**Republic of Tajikistan**

**TAJIKISTAN RESILIENT LANDSCAPE RESTORATION PROJECT**

**TERMS OF REFERENCES AND SCOPE OF SERVICES**

**for**

**Grant Specialist**

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

The Government of Tajikistan implements the Tajikistan Resilient Landscape Restoration Project (TRLRP) project, financed by the World Bank Group (WBG).

The RESILAND CA+ is an umbrella program that will include national projects in Kazakhstan, the Kyrgyz Republic, Tajikistan, and Uzbekistan to help these Central Asian countries restore landscapes through investments and technical knowledge and expertise. In addition to supporting national projects, it will also enhance regional dialogue and collaboration on landscape management region wide. Supporting communities, youth, and women along border areas to build a vibrant economy based on forest and natural resources, RESILAND CA+ also aims to contribute to increased climate resilience of people, ecosystems, and infrastructure.

The Project Development Objective (PDO) of the TRLRP is to increase area under sustainable landscape management in selected locations in Tajikistan and promote collaboration by Central Asia countries on transboundary landscape restoration.

This PDO is uniform across the RESILAND CA+ projects with sustainable landscape management practices differing based on the specific country contexts. In the case of Tajikistan, sustainable landscape management includes practices such as agroforestry (intercropping with trees and shelterbelts); improved grazing land management through temporal enclosure, rotational grazing, and enrichment planting; plantations and reforestation; protected area management; soil fertility and water harvesting and efficiency measures; climate-smart agriculture; and other relevant practices, Sustainable landscape management practices will be carried out by the Government, the private sector, and rural communities in the targeted locations*,* whose capacities will be increased to carry these out.

The project will be implemented by the Project Implementation Team (PIT) under the Center for Implementation of Investment Projects within the Committee of Environmental Protection (CIIP CEP).

1. **OBJECTIVES OF ASSIGNMENT**

The objective of this assignment is to provide technical assistance through the involvement of Grant Specialist aimed at sustainability and achievement of the objectives of the TRLRP as a whole.

1. **TASKS AND SCOPE OF SERVICES**

Main responsibilities and tasks of the Grant Specialist:

* Be responsible for ensuring the effective planning, management and implementation of all activities on development of grant proposals;
* Ensure that all activities are carried out in conformity with the agreed-upon administrative, financial and environmental practices and provide coordination;
* Update, expand, and clarify the Operations Manual for Grants including all operating procedures and templates as required from time to time;
* Assist the Grant recipients in preparation of technical specifications;
* Review all submitted grant proposals and provide relevant advices and assist on their improvement;
* Manage and monitor progress of grants at all stages;
* Gather the Grant Selection Committee, prepare packages for review, allow reasonable time for review, respond to any questions or issues flagged by the Grant Selection Committee;
* Evaluate submitted grant proposals in composed of Grant Selection Committee and submit an Evaluation Report with recommendation for approval of Grant;
* Prepare appropriate Grant Agreement to be signed between the s grant recipient and CEP;
* Ensure that the investment implementations are carried out in accordance with the principles and procedures specified in the Grant Agreement, monitor and control the realizations, and keep a copy of all documents in Project office;
* Be responsible for direct supervision of all activities regarding grants in the project;
* Undertake regular visits to the area of Grant implementation for participatory monitoring of activities financed by the Project and receive feedback from the target beneficiaries for making any relevant corrections;
* Prepare material for printing and dissemination on Grant achievements, success stories on relative thematic;
* Any other tasks as agreed with the Project Field Coordinator.
1. **QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

***Education:***

* University degree in sphere of agriculture, agribusiness, finance, economics or related fields;

***Experience:***

* At least 3 years of experience in development of Grants or related fields;
* Having strong experience in preparation and development of business plan, rural development as well as analytical skills;
* Fluency in Tajik and Russian languages, knowledge of English is an advantage;
* Ability and willingness to travel frequently to the project areas is mandatory;
* Previous experience with local government agencies, donor activities and understanding of donor requirements is an advantage;
* Good communication and computer skills (MS Word, Excel, Power Point, Internet).

***Personal Qualities:***

* Applicants must demonstrate enthusiasm for, and commitment, to social development and in fragile settings, with particular interest in addressing the needs of the most vulnerable. A hands-on and action-oriented approach will be essential;
* Excellent communication, including report writing, and inter-personal skills;
* Excellent team-working skills;
* Ability and willingness to travel to remote areas is essential.

***Communication and Computer Skills:***

* Computer skills (MS office, MS Word, MS Excel, Power point, Internet E-mail etc.) is required;
* Fluency in written and spoken in Tajik and Russian, basic knowledge of reading and writing in English is advantage;
1. **INSTITUTIONAL ARRANGEMENTS**

The Grant Specialist will be contracted through the Center for Implementation of Investment Projects (CIIP) of the Committee for Environmental Protection and will report to Head of CIIP and will work closely with the Project team and CEP specialists, the project partners, along with other stakeholders as needed.

1. **DURATION**

The Grant Specialist shall be contracted for 12 months, with an initial 3-month probationary period. The contract will be re-confirmed or terminated depending on the performance assessment by the CEP at the end of the probation period.

1. **REPORTING AND APPROVAL PROCEDURES**

The Grant Specialist will provide monthly reports to the Project Director through the Head of CIIP in hard copy in Tajik in a format acceptable to the CEP.

1. **CLIENT INPUTS**

The CEP will provide office space, necessary equipment and documents for Specialist during the working period in the CEP office, and arrange transportation for field trips if required.

1. **LOCATION**

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The Grant Specialist will be based in Dushanbe with travel to the project sites.