

TERMS OF REFERENCE

Contract:	CS-Ind-4-15-2025		
Project:	Kyrgyz Republic: School Education Reform Sector Development Project (Loan No.4217 – KGZ (COL)/Grant No.0851 – KGZ) (SERSDP).		
Expertise:	Office Manager		
Source:	Local	Category:	Independent Individual Consultant

Brief information

The Ministry of Education (ME) 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.

Tasks

The primary responsibility of the Office Manager of the Project Implementation Unit (PIU) is to ensure effective management and coordination of all administrative processes within the project. Specific tasks may include organizing the team's work, managing documentation, planning operational activities, communicating with stakeholders, and addressing administrative issues.

Scope of Work

1. Providing administrative, technical, and informational support to the PIU staff to ensure effective, timely, and efficient implementation of the project.
2. Maintaining records of documents, reports, minutes, emails, and incoming/outgoing correspondence in Russian and Kyrgyz, as well as storing copies of all electronic communications.
3. Preparing minutes of meetings and discussions with the agreement of all participants.
4. Performing the functions of the PIU secretary, including maintaining the register of incoming and outgoing correspondence, telephone messages, tracking letters, and monitoring their execution.
5. Organizing meetings and receptions, as well as facilitating the work of Asian Development Bank missions.
6. Arranging registration, booking of air tickets, visas, and hotel accommodations for roundtable participants and project staff, and preparing required documentation and reports.
7. Facilitating communication between the departments of the Ministry of Education of the Kyrgyz Republic and, when necessary, between the PIU and other government agencies and institutions.
8. Assisting in organizing project-related trainings and workshops, and supporting PIU staff in preparing presentations, events, and reports under the project.
9. Organizing logistical support for the PIU, monitoring the safety and maintaining the inventory of the PIU's material assets.
10. Ensuring effective management and control of document flow through the Electronic Document Management System (EDMS) of the Ministry of Education of the Kyrgyz Republic, including the registration, processing, storage, and handling of incoming, outgoing, and internal documentation.
11. Purchasing office supplies and maintaining adequate stock levels.
12. Preparing travel schedules to ensure efficient transportation arrangements for project staff in accordance with the project activity plan.

13. Managing HR-related tasks, maintaining personnel files, issuing certificates and copies of documents, making timely entries in PIU staff employment records, and maintaining attendance timesheets.
14. Organizing and maintaining the PIU archive.
15. Performing other tasks assigned by the Project Manager.

Reporting Requirements

1. Financial reporting (tracking office-related expenses; preparing budget reports).
2. Operational activity reporting (documentation related to procurement, inventory, and expenditures; reporting on the condition of materials and equipment).
3. Human resources management (recording staff working hours; preparing HR-related reports).

Reports to

The Project Manager.

Qualification Requirements and Evaluation Criteria

- Higher education in economics, law, humanities, or other related fields;
- At least 1 year of work experience as an office manager or executive assistant; experience in international projects financed by the Asian Development Bank, the World Bank, or other donors will be an advantage;
- Knowledge of basic office administration and record management procedures;
- Fluency in Kyrgyz and Russian; knowledge of English will be an advantage;
- Proficiency in computer skills (Windows, MS Office, Internet Explorer, Microsoft Outlook) and the use of other office equipment.

The office manager's salary is set at 35,000 KGS. After tax deductions, the net amount payable is 28,000 KGS.

Scoring System for Evaluation:

Education – 15%;

Experience – 70%;

Language proficiency – 15%.

Place of Execution:	Duration:	Dates:
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 _____, subject to ADB approval. Contract Validity _____.
Contract Period:	-----	-----