

**Scope of Work**

**Consultant Services for Environmental Compliance assessments of partner’s proposals**

**Tajikistan Employment and Enterprise Development Activity (EEDA)**

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| **ASSIGNMENT TITLE:** | Environmental Compliance Consultant |
| **LOCATION:** | Dushanbe, Tajikistan with possible travel throughout Tajikistan |
| **REPORTS TO:** | Environmental Compliance Specialist | |
| **NUMBER OF DAYS:** | 100 (hundred days) | |
| **PERIOD OF**  **PERFORMANCE:** | November 1, 2024 – September 30, 2025 | |
| **TYPE OF CONTRACT:** | Delivery based contract | |

**Project description**

Since 1963, ACDI/VOCA has worked in 145 developing and transitioning nations to empower people to succeed in the global economy. Located in Washington D.C., ACDI/VOCA is a non-profit organization focused on international development that provides technical design and implementation in agriculture, economic growth, and resilience to achieve better lives for people and communities by increasing economic prosperity and social inclusion.

ACDI/VOCA implements USAID-funded Activities in Tajikistan – the USAID Employment and Enterprise Development Activity (EEDA).

USAID EEDA provides environmental management in all its activities and conducts assessments and training to ensure staff and implementing partners can effectively perform their responsibilities in environmental compliance and climate risk management.

ACDI/VOCA will engage an Environmental Impact Consultant to help ensure the activity adheres to environmental standards and employs environmentally friendly practices in adapting the Environmental Manual and Environmental Mitigation and Monitoring Plan.

**Objective:**

The Environmental Compliance Specialist will work within the EEDA to provide reliable input and support to program activities in order to achieve efficient service to program beneficiaries, meet program objectives, and comply with Foreign Assistance Act, Part I, Section 117, which requires USAID to develop procedures that take environmental impacts fully into account. The position will oversee these environmental compliance aspects of the project together with Environmental Compliance Specialist.

The Environmental Compliance Consultant will conduct environmental assessments for the USAID EEDA project and project activities. These assessments include evaluation of the impact on project activities on human health and the physical, biological and social environment. Responsibilities also include compliance with USAID requirements as described in the USAID approved Pesticide Evaluation Review and Safe Use Action Plan (PERSUAP), initial and final environmental review & assessment checklists, and the Environmental Manual and Framework Mitigation and Monitoring Plan (EFMMP). The Environmental Specialist also ensures compliance with applicable Tajikistan laws and standards and works with program staff to implement projects with internationally accepted best practices.

**Anticipated Tasks and Activities:**

* Maintain and enforce a comprehensive environmental compliance strategy that considers each

stage of USAID EEDA activities that may adversely impact human health and the physical,

biological, and social environment.

* For all such activities analyze potential short and long-term impact to the environment and public

health.

* Work with project technical team to complete all required environmental screening for each

planned project activity and ensure that Environmental Mitigation and Monitoring Plans are

followed in all project activities.

* Monitor and evaluate effectiveness of activities and impact and make recommendations for

improvements.

* Visit site activities to collect information required for the preparation of Environmental Mitigation

Management Plans or other specialized environmental documents.

* Ensure that required environmental compliance documentation is prepared for all relevant project

activities in the pre-award and post-award phase. Participate as a Grant Evaluation Committee

member during meetings and make environmental screening to determine the level of mitigation

planning necessary for the grant activity.

* Proactively identifying ways to improve environmental compliance and policy work.
* Coordinate with the Monitoring and Evaluation and Technical teams to achieve required

environmental monitoring indicators and provide data as requested.

* Any other relevant tasks as assigned by the Supervisor or/and COP/DCOP.

**Deliverables:**

• Review Project descriptions for each partnership and propose revisions to include environmental considerations as appropriate

• Collect any information required to complete Environmental Review Checklist for each assigned partnership.

• For each assigned partnership (unless it is not necessary) develop Environmental Review Checklist, to avoid or adequately minimize the identified affects effectively.

• Communicate with USAID’s regional Mission Environmental Officer and obtain approval for submitted ERCs.

**Travel/Expenditures:**

The Consultant will be paid an allowance to cover meals and incidental expenses (M&IE) when travelling outside home of record/post and based on ACDI/VOCA perdiem rates established for Tajikistan.

Additional expenditures will be reimbursed based on expense reports backed by receipts. Allowable expenditures consist of lodging (within ACDI/VOCA per diem rates established for Tajikistan), transportation to meetings and such other travel based on the approved work plan.

**Logistical Support/Needs:**

The Consultant will provide his/her own laptop computer and is expected to be able to work in documents in Microsoft Word, Excel, and PDF formats. The Consultant is expected to be available via personal phone, email, and/or instant messaging (Teams/WhatsApp) on a regular/as-needed basis. The Consultant will be expected to sign a non-disclosure agreement to ensure the privacy of sensitive data.

**Qualifications:**

• A bachelor’s degree in business administration, law or any other relevant field; Specialized

trainings and certifications on environmental policies are an advantage.

• A minimum of eight (3) years of experience in environmental compliance or related field.

• At least one (1) year or more experience working for USAID-funded programs managing similar

portfolio.

• Knowledge of USAID Environmental compliance regulations.

• Experience in development of Environmental mitigation and monitoring plans.

• Strong coordination skills and interpersonal/communications skills.

• Good writing skills.

* Fluency in English and Tajik required.

**To Apply:**

Please submit a Resume and Cover Letter to [EEDATajikistan@Joinav.org](mailto:EEDATajikistan@Joinav.org). Please include the position title in the subject line. We will be reviewing applications and interviewing candidates on a rolling basis and encourage you to submit your application early. We reserve the right to close this vacancy once a successful candidate is appointed. Only those candidates considered for an interview will be contacted.

ACDI/VOCA provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.