**Republic of Tajikistan**

**TAJIKISTAN RESILIENT LANDSCAPE RESTORATION PROJECT**

**TERMS OF REFERENCES AND SCOPE OF SERVICES**

**for**

**Project Coordinator**

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 purpose of the Project Coordinator is to ensure successful implementation of the project in compliance with Agreements signed between Tajikistan and the World Bank and in conformity with Code of Labor of the Republic of Tajikistan.

1. **TASKS AND SCOPE OF SERVICES**

Under the overall guidance and supervision of the head of CIIP, the Project Coordinator will carry out the following tasks:

* Coordinate the implementation of Project activities in the regions according to the project tasks, in collaboration with regional CEP offices.
* Ensure that all project activities are implemented are in line with TRLRP and World Bank guidelines, and in accordance with the Operational Manual and annual implementation work plans, and aim to reach project development objective.
* Ensure that any updates required to the Operational Manual are proposed in a timely fashion and shared with the World Bank for their no objection.
* Ensure effective contract management and oversee task performance of all PIT staff.
* Take measures to provide the team with qualified human resources, for the best use of knowledge and experiences, creates safe and favorable environment for work in compliance with the requirements of environmental protection law.
* Prepare Terms of References for hiring Project staff in coordination with the relevant staff of CEP.
* Administer project logistics support and take all possible measures to improve Project implementation.
* Represent the project through attendance at relevant international, regional and local climate-adaptation related conference events, round tables, seminars and trainings – to augment the knowledge management process and to disseminate Project’s knowledge and experience, and lessons learned.
* Supervise planning and use of operation expenses, preparation of annual budgets and submits them for approval to the Project Director.
* Supervise organization of procurement of goods, works and services, stipulated by procurement plan and processes of the WB.
* Monitor the compliance of project activities with the rules and procedures of WB during project implementation.
* Ensure timely submission of progress reports on status of project implementation, prepare budget forecasts and update procurement plans in close cooperation with the the PIT.
* Provide results of financial audits of the project to the WB, within 6 months after the end of each fiscal year, in a format and manner acceptable to the Bank.
* Perform any other duties as agreed with the Head of CIIP and Project Director.

1. **QUALIFICATIONS AND EXPERIENCE**

*Experience:*

* At least five years of relevant working experience in the landscape restoration, environmental management, natural resources management, economics and/or agricultural projects in an international organization with a good reputation and donor supported activities.
* Extensive experience of working with MDBs, in particular the World Bank and other international and donor organizations is highly desirable.
* Good knowledge of sector-based landscape restoration, agricultural, natural resource management, and environment science issues/agencies.
* Extensive experience of working with the government of Tajikistan, line ministries, government agencies, academia and civil society on issues concerning landscape restoration, rural development, agriculture, natural resource management, and environmental management.;
* Fluent Tajik and English (verbal and written);

*Education:*

* Master’s degree in a field related to international development with a specific academic background related to landscape restoration, agriculture, natural resources and/or green economy.

*Personal qualities:*

* Applicant must demonstrate enthusiasm for, and commitment, to sustainable development and environmental management. Businesslike and target-oriented approach is required
* Excellent communication and inter-personal skills
* Excellent team building skills
* Ability to think strategically and evidence of problem identification, analysis and offering solutions
* Ability and willingness to travel to remote areas are essential

***Communication and Computer Skills:***

* Computer skills (MS office, MS Word, MS Excel, Power point, Internet E-mail etc.) is required;
* Fluency in written and spoken in Tajik, Russian, and English is a must;

1. **INSTITUTIONAL ARRANGEMENTS**

The Project Coordinator will be contracted through the Committee for Environmental Protection and will work closely with the Project team and CEP specialists, the project partners, along with other stakeholders as needed.

1. **DURATION**

The Project Coordinator 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 Project Coordinator will provide monthly reports to the Project Director through the 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 Project Coordinator will be based in Dushanbe with travel to the project sites.