**Republic of Tajikistan**

**TAJIKISTAN RESILIENT LANDSCAPE RESTORATION PROJECT**

**TERMS OF REFERENCES AND SCOPE OF SERVICES**

**for**

**DISBURSEMENT SPECIALIST** **/ CASHIER (LOCAL)**

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. **OBJECTIVE OF THE ASSIGNMENT**

The main objective of the assignment is to provide technical assistance in the area of disbursement and project financial management arrangements.

1. **TASKS AND SCOPE OF SERVICES**

Under the overall guidance and supervision of the Project Financial management specialist the Disbursement Specialist shall undertake the following tasks:

* Develop overall project budget and expenditure plans for the project periodically with the participation of other relevant Project staff and specialists, in particular the Financial Management Specialist;
* Carry out the activities required to satisfy all obligations in accordance with the World Bank’s Disbursement Handbook,
* Ensure proper management, accounting and reporting of project funds, in accordance with accounting, budgeting, financial control and audit procedures acceptable to the World Bank and local financial regulations;
* Prepare all project payments orders and internal vouchers for the signature of FM consultant;
* Ensure timely payments to consultants, suppliers and contractors as per terms of contracts signed as well as the World Bank relevant guidelines, regulations, legal agreements and other applicable documents;
* Carry out other activities as may be officially delegated by the Project Financial Specialist and Project Coordinator from time to time.
1. **QUALIFICATION AND PERSONAL REQUIREMENTS**
* University degree in finance, accounting or economics;
* At least 3 years of professional experience with knowledge of WB and Republic of Tajikistan financial procedures;
* Experience working with state organizations;
* Proven work experience in international projects including WB projects;
* Full command of the 1-C Enterprise Accounting Software
* Fluent Tajik and Russian (verbal and written). Good knowledge of English (written and spoken) is an advantage;
* Strong computer skills: MS Word, MS Excel, Email, and Internet;
* Excellent organizational, communication skills at all levels, especially report writing skills and email communications;
* Ability to work under pressure; client orientation, analytical thinking; and
* Willingness to travel as needed to project sites (sometimes remote).
1. **INSTITUTIONAL ARRANGEMENTS**

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

1. **DURATION**

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

1. **CLIENT INPUTS**

The CEP will supply office space and necessary equipment for specialist during the working period in the CEP office, and arrange transport for field trips.

1. **LOCATION**

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