

Functional Responsibilities of Proposed Staff for Implementation of the “Education Improvement Project” with Additional Financing

1. CEP Director

- Supervision of preparation and implementation of the Project;
- Management of the CEP’s activities;
- Representing the CEP in the RA and abroad;
- Filing reports to the local Government, the WB and the Steering Committee.
- Disposing assets of the CEP as well as its funds;
- Supervising financial, accounting and reporting issues;
- Supervising procurement and disbursement of the funds;
- Supervision of the planning and implementation of the Project Components;
- Issuing orders, and supervising CEP staff performance;
- Employing the CEP's staff on competitive basis based on the accepted regulations;
- Negotiating on behalf of CEP;
- Entering into agreements on behalf of CEP.

2. Projects Manager

- Work with Project component/subcomponent heads and financial and procurement staff in designing annual work plans, time schedules, procurement plan, costing and budgets;
- Organize monitoring and evaluation of all components/subcomponents of the Project;
- Organize public awareness campaign and dissemination of information during the Project implementation period through mass-media, publication, workshops and public discussions which should build a rational interest to the project and widespread understanding of its goals and methods;
- Establish and maintain two-way information flow on issues raised at public discussions and related to the Project's components/subcomponents;
- Ensure the achievement of the Project outcome indicators and assist in planning the Project activities;
- Work closely with the MoESCS and Marz Education departments and other organizations (NGOs, international organizations, education institutions) in the field of the Project;

- Oversee the efficient and effective day-to-day operation of the CEP staff;
- Analyze the project implementation process, identify and report to the Director of CEP on the emerging issues and problems and advise on ways of resolving them;
- Ensure that all Project and personnel files are securely stored and privacy/confidentiality is maintained;
- Work with Project component/subcomponent heads and other staff to ensure timely and appropriate implementation of planned activities in accordance with the Operational Manual of the Project;
- Report to the CEP Director on the Project progress and pending issues to be resolved;
- Provide component/subcomponent heads with information and decisions about policies;
- Advise Project component/subcomponent heads in conducting day-to-day work on the ways to minimize the components implementation risks and their impact;
- Review and discuss components progress reports with the Director and the component/subcomponent heads;
- Cooperate with Procurement staff in reviewing and revising the Project Procurement Plan, ensure its consistency with annual action plans and time schedules;
- Participate in drafting bidding documents, organizing and evaluating tenders and in preparation, signing and timely implementation of contracts under all components of the Project if necessary;
- Coordinate implementation of grant schemes in several components/subcomponents of the Project, ensure unified approach to monitoring and reporting requirements;
- Discuss the progress of Sub-Grants implementation and ways to improve grants supervision and monitoring with the CEP Director and relevant components heads and staff;
- Participate in meetings organized by MoESCS and other state structures on Project related issues;
- Coordinate and follow up grievance redress mechanisms, social issues of the Project and report to CEP Director;
- Work with the CEP staff as a unified team;
- Ensure timely and quality completion of the CEP Director's assignments;
- In the periods of CEP Director's absence operate as Acting Director;
- Within his/her competence implements other activities derived from the Project.

3. Financial Manager

- Implement control over all financial and accounting activities;
- Maintain the financial accounting management system;
- Conduct the management of the financial reporting system;
- Conduct the Project financial management system;
- Implement disbursement of Project funds;

- Implement replenishment of Project DA for WB funds and co-financing account ;
- Keep control over utilization of the materials, manpower, financial resources;
- Ensure that accounting records and reconciliations are reliable, current and prepared on a timely basis; maintain project records and accounts according to generally accepted accounting policies and practices and Armenian legislation;
- Ensure that all project accounts are maintained in accordance with the WB guidelines and regulations;
- Prepare financial (including IFRs) and accounting reports in strict conformity with Government regulations and WB financial management, reporting and disbursement guidelines, for the State Authorities and the WB;
- Prepare the project annual financial statements to be audited and coordinate the audit arrangements of the project;
- Maintain and regularly update written procedures for operations (including FMM) of the project accounting system;
- In cooperation with relevant CEP staff prepare annual budgets and detailed cost tables for project components, review financial performance against budgets;
- Conduct disbursements under the project, verify all the requested payments according to the direct approval of the CEP Director; and ensure that all payments are made on a timely basis and according to contract terms and conditions as well as the WB relevant guidelines, regulations, legal agreements and other applicable documents;
- Check the fullness of the documents, which are to be paid according to the contracts;
- Make payments to the contractors from bank accounts;
- Prepare and submit SOEs and Withdrawal Applications for replenishment of Project DA and for Direct Payments;
- Provide help and all necessary information to Director of the CEP in making financial decisions.
- Follow up grievance redress mechanisms of the Project.

4. Chief Accountant

- Keep accounting and bookkeeping for project implementation and CEP maintenance expenditures, according to the RoA legislation and accounting procedures;
- Operate computerized accounting system for the CEP;
- Verify the payments;
- Assist the Financial Manager in preparation of standard and customized reports.
- Assist the Financial Manager in conducting financial control over the contracts and Program related activities;
- Maintain the accounts (computerized and hard copied) of the CEP and reports on the use of project funds;

- Keep the accounting of transactions on a daily basis and maintain the system for accounting documentation;
- Calculate monthly payroll list of staff of CEP, pay staff salaries;
- Check invoices, verify payments to contractors;
- Keep accounts to the satisfaction of the auditors;
- Assist the Financial Manager in reconciliation of WB replenishment of DA according to project disbursement categories;
- Assist the Financial Manager in preparation financial and accounting reports for the World Bank;
- Assist the Financial Manager in preparation of financial reports for MoF, Audit Chamber, MoESCS and other State Authorities;
- Prepare financial reports in accordance with tax legislation of RA;
- Participate in the revision and acceptance of the financial documents of the contracts;
- Assist the Grantees during the implementation of the Sub-Grant Projects making suggestions on the financial aspects in the accordance with the OM of the relevant Sub-Grant Project,
- Review financial reports submitted under the Sub-Grant projects.

5. Accountant

- Assist the Chief Accountant in accounting and bookkeeping for project implementation and CEP maintenance expenditures, according to RA legislation and RA accounting procedures;
- Assist the Chief Accountant in operating the computerized accounting system for the CEP;
- Prepare payment orders;
- Reconcile Bank accounts;
- Assist the Chief Accountant in preparation of standard and customized reports.
- Maintain the accounts (computerized and hard copied) of the CEP and reports on the use of project preparation funds;
- Maintain the system for accounting documentation;
- Check invoices, verify payments to contractors;
- Prepare payments to contractors from DA and other CEP Accounts;
- Reconcile DA and local accounts including GOA contribution account;
- Keep accounts to the satisfaction of the auditors;
- Assist the Financial Manager in preparation of financial and accounting reports for the State Authorities;
- Assist the Chief Accountant in preparation of financial reports in accordance with Armenia tax legislation;

- Support in preparation of annual procurement plans and annual budgets;
- Participate in the revision and acceptance of the financial documents of the contracts;
- Assist the Grantees during the implementation of the Sub-Grant Projects making suggestions on the financial aspects in the accordance with the OM of the relevant Sub-Grant Project.
- Review financial reports submitted under the Sub-Grant projects.

6. Procurement Officer

- Organize and conduct all Procurement activities of the Project and coordinate the work of the Procurement staff, in particular:
- Continuously study and keep track on all legal and normative documents of RA related to procurement field, as well as the WB documents on procurement (Procurement Regulations, etc.);
- Prepare and regularly update Project Procurement Strategy for Development (PPSD) document of the Project, after each tender/selection and contract implementation and fill in the actual data in separate table /Procurement Plan (PP) for internal use to track project related activities;
- Assist in designing and developing Project annual budget, timetables, reports and other documents;
- Prepare cost estimates and budgets for the goods and services to be procured;
- Plan procurement actions for individual tenders in accordance with the PP;
- Organize, coordinate and conduct the procurement actions ensuring conformity with the Armenian legislation and the WB Procurement regulations rules;
- In cooperation with the CEP relevant staff assist in the preparation of Terms of Reference for the services and Technical Specifications of the works and goods to be procured; Select the appropriate method for procurement of goods and consultants' selection and prepare required documentation (bidding documents, RFPs, etc.);
- Submit the prepared TORs, bidding documents, RFPs and other documents subject to prior review to WB and make required changes;
- Prepare all required procurement documentation for the Project Steering Committee approval;
- Conduct notification and advertising actions;
- Keep communication with potential bidders, prepare answers and clarifications to their questions and queries;
- Participate in the opening of bids or proposals and prepare Minutes of Bid Opening;
- Participate in bid evaluation and prepare evaluation reports;
- Upload evaluation reports to WB STEP system, make changes, provide clarifications if required;

- Participate in preparation of contracts with winning Bidders and selected consultants, as well as Direct Contracts;
- Follow up on a contract implementation;
- Prepare reports for the RoA Government and the WB on procurement activities conducted by CEP in the required format and language;
- Support procurement audit by providing procurement information and assistance;
- Review procurement reports prepared by the Procurement Specialist;
- Oversee the Procurement Specialist;
- Assist the Grantees during the implementation of the Sub-Grant Projects making suggestions on the procurement aspects in the accordance with the OM of the relevant Sub-Grant Project; Review the procurement documents along with submitted reports under the Sub-Grant projects; Follow up grievance redress mechanisms of the Project;
- Within his/her competence, implement other activities derived from the Project.

7 Procurement Specialists

- Continuously study and keep track on all legal and normative documents of RA related to procurement field, as well as the WB documents on procurement (Procurement Regulations, etc.);
- Assist in planning procurement actions; prepare Procurement Plans for individual tenders;
- Assist in conducting the procurement actions ensuring conformity of procurement actions with the Armenian legislation and the WB Procurement Regulations rules.
- In cooperation with the CEP relevant staff prepare Terms of Reference for the services;
- Assist in selection of the appropriate method for procurement of consultants' selection and prepare required documentation (RFPs, etc.);
- Submit the prepared TORs, RFPs and other documents to Procurement Officer and make required changes;
- Assist in conducting notification and advertising actions;
- Assist in keeping communication with potential bidders and preparing answers and clarifications to their questions and queries;
- Assist in receiving proposals, price quotations, and keeping registers in required forms.
- Assist in organizing bid openings and preparing minutes of Bid openings.
- Receive Bids, proposals, price quotations, and keep registers in required forms.
- Organize bid openings and prepare minutes of Bid openings;
- Participate in evaluation/selection process, assist in taking minutes of evaluation/selection and preparing evaluation/selection reports;
- Assist in preparing files with all evaluation documents (RFPs, Proposals, Evaluation minutes and reports, etc.);

- Prepare and keep files with all evaluation documents (RFPs, Proposals, Evaluation minutes and reports, etc.);
- Support Procurement Audit by providing procurement information and assistance;
- Ensure that all procurement documents are complete and filed systematically;
- Assist the Grantees during the implementation of the Sub-Grant Projects making suggestions on the procurement aspects in the accordance with the OM of the relevant Sub-Grant Project;
- Review the procurement documents along with submitted reports under the Sub-Grant projects;
- Within his/her competence, implement other activities derived from the Project.

8. Office Manager

- Ensure the overall logistics of the CEP, specifically
- Supervise equipment trouble-free operation and vehicles trouble-free exploitation;
- Plan, supervise and control drivers' performance;
- Organize maintenance of the vehicles, purchase of stationary and other goods for the CEP;
- Ensure the maintenance, security and utilities of CEP building;
- Organize field trips of the staff;
- Provide logistic support in organization of all conferences, seminars and workshops e.g. organize the dissemination of invitation letters for seminars and workshops, arrange conference venue, food and transportation service, etc.;
- Plan, manage and coordinate travel arrangements for the field trips of international consultants, WB missions and CEP staff. Prepare documents to be used on official trips;
- Provide the CEP inventory control, its utilization and disposal;
- Together with CEP Director coordinate staff related issues and activities;
- Undertake logistic support to the international consultants: arrange their picking up in airport, departure, hotel reservations;
- Ensure availability and uninterrupted operation of communication facilities (telephone, e-mail, internet);
- Ensure permanent availability of all necessary utilities (electricity supply, water supply, etc.), receive bills and check their accuracy.

9. Lawyer

- Advice CEP Director and other CEP officers on legal matters;
- Be aware and keep track on the changes of the Republic of Armenia laws;
- Review changes to the legislation and advice on the matter of possible effect of the changes on the activities of the CEP;
- Analyze the legislation of the Republic of Armenia and preparing the reports on legal

grounds for particular actions;

- Prepare necessary legal documentation related to CEP (rules, orders, reports, letters, amendments to the laws and Government decrees, and etc.);
- Prepare all contracts (including employment contracts) concerning with the CEP activities and ensure their compliance with the legislation of the Republic of Armenia;
- Continuously study the changes in local and international legislation related to the Project and CEP's activities;
- Represent the CEP in courts of all instances;
- Negotiate and mitigate on behalf of the CEP;
- Advice on legal issues and disputes resolutions arising during implementation of contracts with other parties and during bidding process/ tenders; Participate in preparation of Bidding documents (RFB open national/open international, RFQ) for procurement of goods and RFPs (QCBS, QBS, Selection, Based on fixed budget, etc.) for selection of consultant in regard to General Condition of Contract and Special Condition of Contract;
- Assist in the preparation of the selection reports, minutes and other legal documents.
- Follow up grievance redress mechanisms and social issues of the Project;
- Prepare the minutes and other documents related to the staff selection procedures according to the acting staff selection regulation;
- Assist in preparation of the Operational Manual for the sub-projects implemented in the framework of the Projects;
- Regulate the legal issues arising from the implementation of the Project.

10 Assistant

- Receive, screen and route incoming/outgoing correspondence, attach necessary background information, sort and distribute to appropriate staff, maintain a follow-up system of pending matters to ensure timely action;
- Organize and maintain filing system in the office on all project subjects, correspondence, etc., enter, update and retrieve information stored in files and databases;
- Assist visitors for appointments and make contacts with relevant CEP staff;
- Answer telephone calls and verbal inquiries for routine information, readdress to proper employee or take messages during their absence;
- Provide interested parties/visitors with relevant information if appropriate;
- Read incoming correspondence upon supervisor's request, send interim replies and refer any urgent matter to supervisor. Ensure confidentiality of information;
- Undertake searches for background information for reports and other purposes necessary for the action of other CEP staff in accordance with specific instructions.

- Coordinate travel arrangements for CEP staff and consultants following specific instructions and prepare materials to be used on official trips;
- Schedule and coordinate meetings and appointments, maintain supervisor's calendar;
- Translate (from English to Armenia and vice versa) correspondence, documents and reports on a variety of subjects. Take shorthand and transcribe, ensuring correct spelling and format;
- Make scanning, photocopying, printing as well as internet searches;
- Provide direct support to supervisor;
- Perform other relevant secretarial or administrative duties as required.

11. Head of 1.1 Sub-Component

- Organize, manage and supervise activities on performance of the subcomponent "Promoting School Readiness and Equal Opportunities at the Start of General Education";
- Monitor the achievement of related outcome and intermediate outcome indicators, as defined by the project
- In collaboration with MoESCS, Marz Education Departments (MEDs) and Community Heads conduct a preliminary study of communities on preschool institutions, preschool age children and their enrollment, physical conditions of premises, etc.;
- Coordinate needs assessment activities for communities identified with disadvantaged populations to determine which communities would be unable to provide co-financing and thus would require full financing : Coordinate promotion activities for community leaders, parents, and communities at large about the preschool reforms and opportunities of starting up new low-cost pre-school services in the community through receiving grants on competitive basis, as well as the details of grant procedures according to the Operating Manual "Grants to Institutions for Implementation of Preschool Education Micro-Projects";
- Lead the work on revision of the Operational Manual (OM), if appropriate, control and monitoring of the micro-project implementation process;
- Ensure timely implementation of the sub-component's activities according to the OM: Supervise the selection process of the interested institutions from target communities for receiving grants to implement the preschool micro-projects;
- Supervise the provision of technical assistance for the implementation of the micro-projects ensuring that facilities are accessible and inclusive, ensuring the safe physical conditions of the buildings, the refurbishment of classrooms, and the purchase of equipment that privileges energy efficient devices and appliance;
- Coordinate the teacher's training modules development procedures;
- Coordinate training of teachers and school principals under the subcomponent;

- Prepare and submit to the micro-project Board the evaluation results of proposed micro-projects, reports of on-going activities, current problems and suggested solutions;
- Supervise the implementation of micro-projects, approve the acceptance of the submitted micro-projects' reports.;
- Work closely with other organizations (NGO, International organization, state bodies and educational institutions) in the field of pre-school education;
- Draft annual work plan, time schedules of the subcomponent;
- Together with CEP financial staff prepare annual budget of the subcomponent;
- Ensure timely preparation and submission of the current reports on the performed activities;
- Participate in seminars, workshops under the sub-component, participate in other events if necessary;
- Participate in preparation of all contracts under the subcomponent, as well as their timely and fully implementation and evaluation of contract outputs;
- Review all reports prepared by consultants, prepare comments and recommendations for their improvement as necessary and submit return notice on outputs of consultant works to CEP Director;
- Participate in meetings organized by MoESCS and other state structures on sub-component's related issues;
- Manage public awareness activities of the subcomponent;
- Address social aspects of the subcomponent related to inclusiveness, cooperation with beneficiaries, etc.;
- Follow up grievance redress mechanisms of the subcomponent;
- Conduct day-to-day work on the ways to minimize the Subcomponent implementation risks and their impact.

1.1 Grants Coordinator (2 specialists)*

- Assist in micro-project implementation activities within the Subcomponent 1.1;
- Collect and analyze the data per marzes and communities on preschool institutions, number of preschool age children, percentage of the enrolled ones, etc.;
- Conduct promotional activities in target communities for implementation of the preschool micro-projects; Communications activities with education community stakeholders related to civil works would include information and engagement about the environment and climate change preparation and mitigation;
- Provide the interested parties with detailed information on micro-project goals and objectives, implementation principles according to the Operating Manual "Grants to Institutions for Implementation of Preschool Education Micro-Projects";
- Assist the preschool institutions in submitting properly completed application forms;

- Assist the Head of the subcomponent in selection process of the interested institutions ;
- Draft materials and relevant forms for micro-project applications, reports and contracts;
- Receive and register the application forms submitted by preschool institutions;
- Prepare the contracts and contract budgets and coordinate their further signing;
- Review the reports submitted by preschool institutions, provide with relevant comments and suggestions if required;
- Arrange the preschools' Board meetings and prepare the agenda and documents for the Board meetings; Conduct regular monitoring visits to preschool institutions implementing micro-projects;
- Participate in all seminars, workshops under the sub-component.

*The responsibilities of the 2 Grants coordinator are the same. Each grant coordinator will be responsible for certain number of grant projects during the micro-project implementation period.

13 Head of 1.2 Sub-component

- Organize, manage and supervise activities on performance of the subcomponent on “Enrichment of Upper Secondary Schools”;
- Monitor and report on the achievement of related outcome and intermediate outcome results indicators, as defined by the project;
- Coordinate the rehabilitation/refurbishment activities under the subcomponent;
- Work closely with the principals of selected schools at each state of the rehabilitation to address the emerging issues and ensure smooth implementation without disrupting the teaching and learning process; Be responsible for the coordination and oversight of safeguards compliance under the Project;
- Coordinate the development of training modules and adopting manuals on school maintenance (including operation and maintenance of clean technologies), contributing to the long-term climate-resilience, climate mitigation, and sustainability of investments in infrastructure;
- Coordinate training of principals under the subcomponent on using modern teaching methodologies and digital learning materials in the classrooms.
- Regularly be updated on all legal acts and normative documents relating to the High School in Armenia (Law on Higher Education, Decrees of the RA Government, MoESCS orders, etc.), as well as study of surveys, reports and other relevant documentation on the current state and major challenges in the Armenia and other countries' education systems;
- Draft annual work plan, time schedules of the subcomponent;
- Together with CEP financial staff prepare annual budget of the subcomponent;
- Ensure timely preparation and submission of the current reports on the performed work;
- Participate in the procurement activities of goods and works under subcomponent;

- Work closely with other organizations (NGO, International organization, state bodies and educational institutions) in the field of general education;
- Participate in seminars, workshops under the sub-component, participate in other events necessary;
- Participate in preparation of all contracts under the subcomponent, as well as their timely and fully implementation and evaluation of contract outputs;
- Review all reports prepared by consultants, prepare comments and recommendations for their improvement as necessary and submit notice on outputs of consultant works to CEP Director;
- Approve the acceptance of completion acts;
- Participate in meetings organized by MoESCS and other state structures on sub-component's related issues;
- Organize monitoring and evaluation of the subcomponent activities;
- Manage promotional and publicizing activities related to the sub-component activities;
- Address social aspects of the subcomponent related to inclusiveness, public awareness, cooperation with beneficiaries, etc.;
- Follow up grievance redress mechanisms of the subcomponent;
- Conduct day-to-day work on the ways to minimize the Subcomponent implementation risks and their impact.

14. Engineer Coordinating Rehabilitation Activities under 1.2 sub-component

(2 engineers)*

- Assist Head of 1.2 Sub-component in designing and development of subcomponent implementation plans, budgets, timetables, and reports on annual bases;
- Assist in organization of subcomponent implementation activities;
- Coordination of rehabilitation /refurbishment activities under the subcomponent; Review the accomplished works in accordance with design documents in cooperation with technical supervisors and construction organizations;
- Verify completion acts and acceptance of works;
- Resolve any problems derived from the rehabilitation process of schools, school designs and cost estimates;
- Work closely with contractors, construction organizations, state agencies dealing with civil engineering;
- Review the changes in cost estimates during rehabilitation works;
- Participate in preparation of all contracts under the subcomponent, as well as their timely and fully implementation and evaluation of contract outputs;
- Participate in meetings organized by MoESCS and other state structures on subcomponent's related issues;

- Coordinate monitoring and evaluation of the subcomponent activities;
- Implement regular visits to construction sites.

*The responsibilities of the 2 Engineers are the same. Each Engineer will be responsible for certain number of rehabilitated high schools during the implementation period.

15 Head of 1.3 Sub-Component

- Organize, manage and supervise activities of the Sub-Component “Improving Data Collection and the Monitoring of the Education System Performance”;
- Conduct study to determine possible features that should be added to the current EMIS to strengthen the use of data to improve previously identified key education outcomes;
- Conduct the development of the selected feature(s), i.e., data visualization tools to produce interpretable and relevant information for a wide range of users, and the validation of the feature(s);
- Conduct piloting, monitoring, and evaluation of the selected feature(s);
- In collaboration with MoESCS, NACET and CEP relevant staff coordinate the tender for purchasing of hardware and software platforms to operate EMIS in an integrated fashion covering all levels of Armenia’s education system;
- Work closely with the selected organizations and other beneficiaries to ensure the proper accomplishment of the sub-component activities.
- Conduct training for users in schools and institutions on the use of data analytics; include training on the use of added feature(s) for improved management, teaching, and learning processes for school principals, teachers, and Ministry and NACET staff;
- Collaborate closely with MoESCS, NACET and other stakeholders;
- Coordinate the selected Consultant’s activities during the project implementation;
- Participate in the procurement activities of goods and works under subcomponent;
- Organize monitoring and evaluation of the sub-component activities; as well as public awareness campaign on the subcomponents’ performances;
- Draft annual work plan, time schedules of the subcomponent;
- Together with CEP financial staff prepare annual budget of the subcomponent;
- Cooperate with all organizations working in the area of general education on joining efforts/activities/funds in frames of ICT integration in education program. Work on establishing regular information exchange to avoid duplication of activities.
- Undertake research and hold meetings with state and regional officials, school directors and teachers, personnel of technology centers and private enterprises, and with other key stakeholders for facilitating the project’s implementation.

- Organize, participate in seminars, workshops under subcomponent, participate in other events necessary;
- Participate in preparation of all contracts under the component as well as their timely and fully implementation and evaluation of contract outputs;
- Review all reports prepared by consultants, prepare comments and recommendations for their improvement as necessary and submit return notice on outputs of consultant works to CEP Director;
- Participate in meetings organized by MoESCS and other state structures on component related issues;
- Ensure timely preparation and submission of the current reports on the performed work;
- Manage promotional and publicizing activities related to the subcomponent activities;
- Address social aspects of the subcomponent related to inclusiveness, public awareness, cooperation with beneficiaries, etc.;
- Follow up grievance redress mechanisms of the Component;
- Conduct day-to-day work on the ways to minimize the Subcomponent implementation risks and their impact.

16 Coordinator under 1.3 Sub-component (1 coordinator)

- Support subcomponent implementation related activities;
- Coordinate and ensure the timely implementation of the contracts signed under subcomponent;
- Participates in activities related to the subcomponent;
- Participate in the procurement activities of goods, consultancy services, trainings under subcomponent;
- Closely collaborate with MoESCS, NACET, schools and other stakeholders in the frame of subcomponent;
- Assist in trainings for teachers and non-teaching staff of schools, universities and vocational education, training institutions and other users on the use of data analytics; include training on the use of added feature(s) for improved management, teaching, and learning processes for school principals, teachers, and Ministry and NACET staff; Review reports prepared by consultants;
- Assist in preparing current Reports and other documentation;
- Continuously collect information and update database regarding the activities of subcomponent;
- Work closely with school directors to ensure the software provision process;
- Communicate with Marz Education Departments on software provision issues;
- Participate in monitoring and evaluation activities of the sub-component;

- Within his/her competence participates in implementation of other activities derived from the Project and Subcomponent.

17 Head of 1.5 Sub-Component

- Organize, manage and supervise activities on performance of the subcomponent on “Equipping General Education Schools”;
- Coordinate the carrying out of an identification study, assisting in the definition of criteria to determine which schools would be selected to receive support;
- Assist in the development of necessary technical specifications for the procurement of science and ICT laboratories, furniture, materials, etc.;
- Develop TORs for consultants providing professional/technical assistance to the implementation of all activities under the sub-component;
- Participate at the selection process of consultants, assists consultants in their activities and communicate with all experts;
- Coordinate the teacher’s training modules development procedures;
- Coordinates the training of teachers under the subcomponent;
- Coordinate the STEM laboratory equipment procurement activities, prioritizing equipment of high energy efficiency standards;
- Provide technical assistance to General school directors on several emerged issues during the project implementation;
- Draft annual work plan, time schedules of the subcomponent;
- Together with CEP financial staff prepare annual budget of the sub-component,;
- Ensure timely preparation and submission of the current reports on the performed activities;
- Work closely with other organizations (NGO, International organization, state bodies and educational institutions) in the field of general education;
- Participate in seminars, workshops under the sub-component, participate in other events if necessary;
- Participate in preparation of all contracts under the subcomponent, as well as coordinate their timely and fully implementation and evaluation of contract outputs;
- Review all reports prepared by consultants, prepares comments and recommendations for their improvement as necessary and submit return notice on outputs of consultant work to CEP PIU’s Director;
- Participate in meetings organized by MoESCS and other state structures on sub-component’s related issues;
- Organize monitoring and evaluation of the subcomponent activities;
- Manage promotional and publicizing activities related to the subcomponent activities;
- Follow up grievance redress mechanisms of the Component;

- Conduct day-to-day work on the ways to minimize the Subcomponent implementation risks and their impact.

18 Coordinator under 1.5 Sub-component (2 coordinators)

- Assist in identification study and data analyze to select participating schools for further provision of ICT and science laboratory equipment;
- Conduct needs assessment in each selected school to determine which schools lack basic infrastructure;
- Work closely with local governments thus ensuring that the letter supplies these schools with basic infrastructure prior to receiving equipment and furniture;
- Assist in organizing trainings of general school teachers on integration of science and ICT laboratories in learning and teaching process;
- Continuously collect information and regularly update database regarding the activities of subcomponent;
- Assist in STEM laboratory equipment procurement activities, prioritizing equipment of high energy efficiency standards to reduce energy consumption and GHG emissions whenever possible to the selected target schools; Assist in rendering technical assistance to general schools on logistic issues; Review reports from consultants under the sub component and make relevant comments and submit them to the Head of subcomponent;
- Participate in preparing of annual budget and timetables of the subcomponent;
- Participate in the arrangement of all seminars, workshops under the sub-component;
- Work closely with Marz Education Departments
- Conduct monitoring and evaluation of the subcomponent activities;
- Implement day-to-day activities;
- Participate in the emerged works within subcomponent framework.

19 Head of Component-2

- Organize, manage and supervise activities related to the component “Mainstreaming of Competitive Innovation Fund (CIF) development”, in particular:
- In collaboration with MoESCS, lead the activities on (a) revision of mechanisms and procedures of the CIF, (b) provision of grants to universities for the implementation of innovative projects; (c) provision of trainings to university representatives on project planning and management; (d) carrying out the evaluation and monitoring activities of the

CIF grant implementation process according to the component timetable and implementation plan;

- Lead preparation process of the necessary materials on the developed draft documents and submit them to relevant ministries, authorities, and other interested bodies for further discussions and comments;
- Prepare and submit to the CIF Board the evaluation results of proposed Grant projects, reports of on-going activities, information on the ongoing monitoring and evaluation results of the implemented projects, current problems and suggested solutions;
- Lead the work on revision of the CIF Operational Manual (OM), if appropriate, control and monitoring of the CIF implementation process;
- In collaboration with MoESCS, lead elaboration and approval process of new legal and normative acts;
- Ensure timely implementation of the Component's activities according to the OM.
- Regularly be updated on all legal acts and normative documents relating to the Higher Education in Armenia (Law on Higher Education, Decrees of the RA Government, MoESCS Orders, etc.), as well as on Bologna process;
- Organize and supervise preparation of all draft TORs for selection of consultants providing technical assistance to the implementation of all activities under the sub-components, participate in selection as well as the consultants' recruitment processes, ensure their timely circulation, discussion and approval;
- Participate in preparation of all contracts under the component as well as their timely and full implementation and evaluation of contract outputs;
- Supervise the implementation of CIF Grant Projects, approve the acceptance of the submitted reports; Work with local consultants, coordinate and supervise their work;
- Review all reports prepared by the consultants, prepare comments and recommendations for their improvement as necessary and submit return notice on outputs of consultant works to CEP Director;
- Draft annual work plan, time schedules of the component;
- Together with CEP financial staff prepare annual budget of the Component;
- Supervise and coordinate the work of other staff working on the Higher Education component;
- Ensure timely preparation and submission of the progress reports on the performed work;
- Participate in the procurement process under the component;
- Work closely with other organizations (NGO, international organizations, state bodies, educational institutions, commercial banks, lending agencies, etc.);
- Organize, participate, monitor and evaluate all seminars, workshops under the component, participate in other events as necessary;
- Participate in meetings organized by MoESCS and other state structures on component related issues;

- Organize monitoring and evaluation of the subcomponent activities,
- Address social aspects of the Component related to inclusiveness, public awareness, cooperation with beneficiaries, etc.;
- Follow up grievance redress mechanisms of the Component;
- Conduct day-to-day work on the ways to minimize the Subcomponent implementation risks and their impact.

20 Grants Coordinator (2 specialists)*

- Assist in implementing the activities of the Component-2:
- Collect and analyze the data per higher education institutions (HEIs);
- Participate in the promotional work for implementation of CIF Grant projects;
- Explain in details the CIF Grant project goal and objectives, implementation principles to the institutions implementing the CIF projects according to the CIF Operational Manual;
- Assist the HEIs in submitting properly completed application forms;
- Draft materials and relevant forms for applications, reports and contracts;
- Receive application forms submitted by HEIs and participate in preparation of contracts and contract budgets;
- Develop draft progress report forms and other necessary documents of the HEIs;
- Organize the activities on delivering the prepared contracts to the institutions and collect them back;
- Continuously coordinate the implementation of CIF Grant Projects;
- Review the submitted reports by HEIs with accompanied documents and upon necessity provide with relevant comments and suggestions for their further acceptance;
- Coordinate the activities of local consultants and supervise their work;
- Ensure the collaboration between local consultants and HEIs,
- Arrange the CIF Board meetings and prepare the agenda and documents for the Board meetings;
- Implement regular visits to higher education institutions implementing the micro-projects for the purpose of monitoring them;
- Participate in organizing all seminars and workshops under the sub-component.

*The responsibilities of the 2 Grant coordinators are the same. Each grant coordinator will be responsible for certain number of grant projects during the project implementation period.