**Republic of Tajikistan**

**TAJIKISTAN RESILIENT LANDSCAPE RESTORATION PROJECT**

**TERMS OF REFERENCES AND SCOPE OF SERVICES**

**for**

**PROJECT ASSISTANT/HR**

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 THE ASSIGNMENT**

The Project assistant shall use (he/she) professional skills and make all efforts for quality and timely implementation of the Project in accordance with its implementation plan. During implementation of activities, the specialist will be guided by the present Terms of Reference, Project Operational Manual, and the current legislation of the Republic of Tajikistan as well as by other project basic documents.

1. **TASKS AND SCOPE OF SERVICES**

Under the overall guidance and supervision of the Project Coordinator the Project Assistantt shall undertake the following tasks:

* Monitor the Project office activities and be responsible for equipment and property, as well as ensure the correct use of office supplies, fuels and lubricants and other materials;
* Prepare reports on using the fuels and lubricants and other materials;
* Clarify the need of Project staff for stationery and other goods, according to which to prepare an request for the purchase of these goods;
* Prepare and maintain a schedule of Project meetings;
* Ensure that the minutes of the meeting and instructions from the Project Director are properly recorded, disseminated and implemented;
* Monitor the implementation of resolutions and orders of the Government of the Republic of Tajikistan and other documents of ministries and departments;
* Provide an effective system for registering documents, as well as monitor the timely execution of orders from the Project coordinator;
* Ensure registration of admission, transfer and dismissal of personnel of the project and other personnel orders (business trip, vacation, etc.) in accordance with the current legislation of the Republic of Tajikistan;
* Assist the Project in the preparation of schedules, briefing materials, scene setters and briefings;
* Plan and arrange regular meetings of Project Coordinator with implementing agencies and with other partners when necessary;
* Organizing mission visits, logistics, meetings and mission support;
* Organize and keep records of working hours of project staff;
* Keep records and ensure the safety of project property and office supplies;
* Undertake any other project related activity/task assigned by Project Coordinator.

1. **QUALIFICATIONS REQUIREMENTS**

* University degree in social sciences, law, climate or related fields;
* At least 3 years of working experience in rural development, human resources, economics, law or related fields;
* Fluency in Tajik and Russian languages, knowledge of English is an advantage;
* Ability and willingness to travel frequently to the project areas when is needed;
* Previous experience with local Government agencies, international organizations;
* Good communication skills and well knowledge of computer – MS Office (Word, Excel, Power Point, Internet, e-mail).

1. **INSTITUTIONAL ARRANGEMENTS**

The Project assistant will be contracted through the Committee for Environmental Protection and will work closely with the Project team and CEP specialists, the project partners, along with other stakeholders as needed.

1. **DURATION**

The Project assistant 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 Project assistant 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**

The Project assistant will be based in Dushanbe with travel to the project sites.