



Должностная инструкция административного ассистента Агентства по гарантии качества в сфере образования "EdNet"

1. Общие положения

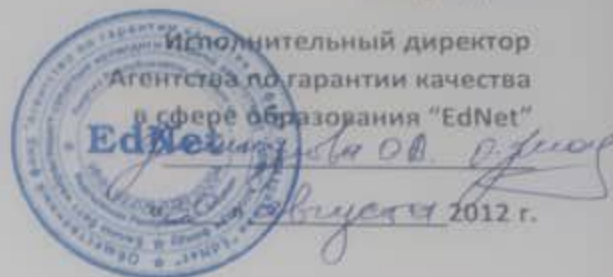
1. *Должность:* административный ассистент
2. *Подчиняется непосредственно:* координатору программ и исполнительному директору

2. Должностные обязанности административного ассистента

3. В должностные обязанности административного ассистента входят:
 - соблюдение законодательства Кыргызской Республики;
 - ведение делопроизводства агентства, включая обеспечение эффективного документооборота процедур аккредитации согласно действующим положениям агентства по проведению аккредитации;
 - обеспечение первичного сбора материалов от вузов и образовательных программ для проведения аккредитаций;
 - подготовка ежегодных отчетов по итогам проведенных аккредитаций;
 - сопровождение совместно с главным бухгалтером участие в подготовке договоров для проведения аккредитации;
 - проведение первичных переговоров по вопросам аккредитации;
 - сопровождение исполнительного директора на встречах по вопросам аккредитации;
 - осуществление сбора материалов и информации для ведения учета по организации работы агентства;
 - проведение работ по подготовке совещаний, мероприятий, оформление протоколов;
 - обеспечение постоянной взаимосвязи между сотрудниками агентства и с внешними партнерами агентства;
 - ведение рассылки агентства, электронных страничек агентства на различных электронных площадках, платформах, социальных сетях;
 - подготовка информационных материалов и презентаций о деятельности агентства;
 - инициирование, организация различных мероприятий, а также организация своей презентации на соответствующих мероприятиях и кампаниях;
 - подготовка и обновление информации на сайте агентства.

В периоды выполнения обязательств в качестве координатора экспертных комиссий (секретаря-референта) в обязанности административного ассистента входит:

- Содействие экспертным комиссиям в их подготовке к проведению аккредитаций;
- Составление программы визита экспертной комиссии в вуз для аккредитации»
- Обеспечение всеми необходимыми документами членов экспертной комиссии для проведения аккредитации;



Должностная инструкция главного бухгалтера Агентства по гарантии качества в сфере образования "EdNet"

1. Общие положения

1. *Должность:* главный бухгалтер
2. *Подчиняется непосредственно:* исполнительному директору.

2. Должностные обязанности главного бухгалтера

3. В должностные обязанности главного бухгалтера входят:

- соблюдение законодательства Кыргызской Республики;
- ведение финансово-хозяйственных операций, учета обязательств и имущества, в том числе оформление приобретения и реализации продукции, изделий, товарно-материальных ценностей и т.д.;
- учет движения денежных средств, а также отражение процессов и операций, связанных с финансами агентства на бухгалтерских счетах агентства;
- работа с кассовой наличностью;
- оформление, прием и выдача, а также контроль за движением первичной бухгалтерской документации (счета, акты, накладные и т.п.);
- работа с банками, в которых открыты расчетные счета агентства, в том числе предоставление в банк платежных поручений, запросы и получение выписок и т.п.;
- разработка бланков бухгалтерских документов для оформления различных финансово-хозяйственных операций, при отсутствии их официально утвержденных, обязательных к применению образцов;
- работа с налогооблагаемой базой, расчет налогов и их перечисление в бюджеты разного уровня;
- расчет и перечисление соответствующих выплат в налоговые органы, социальный фонд, статистические и другие органы, согласно законодательства Кыргызской Республики;
- расчет зарплаты и иных выплат сотрудникам организации, в т.ч. социального характера (материальная помощь, премии, больничные, отпускные, командировочные и т.д.);
- составление бухгалтерской и налоговой отчетности;
- регулярное информирование непосредственного исполнительного директора о текущих процессах в ведении бухгалтерского учета, а также своевременные сообщения обо всех нестандартных, сложных, спорных ситуациях;
- формирование прогнозного бюджета и планам по доходам и расходам;



Исполнительный директор

Агентства по гарантии качества

в сфере образования "EdNet"

М.А. Селиванова

Селиванова М.А.

2017 г.

**Должностная инструкция координатора по методическому обеспечению аккредитации
Агентства по гарантии качества в сфере образования "EdNet"**

1. Общие положения

1. *Должность:* координатор по методическому обеспечению аккредитации
2. *Подчиняется непосредственно:* исполнительному директору

**2. Должностные обязанности координатора по методическому обеспечению
аккредитации**

3. В должностные обязанности координатора по методическому обеспечению аккредитации входят:

- соблюдение законодательства Кыргызской Республики;
- составление и подготовка методических руководств, положений, внутренних нормативных и других документов, определяющих деятельность агентства;
- составление и систематическое обновление положений и документов, регулирующих процесс программной и институциональной аккредитаций на основе получения обратной связи от стейкхолдеров агентства и международного опыта;
- подготовка презентаций и информационных материалов о политике, процедурах и требованиях к проведению аккредитации в агентстве;
- постоянное изучение материалов и международного опыта по вопросам проведения независимой аккредитации и применение данного опыта в деятельности агентства;
- отслеживание и координирование обновления информации о политике, требованиях и стандартах аккредитации на сайте агентства;
- проведение консультаций для образовательных учреждений, проходящих аккредитацию в агентстве, по процедурам, требованиям и политике аккредитации;
- проведение обучения (тренинги, семинары и другие обучающие мероприятия) для представителей образовательных учреждений и бизнес сообщества о политике, требованиях и процедурах аккредитации;
- подготовка документов для обеспечения международного признания агентства;
- обучение сотрудников агентства о нововведениях в требованиях, процедурах проведения аккредитации;
- содействие исполнительному директору в подготовке и представлении агентства на различных общественных площадках;
- представление агентства на различных общественных площадках и подготовка соответствующих материалов;
- информирование исполнительного директора о необходимых изменениях во внутренних процедурах агентства в области аккредитации;
- обеспечение полного соответствия между собой всех документов, регулирующих деятельность агентства и процедуры аккредитации.



Исполнительный директор
Агентства по гарантии качества
в сфере образования "EdNet"

19 сентября 2017 г.

Должностная инструкция координатора программ Агентства по гарантии качества в сфере образования "EdNet"

1. Общие положения

1. *Должность:* координатор программ
2. *Подчиняется непосредственно:* исполнительному директору.

2. Должностные обязанности координатора программ

3. В должностные обязанности координатора программ входят:
 - соблюдение законодательства Кыргызской Республики;
 - поиск грантов и проектов на местном и международном рынках;
 - подготовка проектных предложений в рамках найденных грантов и проектов в соответствии с требованиями организаций, предоставляющих гранты в области образования;
 - налаживание связей и ведение переговоров с представителями грантовых организаций;
 - координация реализации проектов в рамках выигранных грантов;
 - реализация собственных инициатив и инициатив агентства в области развития образования и повышения его качества;
 - ведение базы данных международных организаций
 - подготовка отчетов по реализации программной деятельности агентства;
 - организация мероприятия по выстраиванию обратной связи со стейкхолдерами агентства;
 - Разработка стратегии и планов по реализации проектов в области образования;
 - Определение процедур для подготовки документов Агентства для подачи грантовых заявок;
 - Внесение рекомендаций по улучшению программной деятельности.
 - Ведение базы данных экспертов по аккредитации программ среди академического, студенческого и бизнес сообществ, и разработка рекомендаций по улучшению базы данных;
 - Формирование первичных комиссий по аккредитации программ из числа экспертов из базы данных;

В периоды выполнения обязательств в качестве координатора экспертных комиссий (секретаря-референта) в обязанности координатора программ входит:

- Содействие экспертным комиссиям в их подготовке к проведению аккредитаций;
- Составление программы визита экспертной комиссии в вуз для аккредитации»
- Обеспечение всеми необходимыми документами членов экспертной комиссии для проведения аккредитации;
- Обеспечение бесперебойной связи с образовательной организацией для получения данных, материалов и документов в целях организации работы экспертной комиссии;

Staff Profile

Name: Asel Imanbekova

Job Title: Agency for Quality Assurance in Education

Contact Details: 996 312 900-820, +996 555 324 700, ½ Baitik Baatyr str., Bishkek, Kyrgyz Republic 720020, www.accreditation.kg

Expertise: Fast facts (2 paragraphs) covering

- 12-year-working experience in coordination and elaboration of international multicounty projects on development and reformation of higher education of Central Asia within Tempus projects (EU funded);
- 6-year working experience as an expert in the field of internal and external quality assurance systems and independent accreditation and education. Experience in development and drafting of methodological framework for independent accreditation;
- 4-year of expertise of documentation and materials of accreditation process. Expertise of independent accreditation in accordance with ESG. Expertise of selection and consultation of expert commissions during accreditation;
- 3-year experience in trainings of experts and academicians on various topics in the field of accreditation, quality assurance and education;
- 3-year working experience of improvement of the regulatory framework for independent accreditation.

Education and Professional Qualifications:

1995 – 1999 – Bachelor

Kyrgyz State Pedagogical University, World Languages Institute. (Bishkek, Kyrgyz Republic). Department of Linguistics and Teaching;

1999 – 2000 – Bachelor

Kyrgyz State Pedagogical University, World Languages Institute. (Bishkek, Kyrgyz Republic). Department of Linguistics and Teaching;

2002 - 2004 – Master

International University of Kyrgyzstan, (Kyrgyz Republic). Department of Economics, major in Business Management;

2009 – 2011 – Master

International University of Kyrgyzstan, (Kyrgyz Republic). Department of International Law, major in Public and European Law;

2018 – present – Candidate of Science in International Relation

International University of Kyrgyzstan, (Kyrgyz Republic). Aspirantura. Post graduate education. Major in International Relations (Anticorruption policy).

Affiliations:

Anticorruption practitioners Network, RCPAR UNDP Network.

Work experience (employment history)

- 2018 - to present** Coordinator in Methodology and Accreditation
 Agency for Quality Assurance in Education EdNet, ½ Baitik Baatyr str., Bishkek, Kyrgyz Republic 720020, www.accreditation.kg
- drafting and preparation of methodological guidelines, regulations, internal regulations and other documents that determine the activities of the agency;
 - drafting and systematic updating of regulations and documents governing the process of program and institutional accreditation based on feedback from the agency's stakeholders and international experience;
 - preparation of presentations and information materials on policies, procedures and requirements for accreditation in the agency;
 - constant study of materials and international experience on the issues of independent accreditation and implementation of this experience in the activities of the agency;
 - tracking and coordinating the updating of information on policies, requirements and accreditation standards on the agency's website;
 - consultations for educational institutions undergoing accreditation in the agency on the procedures, requirements and policy of accreditation;
 - conducting training (webinars, seminars and other educational events) for representatives of educational institutions and business community on the policy, requirements and procedures for accreditation;
 - preparation of documents to ensure international recognition of the agency;
 - training of agency employees on innovations in requirements, accreditation procedures;
 - assisting the executive director in preparing and presenting the agency on various public platforms;
 - representing the agency at various public platforms and preparing relevant materials;
 - informing the executive director about the necessary changes in the internal procedures of the agency in the field of accreditation;
 - ensuring full compliance of all documents regulating the agency's activities and accreditation procedures;
 - assistance and coordination of work within the accreditation process.
- 2006 - 2018** Deputy Director of the Institute on Science
 Expert and Coordinator of the Accreditation issues/Quality control department
 Teacher of English, Marketing Principles, Organizational Behavior
 International University of Kyrgyzstan, (Bishkek, Kyrgyz Republic)
- responsible for PhD School;
 - drafting of methodological base, documentation, regulations and etc.
 - Ensuring full compliance of all documents of the PhD School and their development and etc.
 - Drafting and development of the documentation on the issues of quality control system, credit rating system and etc.
- 2012 – 2016** Assistant to Project Leader
 TuCAHEA Tuning in Central Asian Higher Education Area, EU Project
- Assistance in studying and implementation of the new technologies and approaches in higher education;

- Preparation and translation of documentation of the project;
- Coordination and maintaining contacts with partner universities and etc.

- 2009 - 2010** Assistant to the Team Leader
European Union Project “Support to Judiciary Reform in the Kyrgyz Republic”
implemented by GTZ (Bishkek, Kyrgyz Republic)
- undertaking all PR activities of the Project, including interviews, articles.
 - visualization of the Project;
 - responsible for the website of the Project, Project Journal;
 - maintaining of a Project data base;
 - coordination and collaboration with national, international and key experts;
 - preparation of the documents including drafts RAO and etc.
 - Linking Project to and connecting with other EU, GTZ, partner and stakeholders’ activities and info systems, including websites (e.g. Judiciary website, financed by USAID) and maintaining contacts with them.
 - Establishes contacts to target groups, e.g. universities, students, journalists.
 - Establishes contacts to relevant NGOs.
 - Organizes Steering Committee Meetings, all international events, e.g. study visits, conferences, round tables, internal and external meetings.
- 2009 - 2009** Project Manager
Transparency International Kyrgyzstan (Bishkek, Kyrgyz Republic)
- assistance in raising awareness and diminishing apathy and tolerance of corruption, devising and implementing practical actions to address it;
 - bringing together relevant players from government, civil society, business and the media to promote transparency in elections, in public administration, in procurement and in business;
 - provide assistance to witnesses and victims of corruption and provide valuable information about corruption hotspots to drive the advocacy efforts of the anti-corruption movement;
 - public officials training;
 - maintenance and developments of relations with public organizations, foreign counterpart institutions and international organizations in the field of fight against corruption;
 - share information, lessons learned and resources developed by the office;
 - have good knowledge of country’s anti-corruption strategy and reforms and foreign anti-corruption legislation.
- 2007 - 2009** Head of International Unit
National Agency on corruption prevention of the Kyrgyz Republic
- maintenance and developments of relations with foreign counterpart institutions and international organizations in the field of fight against corruption;
 - storing, analysing and systematizing of experience of foreign counterpart institutions and international organizations in the field of fight against corruption and corruption prevention;
 - organization of projects financed by foreign institutions and international organizations and the preparation of technical assistance projects as well as coordination of their implementation;
 - organization and coordination of preparation, signing and implementation of international agreements;

- preparation and submitting proposals concerning the international cooperation policy and strategy and organization of its implementation;
- organization of international seminars and conferences on the issues within the competence of the agency;
- participation in the meetings of the agency authorities with the representatives of foreign counterpart institutions and international organizations and preparation of memorandums of these meetings.
- have good knowledge of country's anti-corruption strategy and reforms and foreign anti-corruption legislation.

1994 - present

Deputy Chairwoman / volunteer work

Non-governmental Charitable Foundation "Many-children family"

- participation in working out the programs on protection of children's and women's social rights;
- work on strengthening democratization of social and economic processes in the kyrgyz republic;
- participation in programmes and activities focused on poverty reduction;
- rendering of assistance to disadvantaged and indigent families;
- collaboration with kyrgyz governmental bodies – ministries and agencies: ministry of social protection; ministry of health; ministry of education and science and etc. on the above mentioned issues;
- assistance in solving decisions on the problems of poverty, gender, family planning and reproductive health and etc.

Languages:

Kyrgyz – native, English – fluent, Russian – fluent.

Publications and articles:

"Education and corruption: phenomenon of social relapses". Kazakhstan, Almaty, Karaganda 2019.

"Education in Kyrgyzstan and Kazakhstan: Perspectives and motion vector. Kazakhstan, Almaty 2018.

"Methods and techniques of the fight against corruption on the example of South Korea", Kyrgyzstan, Bishkek 2016;

"Anti-Corruption Policy of Hong Kong". Kyrgyzstan, Bishkek 2015;

"Some anti-corruption techniques on the example of Singapore". Kyrgyzstan, Bishkek 2014.

Staff Profile

Name: Cholpon Makhmudova

Job Title: Agency for Quality Assurance in Education “EdNet”

Department and Division:

Contact Details: +996 312 900-820, +996 777 635936, ½ Baitik Baatyr str., Bishkek, Kyrgyz Republic 720020, www.accreditation.kg

Expertise: Fast facts (2 or MORE paragraphs) covering

- 9 year-working experience in elaboration and coordination of international multicountry projects on development and reformation of higher education of Central Asia within Tempus project (EU-funded)
- 7 year- working experience as an expert in the field of internal and external quality assurance systems and independent accreditation. Experience in development of methodological framework for independent accreditation.
- 3 years of expertise of documentation and materials of accreditation process. Expertise of independent program accreditation conduction in accordance with ESG. Experience of selection and consultation of expert commissions during accreditation
- 1 years working experience of improvement of the regulatory framework for independent accreditation.

Education and Professional Qualifications:

2009-2011 Master

International University of Kyrgyzstan (IUK), Kyrgyz Republic

- Department of Economics, Major in banking

2005-2009 Bachelor

International University of Kyrgyzstan (IUK), Kyrgyz Republic

- Department of Economics, Major in Management and Business Management

Work experience:

- | | |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| August 2018- to present | <p>Project coordinator
Agency for Quality Assurance in Education EdNet, ½ Baitik Baatyr str., Bishkek, Kyrgyz Republic 720020, www.accreditation.kg</p> <ul style="list-style-type: none">▪ Management and coordination of Agency programs and projects activities▪ Consultations of partners about realization projects▪ Elaboration of new projects for European Program.▪ Extended technical assistance in educational and business programs/project▪ Logistics and organization activities in the framework of the projects: organization of international conferences, seminars and other public events (including logistics and content part); |
| January 2013-June 2014 | <p>Expert
Agency for Quality Assurance in Education EdNet, ½ Baitik Baatyt</p> |

str., Bishkek, Kyrgyz Republic 720020, www.accreditation.kg

- Development of standards and criteria for independent external accreditation in the agency based on the international standards.
- Carry-out evaluation of study programs, monitoring of higher educational tendencies in Kyrgyzstan.
- Carry-out trainings on quality assurance models and tactics in educational institutions.
- Preparation of study programs to handle independent accreditation

November 2011-
December 2016

Project manager

Education Network Association, 513, Frunze str., 720040,
Bishkek, Kyrgyz Republic, www.ednet.edu.kg

- Developing and coordinating Association programs and projects activities
- Monitoring and evaluating the programs and projects implementation activities
- Logistics and organization activities in the framework of the projects

December 2010-
December 2016

Project manager/Coordinator

- Academy for Teaching Excellence “TeachEx, 513, Frunze str., 720040, Bishkek, Kyrgyz Republic,
- Development and implementation of educational and training programs for teachers and administration of HEIs.
- Elaboration and implementation of projects on development of education and retraining of teachers
- Development of training programs
- Training Needs Assessment;

March 2010 –
December 2010

Office Manager

- Doing office work, organization of meetings
- Reporting granting on organizational work.
- Conducting correspondence and negotiations with partners

Languages spoken

Language	Reading	Speaking	Writing
Russian	1	1	1
Kyrgyz	1	1	2
English	1	2	2

Publications:

-Case-study (Textbook "Teaching specific situations (" case study "for example, the business companies of Kyrgyzstan), April, 2009

- National Qualifications Framework: problems and perspectives in the higher education system of the Kyrgyz Republic”//Higher Education of Kyrgyz Republic (special informative guidance journal), December, 2013. EdNet Association jointly with Ministry of Education and Science of Kyrgyz Republic supported by rectors of HEIs of Kyrgyz Republic – B. 2013

-Tempus project EDUCA- education management for CA (modernization and development of curricula on pedagogy and educational management in CA countries) //Higher Education of Kyrgyz Republic (special informative guidance journal), May, 2015. EdNet Association jointly with Ministry of Education and Science of Kyrgyz Republic supported by rectors of HEIs of Kyrgyz Republic – B. 2015

PROJECT EXPERIENCE:	
Name of the project:	Description
SSFER project: Sector Support for Education Project under the Ministry of Education and Science of the Kyrgyz Republic	Year: December, 2015 to 2018 Main project features: Technical Assistance (for Kyrgyz Academy of Education, Oblast-Level Teacher Training Institutes and Oblast-Level Methodological Centers) for Training of Primary Teachers and Deputy Directors Position held: coordinator from EdNet Association Budget and partners: \$1,5 mln; 2 partners organization from KG an 1 EU Main activities of the project: <ul style="list-style-type: none"> ▪ recruiting and contracting 28 national trainers from the South ▪ providing with monthly reports about the work of 28 national trainers from the South. ▪ contracting each trainer from the South based on the Terms of Reference ▪ assisting in monitoring of trainings in the South region

<p>CAEP – Central Asian Educational Platform, HE and VET</p>	<p>Year: May, 2012 to December, 2014</p> <p>Main project features: Creation of a policity dialogue for discussion of relevant problems in quality assurance and teachers’ training aspect of education in Central Asia</p> <p>Position held: expert of teachers’ training</p> <p>Budget and partners: €2 mln; 4 CA countries</p> <p>Main activities of the project:</p> <ul style="list-style-type: none"> • Elaboration and coordination of implementation plan of the project in CA countries • Organization of a political dialogue about educational problems in Central Asian countries • Carrying out a research about teachers’ training • Formulation of recommendations to solve relevant problems in education
<p>HONOR - High Objectives of National Organizational Reform</p>	<p>Year: 15 October 2012 to 14 October 2015</p> <p>Main project features: development of training and retraining system for high level civil servants of the Kyrgyz Republic will help to build a strong, modern and efficient civil service.</p> <p>Position held: coordinator from EdNet Association, partner</p> <p>Budget and partners: € 750 000 and 10 partners organization from KG an EU</p> <p>Main activities of the project: To organize training courses carefully designed for different target groups of senior civil servants and civil society representatives on different management topics including: Organization of Parliamentary Work, Human Resource and Management in Public Sector, Fighting Corruption etc.; and develop Institute of Distance Education.</p>
<p>TUCAHEA- Towards a Central Asian Higher Education Area: Tuning Structures and Building Quality Culture</p>	<p>Year: 15 October 2012 to 14 October 2015</p> <p>Main project features: to contribute to building a Central Asian Higher Education Area [CAHEA], aligned with the European Higher Education Area [EHEA], able to take into account and valorise the specific needs and potentials of the Region and of the partner countries, thus responding to the needs of the higher education community and society at large</p> <p>Position held: coordinator from EdNet Association, partner</p> <p>Budget and partners: € 1.291.757,50 and 47 partners organizations from CA and EU</p> <p>Main activities of the project:</p> <ul style="list-style-type: none"> - Extending of the use of competence-based quality tools for planning and delivery of degree programmes, - Creation of a platform for sharing knowledge and elaborating quality tools across the region and in each -country. -Creation of regional cohesion in alignment with the EHEA;

<p>EDUCA-Education management in Central Asian</p>	<p>Year: October, 15, 2012-April 2015</p> <p>Main project features: reformation and modernization of the pedagogic education system in three countries of Central Asian in terms of its orientation to the best practices of European education area, national specifics and priorities of their home countries</p> <p>Position held: Central Asian project manager</p> <p>Budget and partners: € 800 000 21 partners organizations from CA and EU</p> <p>Main activities of the project:</p> <ul style="list-style-type: none"> - Development of curricula, teaching materials for BA and MA programmes - Development of a matrix of competencies. - Development of the glossary. - Development of the master's program. - Trainings and seminars in EU as to exchange experience across the Partner Countries and EU Member States and networking among higher education institutions. - Trainings and seminars from EU professors - E-learning and moodle system
<p>Erasmus Mundus Programs-ARCADE</p>	<p>Year: Jan 2011 to Jan 2014;</p> <p>Position held: Member of the Assessment and Evaluation Committee</p> <p>Main project features: Erasmus Mundus aims to enhance quality in higher education through scholarships and academic cooperation between Europe and the rest of the world. Position held: Member of the Assessment and Evaluation Committee</p> <p>Activities performed:</p> <ul style="list-style-type: none"> • Evaluation of the candidates; • Design the criteria for evaluation of candidates to study in European Universities; • Carry out informative campaign among the society about EM projects; • Increase academic mobility between CA and EU countries; • Adjust national educational standards with EU; • Integrate CA education in EHEA (European Higher Educational Area).

<p>Modernization of the content of higher education in Kyrgyzstan by Soros Foundation, HE</p>	<p>Year: October, 15 2010 – October, 14 2013</p> <p>Position held: Expert and assistant</p> <p>Budget and partners: 40 000 USD</p> <p>Main activities of the project:</p> <ul style="list-style-type: none"> • Development of legal acts and norms according to the recent changes in legislation of the KR; • Creation of a platform for the dialogue about problems in education between policy-makers, NGO sector and other expert and public society • Elaboration of practical guidelines for implementation of QA systems in HEIs
<p>CANQA – Central Asian Network for Quality Assurance, HE</p>	<p>Year: Feb 2009 to Jul 2012 (42 months)</p> <p>Main project features: Creation of the methodology for quality assurance and accreditation in Central Asia, and establishment of the first accreditation agencies in Kyrgyzstan, Tajikistan and additional in Kazakhstan.</p> <p>Position held: Central Asian technical coordinator</p> <p>Budget and partners: €400 000; 32 partners organizations from CA and EU</p> <p>Main activities of the project:</p> <ul style="list-style-type: none"> • Designed quantitative and qualitative evaluation indicators of project implementation activities • Designed and improved the criteria and standards for independent accreditation; • Implemented internal quality assurance system based on EFQM model; • Established 3 independent agencies for quality assurance and accreditation in KG, KZ and TJ; • Established sustainable Central Asian Network for Quality Assurance; • Developed methodological and legal framework on internal and external quality assurance; • Established and developed centres for quality assurance and accreditation in each participating country of Central Asia; • Conducted research, analysis of materials on self-evaluation and external evaluation within the limits of the Consortium.

Staff Profile



Name: Mubarak Yakubova

Job Title: Administrative assistant

Contact Details: 00996708181111, yakubova0411@gmail.com

Expertise:

Starting from 2018 I have been working in the sphere of promotion quality of education in the Kyrgyz Republic. In my work I mainly focus on organizing workshops and trainings for university instructors on different aspects of quality assurance in the sphere of education such as Learning outcomes, Quality assurance system, Conducting selfassessment process, Preparing experts of accreditation, Innovative methods of teaching etc. By «organizing events» I mean not only inviting participants and do logistics, but selecting proper professional to lead the event, creating workshop programme and development of training content as well. Moreover, I coordinate the process of accreditation of universities from signing the contract to providing them with the decision of Accreditation board. Furthermore, I take participation in the process of assessment as a coordinator of expert commission to help them navigate through the whole process. In addition to above, I have been involved in projects implemented by EdNet Agency focused on developing of the education system and quality of education. For instance, from February 2020 there is a project called “Developing an online curriculum for updating intersectoral competencies for sustainable development in Kyrgyzstan” under UNESCO implemented by our Agency, where I involved as a coordinator.

Education and Professional Qualifications:

2012-2015 Kyrgyz State Law College, Jurisprudence department

2015-2017 Kyrgyz State Law Academy, International Law department

Biography:

• Work experience (employment history)

2018-till now

Administrative assistant at the Quality assurance agency in the field of education «EdNet».

Responsibilities:

- providing logistical support to meetings/events;
- providing support on bookings and visa processing arrangement for staff duty travels;
- ensuring good communication and flow of information within staff and external experts;
- maintain the database;

- registering documents and organizing incoming and outgoing correspondence (fax, emails, packages and personally delivered messages);
- preparation of letters and requests to government bodies;
- coordination of the work of the expert committee during the accreditation process;
- translation of documents from English into Russian and vice versa.
- writing project applications

2016-2017

Assistant in the frame of "Legal assistance to refugees and asylum seekers in Kyrgyzstan" project implemented with the support of UNHCR at the Public Foundation «Legal Clinic «Adilet».

Staff Profile

Name: Umankulova Onolkan

Job Title: Executive director of the Agency for quality assurance in the field of education “EdNet”

Contact Details: onola@yandex.ru

+996772523000

Expertise

- **Research and analytical Skills:** High-level of competence in research design and provision of analytical researches, and analyses for development of strategies and concepts. **Prepared more than 30 analytical reports on different topics (education, ecology, social), including project assessments according to DAC criteria.** Participated as an analytical expert in 8 project evaluations or data analyses (project covered different areas – education, ecology, rural development etc.) for different international organizations and donors according to DAC criteria (for ADB, BMZ, UNDP, UNFPA, others).
- **12 years’ experience in education sector, incl.7 years’ experience with overall Central Asian education systems. Deep and extensive knowledge about quality assurance in the field of education and assessment of quality of education.**
- Participated in 9 projects about reformation of higher educational system in Central Asian region as a regional project coordinator and an expert for education in Kyrgyz Republic, including 1 EC project (Central Asian Education Platform) and 5 Tempus project of EU program (higher education mainly), 2 ADB project (about school education and VET). Very strong understanding of the process of reform in education sector in KR (secondary, VET, higher ed. levels), incl. key thematic priorities for this assignment.
- Experience of education sector consultancy

Education and Professional Qualifications:

Education:

Institution	Degree(s) or Diploma(s) obtained:
Vilnius University, LT, 08/2010-02/2012	Master degree, International Business Economy and Management
Kyrgyz-Russian Slavic University, KG 08/2004 – 05/2009	Specialist diploma (Honours), Finance and Credit faculty

Qualification

Date from - Date to	Location	Company & reference person	Position	Description
07/12-ongoing	Kyrgyz Republic	Agency for Quality Assurance in the field of education “EdNet” Contact person: Arstanbek Dzhanaliev, executive of EdNet Association (founder of EdNet Agency). E-mail: janali@yandex.ru	Executive Director	A leader in development of accreditation standards and procedures in HE, including on the national level based on EHEA experience. Fundraising, strategic planning, project design and implementation. Development of organization’s policy about assessment of quality of educational institutions. Extensive interaction with Ministry of Education and Science of the Kyrgyz Republic, education sector stakeholders in Kyrgyzstan. Deep analyses of institutional developments in the light of current reforms in HE, elaboration of development plans for universities with regard to quality assurance national policy and international standards.

11/15 – ongoing	Kyrgyz Republic	ADB Contact person: Jyldyz Uzbekova PIU manager jzbekova@mail.ru	Analytical expert	Analytical consultant of the project about “STRENGTHENING EDUCATION SYSTEM SECTOR DEVELOPMENT PROGRAM”. Participate in carrying out of 13 researches related to different areas of school education system. Responsible for: (i) developing the methodology and research tools for the conduct of comprehensive research analyses of the school education system and the formulation of recommendations for MOES on further developments and strategies for improvement of the school education system in Kyrgyzstan; and (ii) preparation of analytical reports that will provide the basis for the development of MOES’ policy on the upgrading and strengthening of reforms in the education system.
05/20 – 08/20	Kyrgyz Republic	ADB/Ministry of education and science Contact person: Rasul Abazbek uulu, advisor of the ministry rasselabazbek@gmail.com	Analytical expert	A member of analytical team for carrying out functional analyses of the Ministry of education and science and its structural bodies countrywide. As a result a new structure of the ministry should be provided, filling gaps in legislation related to ministry’s functions; recommendations for technical and human capacity building of ministry’s staff; redesign of departments’ functions; a set of activities and functions of the ministry that can be outsourced.
2013 – 2014	Kyrgyz Republic	Erfolg Consult	Analytical expert	Participated in the analyses of more than 30 reports on different topics and particularly on education and civil society for such organizations as ADB, ACTED, UNFPA, BMZ and others.
01/20 – 06/20	Kyrgyz Republic	World Bank/Ministry of education and science Contact person: Gulmira Sultanova gsultanova@worldbank.org	Analytical and educational short-term expert	The main task was to redesign of the Education Development strategy of the Kyrgyz Republic until 2040 according to the recommendations and needs of different stakeholders (international donors community, the Ministry of education itself, working groups on education development sector, expert groups and others) and prepare the document for the official appraisal at Global partnership for education fund according to their requirements. Elaborate the theory of changes to be embedded in EDS 2040.
10/18-09/19	Kyrgyz Republic	ADB	Expert for work-based learning and teacher training in VET system	An expert within the project “SKILLS FOR INCLUSIVE GROWTH SECTOR DEVELOPMENT PROGRAM” for development of the concept for work-based learning and teacher training system in VET with consideration of international experience, change in national legislation, and generating motivational tools for industry enterprises.
11/15 – 04/16	Kyrgyz Republic	European Commission/GOPA, Wolfgang.Hellwig@gopa.de Project director	Short-term consultant	“Central-Asian Education Platform Phase 2” – expert on education in Kyrgyzstan, research and analyses of local legislation about National Qualification frameworks and Quality Assurance in VET and HE sectors and provision of the report in this area.

11/16-02/17	Kyrgyz Republic	Erfolg Consult/ACTED/EU Urmat Kartanbaev, director of Erfolg Consult Erfolg.consult@gmail.com	Analyst evaluator	Final project evaluation of the “Women Building peace project” that was implemented within the period of 2014-2016. Performed an evaluation of the project progress and results according to DAC criteria. Duties included design of tools and methodology for evaluation, desk-research, analyses of received data and provision of the evaluation report according to the requirements of the Client.
04/14 – 12/15	Kyrgyz Republic	GIZ/GOPA Wolfgang.Hellwig@gopa.de Project director	Consultant/expert	“Reforms of education in Central Asia” GIZ program, expertise and design of a monitoring system for teacher professional development and its incorporation into the existing national monitoring system in education; design of dissemination strategies for innovations in teaching science subjects grades 7-9, technology subjects grades 5-9/10 in Kyrgyzstan, Tajikistan in regard with national policies and reforms; in student-oriented teaching in primary education in Kyrgyzstan, Tajikistan and Turkmenistan. Including organization, design and moderation of round tables, official meetings and national forums with the Ministry of Education and science, Ministry of Finances, regional education departments,
05/12-12/14	Kyrgyz Republic	European Commission/GOPA Wolfgang.Hellwig@gopa.de Hellwig Wolfgang	Central Asian coordinator on behalf of EdNet Association	EdNet Association was the main partner of CAEP project, phase I . On behalf of EdNet Association performed as a central Asian coordinator of the activities that were: Elaboration and coordination of implementation plan of the project in CA countries; Organization of a political dialogue about educational problems in Central Asian countries; Carrying out a research about quality of education; Formulation of recommendations to solve relevant problems in education.
06/12-07/12	Kyrgyz Republic	EdNet Association janali@yandex.ru	Analyst evaluator	Evaluation of the state of the art of the access to legislation for disabled people in Bishkek city. Was responsible for development of methodology, desk-research, participation in field works and elaboration of the final evaluation report with recommendations of what should be covered within the future project in this area.
02/12 – 02/16	Kyrgyz Republic	Association of educational establishments EdNet janali@yandex.ru	Deputy executive director	Leader in development of projects and ministerial initiatives in HE reforms covering modernisation of higher education system (mapping curricula, graduate skills, against needs of economy), review of process of reform in higher education sector (governance, academic programmes, international cooperation), labour market-universities partnership, quality assurance and accreditation . Performed as a Central Asian coordinator for multi-country projects in the area of HE reforms, policy developments and institutional capacity building (incl. methodological, human and technical).

09/11 – 12/11	Belgium	EdNet Association/TeachEx Academy nv-nikitenko@yandex.ru Natalia Nikitenko – former director of EdNet Association	Special representative in EU and international organizations	Bridging strategic partnership with EU countries and international organizations in the area of EU-CA education cooperation on institutional levels ; Elaboration, promotion and implementation of joint projects between EU countries and Central Asian region (KG,KZ,TJ,UZ,TU) with the aim for development of the regions in terms of education ; Drafting project proposals for new development areas in social area of CA region in partnership with EU organizations; represent interests of the organization in EURASHE, ENQA; Program development, management, quality control and coordination of ongoing joint projects within Tempus program (program of European Commission) for development of higher educational system in CA region .
09/10 – 02/11	Kyrgyz Republic	Association “EdNet”/ Academy “TeachEx” nv-nikitenko@yandex.ru Natalia Nikitenko – former director of EdNet Association	Distant project manager and coordinator	Management and coordination of projects on development of higher education in Central Asia ; Consultations of CA partners about realization educational projects in Central Asian region; Elaboration of new projects for Tempus Program in the area of curricula modernization, joint programs development, quality assurance system development. Advisor on policy development in Kyrgyzstan based on Baltic countries experience as a path for post-Soviet countries .
01/10-08/10	Kyrgyz Republic	Association “EdNet”/ Academy “TeachEx” nv-nikitenko@yandex.ru Natalia Nikitenko – former director of EdNet Association	Deputy director on development and international partnership	Elaboration and implementation of strategic plans on development of the organization (including human capacity building); Elaboration of new training products for HEIs’ staff and business society with regard to education reforms by MES KG and bridging partnership with labor market ; Preparation of marketing plans for new business products; Elaboration of concepts for development and reformation of education in Kyrgyz Republic in partnership with Ministry of Education and Science; Elaboration of projects for social and economic development of the regions with Soros Foundation on Kyrgyz Republic, USAID, EFCA in education field in the light of current education reforms.

Languages: Kyrgyz – native, English – fluent, Russian – fluent.

Publications:

- **“ESG -2015 as basics for criteria and standards of accreditation agencies in Kazakhstan and Kyrgyzstan”**, Publications of International conference on evolving trends in interdisciplinary research and practices, August 19-23, 2019, Manhattan, New-York.
- **“The QUEECA experience Developing and implementing a new accreditation system in Central Asia according to European standards and guidelines”**, 2016. Edited by: Claudio Borri, Sergey Gerasimov, Elisa Guberti, Jose Carlos Quadrado, Onolkan Umankulova, Ulf Winkelmann
- **“Influence of Tempus projects on quality assurance in higher education”**// Higher Education of Kyrgyz Republic (special informative guidance journal), October, 2015 EdNet Association jointly with Ministry of Education and Science of Kyrgyz Republic supported by rectors of HEIs of Kyrgyz Republic.

- **“Independent accreditation as an important tool towards qualitative education in the country”**// Higher Education of Kyrgyz Republic (special informative guidance journal), March 2015 EdNet Association jointly with Ministry of Education and Science of Kyrgyz Republic supported by rectors of HEIs of Kyrgyz Republic.
- **“Practical guideline for implementation of internal quality assurance system in Kyrgyz Republic and external evaluation tools”**, manual, September, 2014. Authors: Umankulova O., Duishebaeva G., Omurov N., Tretyakov A.V.
- **“Quality culture in higher education”**, manual, August, 2013. Authors: Nikitenko N., Umankulova O., Dzhanaliev A.
- **Collection of curricula within CIBELES project**, book, August, 2013. Authors: Nikitenko N., Umankulova O., Dzhanaliev A.
- **“Influence of higher education system on economic development of a country”**//Higher Education of Kyrgyz Republic (special informative guidance journal), October, 2011. EdNet Association jointly with Ministry of Education and Science of Kyrgyz Republic supported by rectors of HEIs of Kyrgyz Republic.
- **“How to find a job? Practical recommendations to get a job”**, manual and guideline, October, 2011. Authors: Abdrahmatova A., Umankulova O., Sariev N., Alimbekova T.
- **“European experience for development of business education”**//Higher Education of Kyrgyz Republic (special informative guidance journal), March, 2009. EdNet Association jointly with Ministry of Education and Science of Kyrgyz Republic supported by rectors of HEIs of Kyrgyz Republic.
- **“MBA (Master of business administration) development problems”**//Higher Education of Kyrgyz Republic (special informative guidance journal), October, 2008. EdNet Association jointly with Ministry of Education and Science of Kyrgyz Republic supported by rectors of HEIs of Kyrgyz Republic.