

## **Enhancing Access to Quality Early Childhood Education Project (UZB1018)**

### **Terms of Reference for PMU Coordinator**

#### **1. BACKGROUND**

With a view to realizing the tasks set for the improvement of the Preschool Education system in Uzbekistan, the Ministry of Preschool and School Education (MPSE) prepared the investment Project “Enhancing Access to Quality Early Childhood Education” (hereinafter “the Project”) which is financed by the Islamic Development Bank and the OPEC Fund for International Development. The proposed Project would be implemented over a period of five years, organized around six components, for an amount of US\$ 30.0 million from the IsDB. The Project Development Objective is to enhance access to quality early childhood care and education (ECCE) facilities and improve the quality of early learning environments in Uzbekistan. The project has the following components: (1) Enhancing Access to ECCE Education facilities; (2) Enhancing the Systems and capacity for improving the quality of preschool education; (3) Support to project management; (4) Financial Auditing consultant; (5) Technical Review and Monitoring consultant and (6) Contingency Emergency Response Component.

The Agency for Preschool Education (APE) will be the Executing Agency (EA) of the Project and being responsible for overall implementation. The APE plays the lead role in policymaking, strategic planning, program implementation and improving management of the preschool education system in Uzbekistan. The PMU to be located in the premises of the APE will be responsible for the day-to-day management and administration of project activities. The PMU will report directly to the Deputy Director of the APE. The PMU would provide technical, managerial, and fiduciary assistance to the APE to implement the project effectively including: (i) implementation, coordination and oversight; (ii) financial management, including planning and budgeting, accounting, financial reporting, internal controls, funds flow and disbursement and auditing; (iii) management of environmental and social safeguards aspects; (iv) procurement and contract management; (v) Project monitoring; (vi) coordination and oversight of disbursements by PFIs; (vii) Project completion. The PMU will also be responsible for the coordination amongst project stakeholders, service providers and the financing parties i.e. the Government and the IsDB. The PMU in close coordination with the relevant Departments/Entities of the EA will also monitor/evaluate the quality of deliverables and timelines of project implementation through internal control mechanisms. The PMU, through the EA, will share progress reports with the IsDB for review and feedback.

#### **2. OBJECTIVE OF THE ASSIGNMENT**

The objective is to recruit a PMU Coordinator who will be responsible for: (i) overall day-to-day management of the project, including coordination of procurement, financial management and M&E; (ii) coordination with all the executing agencies and focal points responsible for the implementation of the specific subcomponents; and (iii) coordination with other donors and relevant programs/projects. He/she will report to the Executing Agency. The project will cover all the related costs, including office costs, necessary equipment and the costs of annual audit of project accounts.

#### **3. SCOPE OF WORK**

PMU Coordinator will bear responsibility for the following tasks:

- Ensuring effective coordination with Agencies /Institutions responsible for the implementation of project components as well as coordinate communication with the Bank.
- Assist the MPSE/APE in the overall management of the Project;
- Day-to-day supervision and coordination of activities carried out by the members of the PMU and consultants;
- Preparation of the Project implementation reports and updating the Project implementation Plan (PIP) and PIM; Review and submitting project reports to the APE and the IsDB;
- Ensure that the Project Procurement Plan is timely prepared and updated in accordance with the PIM and PIP;
- Ensure that all indicators included in the Project Results Framework are timely monitored and measured in accordance with the provisions of the PIM and its update every quarter and inform the IsDB on a regular basis;
- Ensure that the project audits are timely carried out by the project auditors in accordance with the Terms of Reference for the Project Audits, which should be approved by the IsDB;
- Ensure that all internal controls for the financial management of the Project are fully observed throughout the implementation;
- Ensure that all members of the PMU collaborate and work focused on the achievement of the project development objectives. Promote team work and full-time collaboration of all PMU members.
- Liaison with the IsDB and project stakeholders. He/she shall be the main contact person within the MPSE for all exchanges with the IsDB regarding the management of the Project.
- Advise the management of the MPSE on all matters pertaining to the implementation and management of the Project;
- Provide appropriate support to personnel in the MPSE involved in the implementation of the Project;
- Manage the monitoring and evaluation of all activities supported by the Project and support the establishment of procedures and mechanisms for monitoring and evaluation of the Project; Supervision of preparation and revisions of the Procurement Plan prepared by the Procurement Specialist in coordination with Department for International Collaboration and Investments of the APE;
- Work closely with APE's staff, Ministry of Economy and Finance, Ministry of Investments, Industry and Trade, and other state agencies and local authorities involved in the Project implementation;
- Prepare periodical reports of PMU activities performed.

#### **4. QUALIFICATIONS AND EXPERIENCE**

- (i) A graduate degree in public administration, business administration, education, political sciences, economics or related disciplines with at least 5 years experience and 3 years of specific experience with management of projects funded by international financial institutions. An advanced degree (Master's or PhD) would be an advantage;

- (ii) Experience in working in collaboration with development partners and donors. Experience in the field of education is preferred;
- (iii) Detailed knowledge of design, implementation arrangement and monitoring and evaluation of International Development Organization's financed projects. Experience with the implementation of projects funded by the IsDB would be an advantage.
- (iv) Strong project management skills including ability to provide strategic guidance develop work plans and manage budgets and project expenditures;
- (v) Good understanding of IsDB processes and procedures;
- (vi) Well developed leadership, inter-personal, communication and negotiating skills, as well as ability to work effectively in teams and groups;
- (vii) Excellent computer skills.

**Language:** Knowledge of Uzbek and/or Russian and English language is compulsory.

**Duration of the assignment.** The PMU Coordinator will be offered a one-year contract renewable for up to five years, subject to satisfactory performance. The probation period is 3 months.