

## TERMS OF REFERENCE

<b>Contract:</b>			
<b>Project:</b>	Kyrgyz Republic: School Education Reform Sector Development Project (Loan No.4217 – KGZ (COL)/Grant No.0851 – KGZ) (SERSDP).		
<b>Expertise:</b>	<b>Education Policy Coordinator</b>		
<b>Source:</b>	National	<b>Category:</b>	Independent

### **Brief information**

The Ministry of Education and Science (MOES) of the Kyrgyz Republic is implementing the School Education Reform Sector Development Project financed by the Asian Development Bank (ADB). The project aims to improve the ability of 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 Coordinator (National, 12 person-months) will support MOES in the timely and effective implementation of Tranche 2 policy actions of the program through close monitoring and follow-up activities, assistance in development and approval of draft laws and regulations, and other relevant administrative and regulatory documents. The Coordinator will ensure the continuity of the policies implemented under Tranche 1 of the program and provide advice and support to MOES in other relevant policy and legal matters.

### **Tasks and Responsibilities**

Coordinator will perform the following tasks and responsibilities:

1. participation in the relevant events organized by SERSDP, MOES, and other partner organizations;
2. assistance in the implementation and monitoring of the execution of policy actions under Tranche 2 of the program;
3. assistance in the development and timely approval of relevant regulatory legal and administrative acts;
4. assistance in defining procedures and timelines for obtaining approvals and coordination from relevant ministries, agencies, and organizations;
5. facilitate inter-ministerial coordination and collaboration within working groups. Prepare meeting schedules, agendas, minutes, and other relevant documentation for stakeholders;
6. provide advice to the Project Coordinator, Project Manager, and project staff on the preparation and approval of key policy and regulatory documents;
7. assist the Monitoring and Evaluation (M&E) Specialist in preparing reports and providing relevant data to MOES, ADB, and other stakeholders;
8. undertake additional tasks as assigned by the Project Manager to support the implementation of SERSDP activities.

## Results/Reporting Requirements

Coordinator will report to the Project Manager and submit brief monthly written reports in English.

- Recommendations for draft laws and regulations, as well as documents, have been prepared and submitted to PIU and the MOES;
- Draft regulatory and administrative documents have been prepared and approved by MOES;
- Materials on the results of the work of the working groups as specified in paragraph 5 above have been prepared and submitted to the PIU;
- Analytical materials on regulatory and administrative issues in accordance with the requests of the SERSDP PIU and the Ministry of Education and Science of the Kyrgyz Republic have been prepared.

### Reports to:

Project Manager.

### Qualification requirements and evaluation criteria:

Coordinator should have proven experience in government structures, preferably in the education sector, and should be familiar with the structure and regulations of government bodies in terms of legislative procedures and protocols, including the review and approval of regulatory and legal documents, administrative hierarchy, working relations between different ministries and agencies, the format of relationships, etc.

- Higher education in the field of law or public administration;
- Experience working with government agencies; experience in the education sector is desirable. Good understanding of the specifics of the work of government agencies on the development of regulatory legal acts, regulations, and decision-making;
- Deep knowledge of legislation regulating the spheres of education, licensing, fiscal policy, public-private partnerships, state and municipal services, information security in education;
- At least 5 years of experience in international projects;
- Fluency in Kyrgyz and Russian. Knowledge of English is an advantage;
- Proven skills in analytical work (publications).

<b>Place of execution:</b>	<b>Duration:</b>	<b>Dates:</b>
Duty station is in PIU, located at the address: Bishkek, Manas ave. 22A.	12 months, with the possibility of extension.  Probation period – 3 months.	Contract commences on _____, subject to ADB approval. The Contract is valid until _____.

Contract period:	-----	-----
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