**CALL FOR TRAINERS and MENTORS**

(for national candidates)

**Acted Tajikistan** is seeking experts to join its roster of trainers to deliver capacity-building trainings for local Civil Society Organizations (CSOs) and Community-Based Organizations (CBOs).

Acted seeks CVs from qualified and experienced experts in the following specific fields and related areas:

1. **Organizational Governance Expert/trainer** 
   * Specializes in board governance, legal compliance, mission/vision development and reporting.
   * Experience in advising CSOs on leadership structures and accountability.
2. **Organizational Management Expert/trainer** 
   * Expertise in internal communication, strategic planning, organizational structure and management capabilities development, participatory decision-making
   * Helps CSOs improve operational efficiency and leadership capabilities.
3. **Financial Management Expert/trainer** 
   * Skilled in budgeting, financial reporting, and cash flow management.
   * Provides training on financial transparency and accountability for CSOs.
4. **Operations & Logistics Expert/trainer** 
   * Focuses on infrastructure, security, and human resource management.
   * Trains organizations on improving internal processes and operational efficiency.
5. **Project Cycle Management (PCM) Expert/trainer** 
   * Experienced in assessment, project design, implementation, monitoring, and evaluation.
   * Helps CSOs build strong project management frameworks.
6. **Risk Management & Compliance Expert/trainer** 
   * Specializes in program risk mitigation, audits, and internal control systems.
   * Trains organizations on ensuring compliance with regulations and best practices.
7. **External Relations & Fundraising Expert/trainer** 
   * Provides training in community engagement, government relations, and advocacy.
   * Skilled in fundraising strategies, donor relations, and marketing for CSOs
8. **Accountability & Community Engagement Expert/trainer** 
   * Specializes in stakeholder engagement, feedback and complaint mechanisms, and humanitarian principles.
   * Helps CSOs strengthen relationships with beneficiaries and affected populations.
9. **Collective Action & Advocacy Expert/trainer** 
   * Focuses on coalition-building, advocacy strategies, and partnership development.
   * Trains CSOs in effective networking and influencing policy.
10. **Sustainability & Zero Values Expert/trainer**

* Provides guidance on reducing environmental impact (Zero Carbon initiatives).
* Supports CSOs in integrating social inclusion (Zero Exclusion) and poverty reduction (Zero Poverty) into their programmes.

**Background Information:**

Acted is an international Non-Government Organization (NGO) with headquarters in Paris, France and active in 43 countries around the world. Acted has been present in Central Asia since 1996, with missions in Tajikistan, Kyrgyzstan and Uzbekistan. Acted aims to respond to emergencies and provide humanitarian support to vulnerable populations; co-construct effective governance; and promote sustainable and inclusive economic growth, in line with the “Zero Carbon, Zero Exclusion, Zero Poverty” (3ZERO) vision.

The assignment for experts/trainers/mentors will be realized within Acted’s CATALYST instrument which will work across several projects. CATALYST stands for Capacity Assessment, Technical Support and Learning for Sustainable Transformation. CATALYST is a comprehensive tool designed to assess and strengthen the organizational and institutional capacity of grassroots Community-Based Organizations (CBOs) and Civil Society Organizations (CSOs). It enables CSOs to identify capacity gaps, develop tailored action plans, and implement targeted technical support interventions. By using CATALYST, organizations can enhance their sustainability, effectiveness, and ability to engage with stakeholders. We seek experienced experts to deliver training and mentorship for those CSOs and CBOs who passed the assessment and capacity development plans creation stages realized by Acted.

**Need Background:**

Acted is currently implementing several projects in Tajikistan focused on **Natural Resource Management, Economic Development, and Strengthening Civil Society Capacities**. As part of these initiatives, invited experts and trainers will deliver capacity-building sessions for selected CSOs and CBOs. The experts will provide targeted training, mentorship, and support to enhance organizational effectiveness and sustainability in Dushanbe and regions of Tajikistan.

This announcement is intended to create a pool/roster of trainers with whom Acted will cooperate on an ad-hoc basis to deliver targeted training.

**Specific tasks:**

* Development of specialized training modules tailored to the needs of CSOs/CBOs.
* Conduct training and capacity-building sessions for selected CSOs/CBOs.
* Provide mentorship and guidance to CSOs/CBOs following the training sessions.
* Conduct refresher training as needed.

**Minimum Qualifications and Skills:**

Acted seeks expressions of interest for candidates who meet the following minimum requirements:

1. Education relevant to the above-mentioned specific fields or related sectors
2. Demonstrated practical expertise in one of more of the above-mentioned specific fields and/or related areas
3. Prior experience delivering similar modules development and delivery
4. Capacity to work autonomously, proactively and to deliver high-quality work within deadlines
5. Fluent in Tajik and Russian, working level English is an advantage

**Application Instructions:**

Qualified persons should submit their CVs t to Acted as soon as possible. The Call for Experts will close on **March 31, 2025**. Interviews will be conducted on a rolling basis during and after the application process.

Applications should be sent by email to [tajikistan.jobs@acted.org](mailto:tajikistan.jobs@acted.org) with the subject line: CATALYST + *sector of expertise*

As a minimum, candidates need to submit the following:

* CV
* Daily fee rate expectation in TJS including all taxes (to be written in the body of the application email)
* Areas of expertise applied for based on the 10 listed above (to be written in the body of the application email)

Candidates are not required, but encouraged to submit any of the following additional documents:

* Letter of Interest/Motivation
* Examples of past similar assignments
* References

Candidates will be notified when their application is approved, and they are successfully added to the roster. Selected candidates may be requested to start work before the end of the applicating period.

Acted is an equal opportunities employer. Female and minority candidates are encouraged to apply.

Acted has a zero-tolerance approach to sexual exploitation, abuse and harassment (SEAH). Please note that any candidate offered a job will sign the Code of Conduct, and related policies, as part of their work contract. Misconduct can lead to dismissal.