

State Institute “Agriculture Entrepreneurship Development” Project Management Unit

One Health for Pandemic Prevention Food Systems Resilience and Ecosystem Health in Central Asia Project

TERMS OF REFERENCE

for a Secretary (Consultant) to the National Coordination Council (NCC)

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 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** – Establishing a cross-sectoral governance structure to enhance coordination and policy alignment.
2. **Enhancing One Health Knowledge and Workforce Capacity** – Developing and implementing workforce training programs and research initiatives.
3. **Improving One Health Prevention, Detection, and Response Systems** – Strengthening national and regional laboratory networks, enhancing risk-based surveillance, and supporting digital information systems.
4. **Project Management, Monitoring & Evaluation, and Learning** – Establishing systems to manage and track project progress, ensure compliance, and facilitate knowledge dissemination.

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. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to ensure the day-to-day functioning, technical coordination, communication, and follow-up of decisions made by the **National Coordination Council (NCC)** and Technical Working Groups (TWGs) under the One Health Project.

III. SCOPE OF WORK

The main responsibility of the Secretary is to ensure the smooth functioning of the **National Coordination Council (NCC)** and to play a key role in project coordination and implementation. The

Secretary will serve as the operational and coordination focal point for the NOHCS, supporting the **National Coordination Council (NCC)** and Technical Working Groups (TWGs).

1. Coordination and Communication

- Facilitate coordination among ministries, agencies, and stakeholders involved in One Health activities
- Maintain regular communication with focal points across sectors
- Support information sharing and alignment of activities

2. Secretariat Support

- Organize and facilitate meetings of the NCC and TWGs
- Prepare agendas, background materials, and meeting minutes
- Ensure timely follow-up of decisions and action points

3. Monitoring and Reporting

- Track implementation progress of agreed actions
- Prepare periodic progress reports for the NOHCS and PMU
- Support documentation and reporting on coordination activities

4. Administrative and Organizational Support

- Maintain records and documentation of NOHCS activities
- Support logistical arrangements for meetings, workshops, and consultations
- Assist in coordination of stakeholder engagement activities

5. Support coordination with the Regional One Health Coordination Council.

- Act as focal point for coordination with the ROHCC secretariat at CAREC
- Support the Tajik representatives at the ROHCC in their duties and activities

IV. REPORTING REQUIREMENTS

The Consultant will report to:

- The AED PMU Director, Deputy Director, and OH Project Coordinator
- Functionally to the Chair of the National Coordination Council (NCC)

The Consultant will work in close coordination with:

- Sectoral coordinators
- Technical Working Groups
- Focal points from implementing agencies

V. WORK CONDITIONS AND SCHEDULES

AED PMU will provide a workplace for the Secretary - National Consultant. It is expected to visit to implementing agencies to perform the tasks. In total, 180 working days are foreseen for this consultancy, to be completed within a twenty-months period from the contract start date with the following deliverables:

<i>Deliverable</i>	<i>Description</i>	<i>Timeline</i>
1	Inception report and workplan	Within 10 working days after signing the contract
2	Regular organization of NCC and TWG meetings (with minutes)	Ongoing
3	Monthly/quarterly progress reports	Ongoing
4	Consolidated annual coordination report	15 days before the expiring the contract

VI. QUALIFICATION REQUIREMENTS

- University degree in public health, veterinary science, environmental science, agriculture, economics, or a related field
- At least 7 years of relevant professional experience in coordination, project support, or similar roles, preferably involving multi-sectoral or government coordination mechanisms
- Demonstrated experience working with government institutions and/or development partners
- Strong organizational, communication, and coordination skills
- Proven ability to engage with multiple stakeholders across sectors and facilitate coordination processes
- Fluency in Tajik and Russian is required; knowledge of English is considered an asset

III. INSTITUTIONAL ARRANGEMENTS

The NCC Secretariat will be hosted within the SI “AED” PMU in close coordination with relevant ministries and agencies.

The Secretariat will function as a coordination and facilitation body, working with:

- National Coordination Council (NCC)
- Technical Working Groups (TWGs)
- Implementing agencies

More technical and specialized tasks (e.g., digital platform development, analytical studies, training delivery) will be carried out through separate consultancies or contracts.

VIII. DURATION OF THE ASSIGNMENT

The duration of the assignment is 180 working days within the twenty (20) months from the contract start date.

IX. WORKING PLACE

The Consultant will be based at the PMU and will be required to coordinate regularly with implementing agencies and stakeholders.