

State Institute “Agriculture Entrepreneurship Development” Project Management Unit
One Health for Pandemic Prevention Food Systems Resilience and Ecosystem Health in
Central Asia Project (OHP)

Terms of Reference
for
Project Assistant

I. Background

The One Health approach is an integrated and unifying framework that aims to achieve optimal health for people, animals, and ecosystems. It recognizes the interdependence between human, animal, plant, and environmental health, and it mobilizes various sectors and communities to address global challenges, such as pandemic prevention, antimicrobial resistance (AMR), food safety, and environmental sustainability. This approach is essential for fostering well-being and tackling complex health issues in interconnected systems.

The One Health for Pandemic Prevention Food Systems Resilience and Ecosystem Health in Central Asia Program for Tajikistan is a US\$31.79 million grant, with US\$30 million sourced from the International Development Association (IDA) and an additional US\$1.79 million from the Pandemic Fund. This initiative, part of the World Bank's Multiphase Programmatic Approach (MPA), aims to support the five Central Asian countries (Kazakhstan, Kyrgyz Republic, Tajikistan, Turkmenistan, and Uzbekistan) in addressing prevalent challenges related to zoonotic diseases, AMR, and food safety.

The One Health Program in Tajikistan, implemented as part of Phase 1 under the World Bank's Multiphase Programmatic Approach (MPA), is designed to strengthen the country's capacities for preventing, detecting, and responding to zoonotic diseases, AMR, and food safety risks. It supports investments across national and regional One Health coordination, communication, information sharing, regulatory frameworks, knowledge development, workforce capacity, risk-based surveillance, prevention and response systems, laboratory capacity, and data systems.

The project includes four key components:

1. Strengthening One Health Governance
2. Enhancing One Health Knowledge and Workforce Capacity
3. Improving One Health Prevention, Detection, and Response Systems
4. Project Management, Monitoring & Evaluation, and Learning

The One Health Program in Tajikistan is implemented by the State Institute “Agriculture Entrepreneurship Development” Project Management Unit (SI AED PMU). The implementing agency works closely with national and regional stakeholders to ensure effective and sustainable implementation of the One Health approach.

The Project primarily focuses on technical assistance, capacity building, procurement of laboratory equipment, construction of research centers and laboratories, and One Health risks related to the laboratory civil works.

II. Project Development Objective

To strengthen the capacity to prevent, detect, and respond to priority zoonotic diseases, antimicrobial resistance, and food safety issues in Tajikistan through a regional One Health approach.

III. Scope of Work

The Project Assistant will support the implementation and day-to-day coordination of the One Health Project activities under the SI AED PMU. The Project Assistant will work under the supervision of the Project Coordinator and provide administrative, organizational, and operational support to ensure smooth implementation of project activities.

The Project Assistant will be responsible for the following tasks:

- Support the Project Coordinator, PMU management and technical staff in the day-to-day implementation and coordination of project activities.
- Provide administrative, logistical and organizational support for meetings, workshops, trainings, conferences, and missions conducted under the project.
- Coordinate meeting schedules, prepare agendas, draft meeting minutes, and follow up on agreed action points.
- Draft and process official correspondence, letters, memos, and other project-related documentation in a timely manner.
- Maintain and regularly update project filing and records management systems, ensuring proper archiving of both electronic and hard-copy documentation.
- Assist in preparation, consolidation, formatting of project reports, work plans, progress updates and other required documentation.
- Support the organization of local and international missions, including travel arrangements, accommodation, and other logistical coordination.
- Monitor deadline and timelines for submission of reports, deliverables and other project-related documentation, and follow up with relevant stakeholders as needed.
- Provide administrative support to procurement and financial processes, including collection, filing and tracking of supporting documentation.
- Maintain inventory and asset records of project equipment and materials and support proper asset management and tracking.
- Ensure proper registration, tracking, and archiving of incoming and outgoing correspondence and official communications.
- Provide written translation and oral interpretation support when required.
- Perform any other tasks assigned by the Project Coordinator, PMU Director and/or Deputy Director related to effective project implementation.

IV. Reporting Requirements

The Project Assistant will report to and work under the supervision of the Project Coordinator, Deputy Director and AED PMU Director.

The Project Assistant shall provide regular progress and activity reports in Tajik or Russian languages as requested by the Project Coordinator.

V. Languages

The Project Assistant shall work in Tajik and Russian languages. Knowledge of English language, including written and spoken communication, will be considered an advantage.

Documents shall be prepared in Tajik, Russian, and if necessary, in English language.

VI. Qualifications and Requirements

- University degree in Business Administration, Public Administration, Economics, Management, International Relations, Social Sciences, or other relevant fields.
- At least two (2) years of relevant professional experience in project support, administration, coordination, operation, accounting or office management with government institutions or private sectors organizations.
- Strong organizational and communication skills.
- Ability to work effectively in a multidisciplinary team environment.
- Proficiency in Microsoft Office applications, including good knowledge of Microsoft Office applications (Word, Excel, PowerPoint, Outlook).
- Excellent communication and interpersonal skills, with ability to coordinate effectively with various stakeholders.
- Good written and verbal communication skills in Tajik and Russian languages knowledge of English is an advantage.

VII. Duration of the Assignment

The assignment will start in _____ and will initially be for a duration of one year, including a probation period of three (3) months, with possible extension until the end of the project (30 June 2030), subject to satisfactory performance and project needs. Any extension of the contract will be decided by the SI AED PMU in agreement with the World Bank.

VIII. Client's input

The SI AED PMU will provide the Project Assistant with the necessary facilities, equipment and furniture, arrange transport for field trips and corporate phone number.