Development Bank (ADB). The project aims to improve the school system to prepare graduates with engineering and technical knowledge, practical skills, and innovative competencies. The project supports the implementation of the National Education Development Program of the Kyrgyz Republic for 2021–2040, the “Altyn Kazyk” Education System Transformation Program for 2024–2026, and the National Development Program through 2030.

School STEM labs and Quantoriums create an environment for hands-on STEM learning using educational equipment, software, and programmable hardware. They promote the development of students’ digital literacy, engineering thinking, programming skills, problem-solving, and project-based learning. Effective use of this equipment requires trained teachers capable of implementing the relevant curriculum and instructional materials in a school setting.

II. Purpose of the Assignment

The objective of this assignment is to provide regional training and practical support to teachers at innovative schools on the use of educational equipment and software and hardware resources at school STEM hubs and Quantoriums, thereby promoting the development of practical STEM teaching and learning within the framework of the SERSDP.

III. Scope of Work

The regional consultant for the Naryn Region (Consultant) will facilitate the implementation of the training program and instructional materials approved by the Project Implementation Unit (PIU) and developed within the framework of ICS-12 - Expert for development of training materials and delivery of ToT for Quantoriums. The Consultant will perform the following tasks:

1. Participate in the Training of Trainers (ToT) organized by the PIU based on the curriculum and instructional materials developed under ICS-12;
2. Conduct training for teachers at innovative schools in the Naryn Region in accordance with the training program approved by the PIU, including the practical use of relevant equipment and software;
3. Provide in-person and remote consulting support to trained teachers on the practical application of the training program, equipment, and software, as well as collect and forward any questions or suggestions to the PIU;
4. Submit reports to the PIU on the training conducted and subsequent support provided to teachers in accordance with the requirements of these Technical Specifications.

IV. Reporting

The consultant works under the general supervision of the PIU Project Manager and in close coordination with the SERSDP project IT specialist.

- The PIU Project Manager provides overall leadership and coordination with the Ministry of Education, verifies the achievement of agreed-upon deliverables, and approves deliverables for payment;
- The SERSDP Project IT Specialist provides technical coordination, reviews the technical aspects of the Consultant’s work, and provides technical reports to the PIU Project Manager.

V. Deliverables, Reporting Requirements, and Payment Schedule

The contract is implemented on a lump-sum basis. Payment is made upon satisfactory completion of the deliverables listed below and their written acceptance by the PIU Project Manager, taking into account the technical opinion of the SERSDP Project IT Specialist. Ongoing coordination updates may be requested during implementation; however, these do not constitute separate deliverables.

Deliverables	Deadline	% of Contract Amount
Deliverable 1: An introductory work plan and regional training plan, including a training schedule, a proposed list of participating schools and teachers, as well as organizational activities for implementation based on the PIU-approved training program and materials developed under ICS-12.	Within 1 month of the contract start date	20%
Deliverable 2: A report on the completion of regional teacher training, confirming that the agreed-upon training sessions were conducted and including lists of participants, training dates, topics covered, equipment and software used, and key implementation issues.	Upon completion of the agreed-upon regional training sessions	40%
Deliverable 3: A report on teacher support summarizing the in-person and remote consulting support provided, key implementation issues and challenges raised by teachers, and recommendations submitted to the PIU.	Upon completion of the agreed-upon support activities	30%
Deliverable 4: A final report summarizing the training and support activities conducted, the number of teachers trained and supported, key implementation issues, lessons learned, and recommendations for the program's continued implementation.	By the end of the contract	10%

All deliverables, reports, and supporting materials shall be submitted in Russian and/or Kyrgyz in accordance with project requirements. Payment shall be made only after the relevant deliverable has been reviewed and formally accepted in writing by the ORP Project Manager.

VI. Qualification Requirements

- A college degree (bachelor's degree or higher) in computer science, information technology, programming, engineering, STEM education, education, or another relevant field;
- At least 3 years of documented experience teaching or conducting training in the fields of programming, robotics, STEM, digital technologies, or related fields, preferably in the K-12 education sector;
- Practical experience conducting training sessions for educators, workshops, or train-the-trainer (ToT) events, including hands-on and project-based learning;
- Practical experience working with educational equipment, software, programmable hardware, robotics platforms, or other digital tools used in a school STEM environment;
- Ability to provide practical in-person and remote consulting support to educators and to prepare clear implementation reports;
- Fluency in Russian and Kyrgyz is required. Experience working with schools or educational institutions in the Naryn Region and a working knowledge of English are preferred.

Place of Execution:	Duration:	Dates:
Duty station is Naryn region of the Kyrgyz Republic	12 months, with the possibility of extension.	Contract Commences _____, subject to ADB approval. Contract Validity _____.
Contract period:	-----	-----