**Terms of Reference (ToR)**

**Project Coordinator**
**Joint IsDB/ISFD/GPE SmartED Project in Kyrgyz Republic**

**1. Background**

The Government of the Kyrgyz Republic, with financing support from the Islamic Development Bank (IsDB), the Islamic Solidarity Fund for Development (ISFD), and the Global Partnership for Education (GPE), is implementing the Joint SmartED Project. The project aims to improve access to and quality of education services in underserved and vulnerable areas across the country, with a strong focus on education system resilience, inclusive infrastructure, and institutional reform. The project directly contributes to achieving the targets of SDG 4 on inclusive and equitable quality education.

To support effective implementation, a Project Management Unit (PMU) will be established under the Ministry of Education (MoE). The PMU will be responsible for managing and coordinating all project activities and ensuring compliance with technical, financial, and procurement requirements. A highly qualified Project Coordinator will be engaged to lead the PMU and act as the main liaison with the Government and development partners.

**2. Objectives of the Assignment**

The primary objective of the assignment is to provide leadership and strategic direction for day-to-day management of the project. The Project Coordinator will ensure that all activities are planned, executed, and monitored in accordance with the Financing Agreements, Project Appraisal Document (PAD), and relevant guidelines of the IsDB and the Government of the Kyrgyz Republic.

A key objective of the assignment is to oversee the delivery of high-quality construction works, monitor site-level progress, and ensure that infrastructure development is aligned with design specifications, safety standards, and project timelines.

The Coordinator will also be responsible for managing multidisciplinary teams and serving as the main liaison between the Ministry, contractors, technical experts, development partners, and local authorities.

The Coordinator reviews contracts (within their authority) for approved services and technical assistance, including training and goods supply, which are to be financed by the project and approved according to the Operations Manual (OM). Before final approval by the PMU Manager, the Coordinator ensures that such contracts are signed by the authorized official designated by the Ministry.

The Coordinator will be responsible for the comprehensive management and supervision of the project’s implementation. Responsibilities include, but are not limited to, the following:

**3. Scope of Work**

**Overall Project Management and Leadership:**
The Coordinator will manage project planning, execution, and oversight processes. This includes:

* Leading the preparation and revision of annual work plans, budgets, procurement plans, and staffing arrangements;
* Supervising all PMU staff, including specialists in procurement, financial management, safeguards, construction supervision, and M&E;
* Ensuring that project implementation is progressing in accordance with the PAD Financing Agreements, and Government priorities.

**Construction and Infrastructure Oversight:**
A core focus of the Coordinator’s role is to oversee the planning, monitoring, and quality assurance of civil works. Key tasks include:

* Monitoring the implementation of school construction and rehabilitation activities across selected regions;
* Coordinating with engineering and technical specialists to verify that civil works meet approved designs, timelines, and quality standards;
* Ensuring that environmental and social safeguard measures are integrated into infrastructure implementation and closely monitored;
* Conducting regular field visits to construction sites to assess progress, resolve issues, and escalate delays or non-compliance to the Ministry and contractors;
* Reviewing progress reports from contractors, supervising engineers, and technical specialists, and ensuring appropriate follow-up.

**Stakeholder Coordination and Communication:**
The Coordinator will maintain active communication and coordination among project stakeholders. This includes:

* Acting as the primary point of contact between the MoE, IsDB, ISFD, GPE, contractors, local authorities, and other stakeholders;
* Organizing and chairing coordination meetings with implementing partners, technical advisors, and development agencies;
* Ensuring that community feedback and local inputs are taken into account during school construction and service delivery.

**Reporting, Monitoring, and Quality Assurance:**
The Coordinator is responsible for delivering regular updates on project progress and supporting informed decision-making. Tasks include:

* Overseeing the preparation and timely submission of project progress reports, procurement and financial reports, and M&E updates;
* Reviewing deliverables from consultants and contractors and providing quality control feedback;
* Ensuring accurate tracking of project milestones and timely disbursement of funds.

**Fiduciary and Compliance Oversight:**
The Coordinator must ensure full compliance with project guidelines and government regulations. Duties include:

* Ensuring that procurement, financial, and environmental/social procedures align with IsDB’s and national standards;
* Supporting external audits, field reviews, and evaluation missions;
* Contributing to mid-term reviews, implementation support missions, and project completion reporting.

**4. Expected Deliverables**

The Project Coordinator will be responsible for delivering the following:

* Consolidated annual and quarterly work plans, budgets, procurement plans, and staffing plans;
* Monthly and quarterly progress reports capturing technical, financial, procurement, construction, and safeguards data;
* Field visit reports and construction supervision updates;
* Documentation of coordination meetings, mission briefs, and technical follow-up;
* Timely and accurate inputs to project audits, evaluations, and financing partner reporting.

**5. Qualifications and Experience**

The ideal candidate should possess the following qualifications and experience:

* Higher education in education in economics, public administration, management, or related fields;
* Practical experience in the education sector or in managing related sectors.
* At least 5 years of experience in coordinating or managing projects financed by international financial institutions in the social or education sector.
* Demonstrated experience managing multidisciplinary teams and overseeing civil works or infrastructure supervision;
* Proven experience in managing teams and overseeing construction works under projects financed by international financial institutions for at least 1 year (an advantage).
* Familiarity with donor-financed project implementation (e.g., IsDB, World Bank, ADB, GPE);
* Knowledge of procurement, safeguards, and financial management processes in line with multilateral development bank requirements;
* Experience working with government institutions in the Kyrgyz Republic is an advantage;
* Excellent communication and leadership skills;
* Fluency in Russian and professional working proficiency in English; knowledge of Kyrgyz is an asset;
* Proficiency in MS Office and digital project management/reporting tools.

**6. Duration and Reporting**

The contract will be for an initial period of 12 months, and may be extended based on performance and project needs. The Project Coordinator will report directly to the Ministry of Education and coordinate regularly with IsDB and development partners. The duty station will be Bishkek, with frequent travel to construction sites and implementation regions.