

 Branch of the Aga Khan Foundation in Kyrgyz Republic

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 Project "Engaging Communities for better schools in Kyrgyz Republic"

 (Grant No TFOA035)

 **TERMS OF REFERENCE**

**Trainings for ECBS school BoTs and ABoTs**

1. **GENERAL INFORMATION ABOUT THE FUND**

**Aga Khan Foundation (AKF)** is an international, non-denominational, not-for-profit organization. AKF seeks to improve the quality of life, enhance self-reliance and promote pluralism in poor and marginalized communities of Asia and Africa. Established in 1967, its long-term, community-based approach addresses and benefits people of all faiths and backgrounds, especially women and girls. Its activities enhance agriculture and food security, promote early childhood development and access to quality education, improve health and nutrition, advance economic inclusion, and strengthen civil society. AKF is an agency of the Aga Khan Development Network, a group of development agencies with mandates that include the environment, health, education, architecture, culture, microfinance, rural development, disaster reduction, the promotion of private-sector enterprise and the revitalization of historic cities. For more information, please visit the website at [www.akdn.org](http://www.akdn.org).

1. **Information about the project.**

The Aga Khan Foundation in the Kyrgyz Republic (AKF) received funding from the International Development Association (World Bank), acting as administrator of the grant funds provided by Japan under the Japan Social Development Fund for the implementation of the project «Engaging communities for better schools in Kyrgyz Republic» (ECBS project)

Since 2017, ECBS has supported the development and implementation of an innovative citizen engagement approach to improve service delivery in 354 primary and secondary schools in the poorest regions of the Kyrgyz Republic by increasing citizen engagement, transparency, accountability and responsiveness. The ECBS project has three main areas:

1. strengthening the Board of Trustees (PC) and providing opportunities for community participation, active exchange of information on budget and performance;
2. implementing participatory feedback and action planning processes; and
3. supporting the implementation of community scorecards (CSCs) and a joint action plan (JAP) for jointly agreed priorities. From 04.2021 to 04.2022, AKF, together with the Ministry of Education and Science of the Kyrgyz Republic (hereinafter MES KR), aims to increase the sustainability of the project results, as well as to assist the Government of the Kyrgyz Republic in the implementation of the Law of the Kyrgyz Republic No. 81 (dated May 30, 2014) " On the Board of Trustees "by raising awareness in all educational organizations of the Kyrgyz Republic, 200 preschool educational organizations and 40 vocational schools through a series of trainings, the development of a distance course and other events.

**I. Purpose of the assignment:**

The project provides for raising awareness to implement the Law of the Kyrgyz Republic No. 81 (dated May 30, 2014) "On the Board of Trustees" by developing and testing a 72-hour distance course "On the Board of Trustees", on the Moodle platform of the Republican Teacher Training Institute under the Ministry of Education and Science of the Kyrgyz Republic (hereinafter – RTTI). The course is intended for heads of educational organizations, members of Boards of Trustees (hereinafter referred to as BoTs) and other interested persons interacting with the education system.

To achieve these goals, the Foundation invites organizations to perform the following tasks:

A. Development of a 72-hour distance course (for self-study) based on the following developed by the project: (1) Guidelines for members of the Boards of Trustees; (2) educational videos; (3) other relevant resources (Law on the Board of Trustees, methodology and tools to improve social accountability used by AKF, etc.). It is assumed that the course will consist of 8 and 36-hour modules, where the 8-hour module will be of an introductory nature for a wide range of stakeholders, the 36-hour basic module will be designed for education workers; 72 hours - for persons involved in BoTs activities.

B. Improvement of the course based on the results of testing and feedback received from the pilot participants.

**II. Obligations and responsibilities of the company:**

• Consultation meetings with AKF, MES KR and RTTI to determine course parameters;

• Development of a 72-hour distance course on the Moodle RTTI platform.

• Approbation of the distance learning process and course.

• Improvement of the course based on the feedback of the listeners.

• Raising awareness of the course among partners and stakeholders.

• Providing a report on the work done.

**Table 2.1: Content of work:**

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| Objective #1: Consultation meetings | Deadlines |
| 1.1 | Consultation meetings with AKF, MES KR and RTTI. | October 2021 |
| Objective #2: Course Development | Deadlines |
| 2.1 | Formulation of the goals and objectives of the course | November, 2021. |
| 2.2 | Designing the course structure |
| 2.3 | Selection and / or development of theoretical and practical course materials |
| 2.4 | Development of diagnostic and control and evaluation materials |
| 2.5 | Posting a course on the Moodle platform  |
| Objective #3: Approbation of the distance learning process and course | Deadlines |
| 3.1 | Forms of organization and the process of interaction with listeners in the framework of the remote process | December 2021. |
| 3.2 | Conducting training events remotely and advising them on organizational and technical issues  |
| 3.3 | Monitoring and remote assessment of educational activities using electronic forms of documentation |
| Objective #4: Improvement of the course | Deadlines |
| 4.1 | Collection and processing of feedback from listeners  | January 2022 |
| 4.2 | Improvement of the course |
| Objective #5: Raising awareness of the course | Deadlines |
| 5.1 |  Creation of analytical and informational materials to raise awareness of the course | January 2022 |
| Objective #6: Delivering a Report Timeline Expected Results | Deadlines |
| 6.1 |  Submission of a report in accordance with the provided format November, 2022. Progress report accepted and approved by AKF  | January 2022 |

**III. Expected results**

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| Deadlines | Expected results |
| October 2021 | 2021 The parameters (structure, format, content, target audience, etc.) of the course are defined |
| November 2021. | A distance 72-hour course for self-study in Russian and Kyrgyz has been developed |
| Course posted |
| December 2021. | An instruction for students on taking a distance course has been developed |
| Technical and organizational support provided to teachers |
| Developed types of reporting |
| January 2022 | Feedback is collected based on the developed template |
| The course is improved based on feedback from the listeners |
| January 2022 | An information meeting was held with the Ministry of Internal Affairs of the Republic of Kazakhstan and its structures, as well as all interested partiesPress release about the course releasedAn article was published in the Kut-Bilim newspaper about the course |
| January 2022 | Progress report accepted and approved by AKF |

**IV. Reporting and institutional requirements**

**Consultant have to prepare the following reports:**

- **Progress Report 1**: Consultation meetings with AKF, MES KR and RTTI to determine the parameters of the course.

- **Progress Report 2**: Development and testing of a 72-hour distance course on the Moodle RTTI platform.

- **Progress Report 3**: Improvement of the course based on the feedback of listeners and raising awareness about it among partners and stakeholders.

- **Final Progress Report 4**: Providing a report on the work done and recommendations for further activities.

The company reports must submit to the Project Manager for review and approval;

All work materials must be in electronic and paper form;

**V. Timing:**

- Place of assignment: Bishkek city;

- Terms of the assignment: within 4 months;

**VI. Resources provided by the Client:**

The assignment will provide the following resources:

- Access to the Moodle RTTI platform at the MES KR

**VII. Payment Schedule**

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| No | Task | Terms | Payment |
| 1 | Development and testing of a distance 72-hour course on the Moodle RIPKiSPR platform at the MNKR. | A distance 72-hour course for self-study in Russian and Kyrgyz has been developed and posted | 40% |
| 2 | Improving the course based on student feedback and raising awareness of it among partners and stakeholders Course refined based on student feedback | An information meeting and other types of work were held according to Table 2.1Course parameters defined | 40% |
| 3 | Providing final report on the work done and recommendations for further activities. | Final report accepted and approved by AKF | 20% |

**VIII. Qualification requirements and selection criteria**

To be selected a consulting company must meet the following qualification:

- experience in organizing educational processes for at least 3 projects - 30 points;

- experience in the preparation and implementation of at least one similar training - 50 points;

- experience in the implementation of trainings financed by the World Bank or other international organizations - 20 points;

Technical and financial proposals shall meet the following requirements for methodology/work plan and key personnel:

The number of points assigned to each of the points listed below is determined taking into account two sub-criteria and the corresponding percentage:

1. Methodology and work plan - 20%

2. Experience and qualifications of key personnel - 80%.

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| No. | Personnel | Relevant education | General qualifications  | Specific experience | Points |
| 1 | Manager | Bachelor's degree in education or management  | At least 10 years of professional work experience | and at least 5 years of relevant experience in education; | 20 |
| 2 | Consultant | Bachelor's degree in Information Technology or other equivalent degree | Experience of at least 3 years in the field of information technology and the development of online courses in education | and at least 5 years of relevant educational experience; | 20 |
| 3 | Consultant | Bachelor's degree in Education or other equivalent degree |  At least 10 years of professional work experience | and at least 5 years of relevant educational experience; | 20 |
| 4 | Consultant | Bachelor's degree in Education or other equivalent degree |  At least 10 years of professional work experience | and at least 5 years of relevant educational experience; | 20 |