**re-Announcement OF Vacancy**

**(STAFF)**

**REPUBLIC OF TAJIKISTAN**

**“COMMUNITY-BASED AGRICULTURAL SUPPORT PROJECT+”**

Assignment Title: DISTRICT PROJECT OFFICERS

Reference No. # CASP+PMU-0063-NP-R

Duration: 12 months with possibility of extension

**Working place:** Dangara, Maschoh and Zafarobod districts, a database of potential specialists for other targeted districts of Project will also be compiled(one Specialist for one district)

The State Enterprise “Project Management Unit “Livestock and Pasture Development” (PMU) financing from the International Fund for Agricultural Development (IFAD) towards the cost of “Community-Based Agricultural Support Project+” and intends to apply part of the proceeds for recruitment of Specialist.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with “Community-Based Agricultural Support Project+” (CASP+).

The job of Specialist include performance of tasks as a District Project Officers.

The PMU (“the client”) now invites eligible “Specialists” to indicate their interest in providing the services. **Regarding the above announcement, in order to ensure gender equality, women will be is given preference**. Interested specialist should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The attention of interested Specialists is drawn to IFAD’s Anti-Money Laundering and Countering the Financing of Terrorism Policy[[1]](#footnote-1) and the Revised IFAD Policy on Preventing Fraud and Corruption its Activities and Operations[[2]](#footnote-2). The latter sets forth IFAD’s provisions on prohibited practices. IFAD further strives to ensure a safe working environment free of harassment, including sexual harassment, and free of sexual exploitation and abuse (SEA) in its activities and operations as detailed in its IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse.[[3]](#footnote-3)

Interested Specialist shall not have any actual, potential or reasonably perceived conflict of interest. A Specialist with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A Specialist including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the Purchaser’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this REOI, (ii) the shortlisting or selection process for this procurement, or (iii) execution of the contract. The Specialist has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the Specialist, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.

A Specialist will be selected in accordance with the staff recruitment method set out in IFAD’ project procurement handbook that can be accessed via the IFAD website at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement).

**The DPO of CASP+ should perform the following scope of works:**

* Ensure the timely collation and preparation of the annual work plans and budgets at the district level;
* Ensure that the meetings of the *Hukumat* and *Jamoat* are held regularly to ensure accountability and transparency in Project decision-making;
* Ensure that s/he holds regular monthly meetings with all key staff and implementing partners on the ground to discuss Project planning, progress, and issues;
* Ensure the proper implementation of the work plans at the district level and ensure that staff is properly facilitated in implementation of Project activities;
* Ensure that each participating line agency designates a coordinator for Project activities at the district level. S/He will ensure coordination with line agency staff and convey local needs on a regular basis to the PMU for the provision of timely technical inputs based on the identified community needs;
* Together with each of the VOs/CIGs, PUUs/PUGs and line agencies at the district level prepare a monthly work plan.
* S/He will ensure all logistical inputs and operational support for the provision of field visits of the staff of line agencies and staff from the specialized institutes;
* Ensure that the district line department staff is properly oriented in the Project approach. In coordination with the PMU staff, s/he will arrange for their training and orientation into participatory appraisal, planning and implementation techniques;
* Monitor the performance of the line agency staff at the district level. For this purpose, s/he will use the timesheets developed by the PMU and ensure that these are filled out on a monthly basis and that per diems and travelling allowance are paid in accordance with the rules and regulations of the Project;
* Ensure that all data is properly recorded as indicated in the MIS developed for the Project and that all information is provided to the Monitoring and Evaluation Officer for preparation of the Project reports;
* Ensure that all local procurements are made using the procedures specified in the Project Financing Agreement and the Project Manuals;
* Promote linkages with other programs and projects that would help to achieve Project objectives at the district level;

**The recruitment criteria are:**

* University degree in agriculture, economic, agribusiness social sciences, or related fields - 15 points;
* At least 5 years of experience in rural development and analytical skills – 30 points;
* Strong analytical skills – 15 points;
* Experience in projects/programs funded by donors is an advantage - 25 points;
* Fluency in Tajik and Russian languages ​​and MS Office (Word, Excel, knowledge of English is an advantage - 15 points;

Only the top-ranked specialists will be invited for interview.

Any request for clarification on this REOI should be sent via e-mail to the address below [procurement.casp@mail.ru](mailto:procurement.casp@mail.ru) [procurement.lpdp@mail.ru](mailto:procurement.lpdp@mail.ru) no later than March 24, 2025. The client will provide responses to all clarification requests by March 26, 2025 from 09:00 to 17:00.

Expressions of interest must be delivered in written form with the CV and cover letter. EOIs shall be submitted to the address below no later than March 31, 2025, 17:00 local time.

The Specialist will be selected in accordance with the procedures set out in the IFAD Procurement handbook

Participants must specify the districts in which they are interested and have the possibility to work (Dangara, Mascho, and Zafarobod and other Project targeted districts). A participant can choose one or all districts in which they are interested in working.

State Enterprise “Project Management Unit “Livestock and Pasture Development”

Mirzoalizoda B. – Director of the PMU.

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1. The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>. [↑](#footnote-ref-1)
2. The policy is accessible at [www.ifad.org/anticorruption\_policy](http://www.ifad.org/anticorruption_policy). [↑](#footnote-ref-2)
3. The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>. [↑](#footnote-ref-3)