**Republic of Tajikistan**

**TAJIKISTAN RESILIENT LANDSCAPE RESTORATION PROJECT**

**TERMS OF REFERENCES AND SCOPE OF SERVICES**

**for**

**PROCUREMENT SPECIALIST**

1. **BACKGROUND AND BRIEF DESCRIPTION OF THE PROJECT**

The Government of Tajikistan implements the Tajikistan Resilient Landscape Restoration Project (TRLRP) project, financed by the World Bank Group (WBG).

The RESILAND CA+ is an umbrella program that will include national projects in Kazakhstan, the Kyrgyz Republic, Tajikistan, and Uzbekistan to help these Central Asian countries restore landscapes through investments and technical knowledge and expertise. In addition to supporting national projects, it will also enhance regional dialogue and collaboration on landscape management region wide. Supporting communities, youth, and women along border areas to build a vibrant economy based on forest and natural resources, RESILAND CA+ also aims to contribute to increased climate resilience of people, ecosystems, and infrastructure.

The Project Development Objective (PDO) of the TRLRP is to increase area under sustainable landscape management in selected locations in Tajikistan and promote collaboration by Central Asia countries on transboundary landscape restoration.

This PDO is uniform across the RESILAND CA+ projects with sustainable landscape management practices differing based on the specific country contexts. In the case of Tajikistan, sustainable landscape management includes practices such as agroforestry (intercropping with trees and shelterbelts); improved grazing land management through temporal enclosure, rotational grazing, and enrichment planting; plantations and reforestation; protected area management; soil fertility and water harvesting and efficiency measures; climate-smart agriculture; and other relevant practices, Sustainable landscape management practices will be carried out by the Government, the private sector, and rural communities in the targeted locations*,* whose capacities will be increased to carry these out.

The project will be implemented by the Project Implementation Team (PIT) under the Center for Implementation of Investment Projects within the Committee of Environmental Protection (CIIP CEP).

1. **OBJECTIVE OF THE ASSIGNMENT**

Procurement Specialist will provide support to the CEP in the implementation of procurement activities in accordance with the provisions of the Financing Agreement.

1. **TASKS AND SCOPE OF SERVICES**

The Specialist shall undertake the following tasks:

* Implement procurement transactions using the Bank's procurement planning and tracking tool (STEP);
* Updating the procurement plan and obtaining Bank approvals through the STEP system and documenting justification for updates to the procurement plan in the PPSD;
* Preparation of General Procurement Notice (GPN), Specific Procurement Notice (SPN), Request for Expression of Interest (REI), contract award notifications and publication through STEP and / or in local media and websites.
* Preparing procurement documents, evaluation reports, contracts and information related to the procurement process;
* Organizing the receipt of goods, customs clearance, and delivery to the final destination, if necessary;
* Together with specialists from the relevant CEP technical departments, monitor and manage the progress of the execution of signed contracts;
* Regularly updating the database of potential contractors, suppliers and consultants;
* Maintain procurement records/files (both in hard copy and electronic form);
* Prepare procurement reports, as well as assist in preparing reports if necessary;
* Ensure that suspended firms or individuals (listed on the World Bank website: www.worldbank.org/debarr) do not bid or enter into contracts with such firms and individuals;
* Handling procurement-related complaints, including adequate logging and recording, notifying the World Bank, and preparing responses ;
* Preparing procurement section of the Sub-grant Manual; Updating the procurement section of the Operational Manual;
* Provide advice to CEP and Project staff on procurement and contract management matters, including on the community development program..

1. **QUALIFICATION AND PERSONAL REQUIREMENTS**

* Higher education in the field of economics, management, business administration, law;
* At least five years of professional experience in procurement under the World Bank or other IFIs procurement guidelines; professional experience in procurement under the community development projects would be an advantage;
* Certified training on international procurement procedures, including World Bank procedures, on goods, works and selection of consultants;
* Good knowledge of Public procurement law;
* Fluency in Tajik, Russian and English languages.

1. **INSTITUTIONAL ARRANGEMENTS**

The Procurement Specialist will be contracted by the Committee for Environmental Protection and will work closely with the PIT and CEP specialists, the project partners, along with other stakeholders as needed.

1. **DURATION**

The Procurement Specialist shall be contracted for 12 months, with an initial 3-month probationary period. The contract will be re-confirmed or terminated depending on the performance assessment by the CEP at the end of the probation period.

1. **REPORTING AND APPROVAL PROCEDURES**

The Procurement Specialist will provide monthly reports to the Project Director through a Head of CIIP in hard copy in Tajik in a format acceptable to the CEP.

1. **CLIENT INPUTS**

The CEP will provide office space, necessary equipment and documents for Specialist during the working period in the CEP office, and arrange transportation for field trips if required.

1. **LOCATION**

The Procurement Specialist will be based in Dushanbe.