**Republic of Tajikistan**

**Climate Adaptation and Mitigation Program for Aral Sea Basin (Additional financing)**

**TERMS OF REFERENCES AND SCOPE OF SERVICES**

**for consulting services to act as a Community Facilitator FOR DARVOZ AND ISHKOSHIM DISTRICTS**

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

The Government of Tajikistan is implementing the Climate Adaptation and Mitigation Program for Aral Sea Basin project, Additional Financing (CAMP4ASB AF) financed by the World Bank Group. CAMP4ASB supports and strengthens the implementation of a number of national strategies and programs, especially those targeting crosscutting concerns of the water, agriculture, and energy sectors identified by all countries. The program is implemented in several stages, as a series of projects, taking into account the differences in the needs of the participating countries. A broader application of the program through the GCF resources is designed to provide direct adaptation support to the most vulnerable rural populations in Tajikistan by providing appropriate grants to WUAs and PUUs to pilot and expand relevant technologies and practices to improve climate resilience, mitigate risks and the impact. The project will be managed by the Committee for Environmental Protection under the Government of the Republic of Tajikistan (CEP).

The overall Project Development Objective of CAMP4ASB AF is to enhance regionally coordinated access to improved climate change knowledge services for key stakeholders (e.g., policy makers, communities, and civil society) in participating Central Asian countries as well as to increase investments and capacity building that, combined, will address climate challenges common to these countries.

The aim of this assignment is to act as a Community Facilitator (CF) to implement activities under the CAMP4ASB AF to inform all Project key stakeholders; effectively mobilize communities into various community groups; empower them to plan and implement Project activities; to provide support to these community groups in implementation of their activities; to monitor and report on Project activities; and to ensure efficient operation and maintenance of investments provided under the Project. The CF will develop and submit narrative and financial progress and outcome reports as specified in the Contract.

The CF will be responsible for the organization of its team and work programme to fulfill obligations within the given overall conditions and timeframe. It will be closely collaborating with the PIU with its technical specialists as well as Rayon Technical Specialist and report to the Project Coordinator.

The CF is an experienced organization (NGO, LLC, etc.,) in social mobilization and development. The principal tasks of the CF are to ensure that the communities are effectively mobilized and have the capacity to plan and implement a Community Action Plan (CAP) and grant sub-project, monitor and evaluate sub-projects and provide efficient operation and maintenance of investments.

* 1. **Objective of the assignment**

The objective of this assignment is to provide consulting services to act as a CF.

* 1. **Tasks and scope of services:**

The CF will play a key role in mobilizing communities, forming groups, follow-up activities, information dissemination, capacity building, monitoring and delivering them own or channeling from other Project implementing agencies capacity building programmes.

Main responsibilities and tasks of the CF will be:

1. Provide qualified personnel for the given assignment. The minimum requirements to the number and area of expertise are: for both districts Darvoz and Ishkoshim - a manager, an agricultural specialist, water specialist, accountant and community development specialist;
2. Organize and conduct meetings with local authorities (districts, jamoats) to inform them about the goals of the Project and discuss the state of water and pasture management and the availability of existing WUAs and PUUs at the district levels;
3. Conduction of first meeting and selection of PUU and WUA at Jamoat level;
4. Assist in the establishment and .registration of the PUUs, WUAs with local authorities and the signing of the grant agreement between the PUU, WUA and the CEP;
5. Conduct assessment and meetings with existing WUAs and PUUs and their members to inform about the terms of participation at the district level;
6. Prepare sub-projects and budgets according to community ranked priorities for PUUs and WUAs;
7. Establishment of the Women Income Generation Groups (WIGG) at village level;
8. Project assistance in signing of Memorandums between CEP and Local hukumats and Grant Agreements between CEP and PUU and WUA
9. Development of a Pasture and Water Resources Management Plan. The plan will indicate the investments/activities to be carried out within the budget and the responsible party for each action, including the technical assistance provider. The plan will identify: (a) measures to improve pasture productivity such as rotational grazing, conservation and improvement, area for natural/artificial regeneration pasture restoration, improved access to remote pastures and the need for additional forage production, (b) pasture overgrazing and (c) measures to reduce salinity, protect the soil, plant trees and improve soil fertility, such as incorporating legumes into crop rotations or composting;
10. Provide capacity building training for communities in: (a) community development and participation in pasture management community planning including CAP formulation or updating, (b) sub-project identification and proposal writing, (c) developing and managing budgets, (d) techniques to mobilize better human and financial resources from within the community (including remittances), or identify alternative funding sources, (e) quality control of inputs, produce, products, equipment, support services; and (f) procurement, costing and accounting, business and financial management, tendering procedures, monitoring and evaluation, operation and maintenance;
11. Maintain the focus on the poor, vulnerable and women within the Project area and ensure that they are able to actively participate in decision making and implementation, develop special strategies to ensure their inclusion in Project activities as well as to ensure that at least 35% of the Project beneficiaries are women;
12. Assist the PUU, WUA in the implementation of plans, including investment in pasture improvement, water management, training, and liaise with the CEP to ensure timely disbursement of funds, as agreed in the grant agreement between the PUU, WUA and the CEP;
13. Facilitate village members in the preparation of sub-project proposals including arranging the technical and financial assistance required for the feasibility analysis and detailed design of sub-projects; if required, arrange for line agency specialists to assist in this process;
14. Provide training on a range of technical and operational topics, including financial management (accounting), procurement and natural based solution;
15. Liaising on a regular basis with the CEP and Rayon Technical Specialists at the district level;
16. Provide technical and managerial assistance to PUUs, WUAs and households undertaking the sub-projects during implementation of activities;
17. Having equipment, materials, and facilities needed to undertake assignment (e.g., suitable vehicles, portable power generator, camera, materials needed to undertake and record initial participatory analysis, feasibility analysis, implementation progress, monitoring and evaluation, etc.);
18. Provide periodic financial and progress reports to the CEP as mutually agreed;
19. Promote good relations between the village members and other Project partners and stakeholders (e.g., Jamoat Councils, DA and line agency staff) and help in prevention and resolution of conflicts;
20. Conduct pre-appraisal of CAPs and sub-projects of the PUUs and WUAs;
21. Arrange and participate in the appraisal of sub-projects, including site visits;
22. Organizing of exchange experience between PUU and WUAs between districts;
23. Conduction of annual meetings between the PUU/WUA in districts level
24. Provide technical and managerial assistance to PUUs, WUAs and households undertaking the sub-projects during implementation of activities;
25. Keep electronic and hard copy files for each PUUs, WUAs and complete the Community Data Sheets on a periodic basis.
    1. **Duration**

The duration of the assignment is 12 months starting from the contract signing date and subject to renewal, if required until the end of Project subject to good performance. The contract is a result -based contract.

* 1. **Qualifications**

Organization with 5 years of working experience within Tajikistan in facilitation of participatory analysis and implementation support for community-based agricultural, natural resource management and rural infrastructure development sub-projects or similar assignment. Having good capacity of personnel for conduction of given assignment as well as having equipment, materials and facilities needed to undertake assignment. The NGO must have financial stable.

* 1. **Coverage**

Project targeted districts: GBAO region: Ishkoshim and Darvoz districts.

* 1. **Reporting and outputs**

The CF will work in close coordination with CEP in close collaboration with the Project specialists in development of all its Project documents and in implementing its activities. The CF will keep the CEP informed of schedule of activities and any adjustments.

* The CF will establish and maintain close cooperation with the Project staff working in the Project target areas to ensure synergy.

During the course of this assignment, the CF will directly report to the Project Coordinator. The CF is required to provide brief monthly progress reports both in Russian and Tajik languages defining the status of ongoing and indicating planned activities as well as problems encountered with the proposed solutions. The report should include attendee lists of meeting, prepared materials, including training materials, survey data, photographs, and videos.

The final report should include a detailed analysis and evaluation of each PUUs and WUAs, including an assessment of water, pasture and livestock management and use practices. The final draft report of NGO, LLC etc., should be submit to the CEP 15 days before the end of the signed contract. The final report must be prepared in Russian and Tajik languages with 2 copies in electronic and translated version in English. Other report requirements would be agreed during contract negotiations.

* 1. **Contract Administration**

A. Contract Coordinator

The Client designates a Project Coordinator as Client’s Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for acceptance clearance of the deliverables by the Client.

B. CEP Chairman

The CEP Chairman shall be responsible for the acceptance of the deliverables and approval reports and invoices for payments.