

Annex: Terms of Reference for National Project Manager (F/M) 100%

Climate Resilient Development in Tajikistan Project (CRDP)

Duty Station:	Bokhtar city, Khatlon Region, Tajikistan
Languages Required:	Written and spoken English, Tajik, Russian
Starting Date (date when the selected candidate is expected to start):	17th February 2025
Duration of Contract:	1 year with prolongations
Expected Duration of Assignment:	up to 33 months

Background

The consortium of HELVETAS Swiss Intercooperation (HSI) and Welthungerhilfe (WHH) in partnership with Swiss Cooperation Office in Tajikistan (SCO) is implementing the Climate Resilient Development Project in Tajikistan (CRDP) with a total budget of US\$ 3,800,000. The project started in October 2023 and will continue until October 2027.

The project seeks to strengthen resilience and adaptation capacity to climate change of the population of the selected districts of the Khatlon region surrounding the national reserve “Tigrovaya Balka”. The project has two key focuses- smart climate landscape management and diversification of livelihoods. The climate change projections in the selected project zone show increasing temperatures and hazardous events which generate increasing vulnerabilities for local populations. The project will respond to these vulnerabilities through an inclusive and climate smart landscape approach including aspects of water, food, climate and renewable energy. It will aim to work with local stakeholders to identify and showcase inclusive and climate resilient development pathways by:

1. promoting the sustainable use of natural resources and incentivizing the protection of biodiversity hotspots,
2. increasing the resilience to climate change of vulnerable people through diverse and sustainable livelihoods and innovative responses to climate risks and
3. supporting the Committee for Environmental Protection (CoEP) to incorporate scientific evidence and field experience to respond to policy gaps related to climate change and biodiversity.

The project’s vision is to use results and outcomes to showcase a climate resilient development for Tajikistan. Processes and outcomes (solutions) will be well documented in the fields of livelihood diversification, regenerative agriculture and renewable energy to serve an evidence-based policy dialogue at the national level.

It is anticipated that the initiative will undergo a transition from a single phase, with a primary focus on Southern Tajikistan, to a nationwide, long-term, more systemic intervention. The fundamental approaches, such as exemplary development and showcasing of innovative solutions to adapt to

climate change and to protect biodiversity in a multistakeholder setting, including the private sector, remain central to the project.

The project plans to work in two different intervention zones: first zone includes three administrative districts surrounding the national reserve “Tigrovaya balka”: Dusti District (capital Jilikul), Jayhun District (capital Dusti town) and Qubodiyon (capital Qubodiyon). The second zone is the peri-urban area of Bokhtar city- the capital city of Khatlon region.

The project is implemented by the Consortium of HELVETAS (lead partner) and WHH. The Project Manager will be based in the PIU office in Bokhtar City of the Khatlon Region and will report to the Country Director of HELVETAS.

Administrative and financial matters pertaining to the project, including procurement and financial reporting, will be managed by the assigned finance and administrative staff of the PIU and HELVETAS Country Program. The Project Manager will work in close coordination and consultation with the consortium partner WHH, SDC, Committee for Environmental Protection of the Republic of Tajikistan and its structural divisions, international consultants in the implementation of project activities (additional details are in the approved Project Document)

Key requirements

The interested candidate shall have a background in natural science/natural resources management and 5-10 year of extensive project management experience in the area of sustainable natural resources use, climate change mitigation/adaption, market systems/value chain to thematically guide strategic interventions planned in the project. The area of expertise must include: project management cycle, development economics, environmental economics, ecosystems and natural resources management and planning, international regulations and conventions on climate change and protected areas.

Overall responsibilities

The Project Manager (PM) will be responsible for the overall management and coordination, monitoring and reporting of all available project resources to achieve set outcomes and objectives including those under WHH responsibility. The PM will lead, coach and supervise a technical project team and consultants. The PM will report to the Country Director of HELVETAS on all of the project’s substantive and administrative issues. The PM will be accountable and responsible for required project reporting to SDC (donor) and HELVETAS HO (donor) and to the SCM for meeting government and regulatory obligations under the project.

The PM will manage the relations and liaise with the Donor, national stakeholders, staff of other climate change projects executed by SDC and other donors, implementing partners (activity/sub-project contractors), and other stakeholders.

Specific duties and responsibilities

- Lead the achievement of project objectives and the management of allocated financial and human resources, ensuring high-quality implementation by developing effective working relationships and cooperation with all actors involved in the project (including state organizations), project partners/academies as well as relevant SDC-funded projects in the project area. Including the coordination of the consortium as well.



- Plan and coordinate the achievements of all project outputs with a required standard of quality and within the specified constraints of time and cost as outlined in the project document.
 - Mobilize all project inputs in accordance with procedures for nationally implemented projects.
 - Supervise, guide and coordinate the work of the Project Implementation Unit and WHH project coordinator, project support staff, consultants and activity/sub-project contractors.
 - Directly lead the policy initiatives under Component 3 of the project.
 - Liaise with relevant government agencies, and all implementing partners for effective coordination of all project activities.
 - Coordinate activities closely with other climate change projects executed by CEP and Donor SDC, particularly the “Weather-Water-Climate Services” Project implemented by Caritas.
- Complies with administrative, financial and organizational and reporting requirements and procedures from Helvetas and SDC including reporting and controlling, preparation of financial statements with partners and other relevant requirements for a successful project implementation
 - In close liaison with the Country Director and consortium partners, prepare and revise Yearly Operation Plans and Annual budgets.
 - Oversee and ensure timely submission of the semi-annual Progress reports, Annual Project Reports (APR), quarterly financial reports, and other reports as may be required by SDC and other oversight agencies.
 - Contribute to the development and implementation of a robust system of monitoring and evaluation, accountability, and learning (MEAL) to ensure a high level of quality in the results achieved and their impacts, in the accountability of stakeholders and ultimately in quality management.
 - Development and supervise the MEAL system with his/ her team
 - Produced and disseminate project reports and respond to queries from stakeholders.
 - Oversee the exchange and sharing of experiences and lessons learned with these and other relevant conservation and sustainable development projects nationally and internationally.
 - Assist relevant government agencies and implementing partners with development of essential skills through training workshops and on the job training, thereby upgrading their institutional capabilities.
 - Carry out regular, announced, and unannounced monitoring and inspections of project sites and activities.
 - Draft TOR for consultants (Mid-term and final evaluation) and monitor contractual obligations/performance

Qualifications



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra



HELVETAS



**WELT
HUNGER
HILFE**

Swiss Confederation
Конфедерация Швейцария

- A university degree in Environmental Management / Agriculture Sciences; a post-graduate degree in Climate change and natural resource management is a valued add on.
- Minimum of 8 years' experience of project management related to natural resource/ climate change and confirmed experience in policy dialogues in Tajikistan.
- Demonstrated competences and experience in managing and coordinating projects of similar size and scope (at least 5 years). Experience of working with SDC will be an asset.
- Professional experience in working on influencing policy, capacity building on natural resource and climate change.
- Proven ability to identify and facilitate systemic changes and learn from other projects. Knowledge of Market system development will be an added value.
- Prior experience in a senior management role
- Working experience with the project stakeholder institutions and agencies
- Ability to effectively coordinate a multi-stakeholder project
- Ability to administer budgets, lead a team, train and work effectively with counterpart staff at all levels, and interact effectively with all groups involved in the project
- Excellent communication skills and effective interpersonal and negotiation skills, proven through successful interactions with all levels of stakeholder groups, including senior government officials, business executives and local people/communities
- Strong managerial skills, including results-oriented management, strategic planning, monitoring and evaluation, human resources management and financial management skills.
- Strong writing, presentation and reporting skills
- Strong ITC skills
- A good working knowledge and writing skill in English and Tajik is a requirement