**Republic of Tajikistan**

**TAJIKISTAN RESILIENT LANDSCAPE RESTORATION PROJECT**

**TERMS OF REFERENCES AND SCOPE OF SERVICES**

**for**

**FINANCIAL MANAGEMENT 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. **OBJECTIVES OF THE ASSIGNMENT**

The main objective of the assignment is to carry out activities related to the project financial management arrangements and provide advice to the implementing agency’s respective staff on financial management matters.

1. **TASKS AND SCOPE OF SERVICES**

In his/her activity the FM Specialist shall be guided by the Project Operations Manual and current legislation of the Republic of Tajikistan.

FM Specialist will be responsible for the following tasks:

* Ensure that the project’s financial management system, including project accounts and internal control procedures, is maintained in accordance with the World Bank relevant guidelines and regulations;
* Use the written procedures (Financial Management section of the Operational Manual) for operation of the project financial management system and update, as necessary, the financial management section of the Operational Manual, including financial policies and procedures governing the project, forms and formats, and other material for project administration;
* Conduct regular reconciliations of the bank account balances to the project accounts;
* Participate in preparation of the project’s annual budget, and implement financial planning in co-operation with the disbursement and procurement specialists and others as needed;
* Follow all required procedures in accordance with World Bank guidelines on financial management, accounting, reporting and auditing;
* Prepare and manage disbursement requests and activities in accordance with the established procedures of the World Bank;
* Ensure disbursement applications are prepared on a timely basis and that the required supporting documentation is included with each disbursement application;
* Ensure that the project’s accounting system can regularly prepare quarterly Interim Un-audited Financial Reports (IFRs). Prepare and submit to the World Bank quarterly IFRs in time and manner indicated in the project’s Disbursement and Financial Information Letter (DFIL);
* Prepare applications for replenishing the project’s Designated Accounts;
* Ensure the Financial Statements for the Project are audited by an external auditor on a yearly basis, in accordance with the provisions of the project’s DFIL. Each audit should cover the period of one fiscal year (January – December) and should be provided to the World Bank not later than six months after the end of such period;
* Maintain fixed assets’ register for the equipment bought from the project funds;
* Cooperate and follow up on the recommendations of the Bank’s FM supervision missions and external auditors;
* Fulfill reporting requirements of the Tax, Social Fund, Statistic committee and other state authorities;
* Provide financial management training and guidelines as needed to relevant project staff and beneficiaries;
* Perform filing and archiving of the accounting and financial documentation;
* Carry out other activities as may be officially delegated by the Project Director from time to time.

1. **QUALIFICATIONS REQUIREMENTS**

* University degree in finance, accounting or economics;
* At least 5 years of professional experience with knowledge of World Bank and Republic of Tajikistan financial procedures;
* Experience working with state organizations;
* Proven work experience in international projects including WB projects;
* Full command of the 1-C Enterprise Accounting Software;
* Fluent Tajik and English (verbal and written);
* Strong computer skills: MS Word, MS Excel, Email, and Internet;
* Excellent organizational, communication skills at all levels, especially report writing skills and email communications;
* Ability to work under pressure; client orientation, analytical thinking; and
* Willingness to travel as needed to project sites (sometimes remote).

1. **INSTITUTIONAL ARRANGEMENTS**

The FM Specialist will be contracted through 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 FM 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 FM 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 supply office space and necessary equipment for specialist during the working period in the CEP office, and arrange transport for field trips.

1. **LOCATION**

The specialist will be based in Dushanbe with travel to the project sites.