

REQUEST FOR EXPRESSIONS OF INTEREST

MINISTRY OF FINANCE REPUBLIC OF TAJIKISTAN

ACCESS TO MARKETS AND ADAPTATION FOR LIVESTOCK (AMAL) PROJECT

CHIEF PROCUREMENT SPECIALIST

RFP Reference No.:	MOF/AMALP/CS/IC/2026-2
Grant No.:	2000006040
Country:	Republic of Tajikistan
Duration:	12 months with possibility of extension
Issued on:	July 16, 2026
Deadline:	04.08.2026

The Government of the Republic of Tajikistan and IFAD have entered into a Financing Agreement for implementation of the Access to Markets and Adaptation for Livestock (AMAL) Project, financed through IFAD Grant No. 2000006040 in the amount of USD 19.72 million. The Project includes investments in livestock productivity, climate resilience, market access, enterprise development, nutrition, policy support and project management.

The Project involves procurement of goods, works, consulting services, non-consulting services, equipment, technical assistance, training and other inputs necessary for implementation of project activities. Under the Financing Agreement, procurement must be carried out in accordance with the procurement regulations of the Republic of Tajikistan to the extent consistent with IFAD Procurement Guidelines, approved Procurement Plans, the Project Implementation Manual and IFAD systems, including IFAD OPEN where applicable.

The Project will be implemented in selected districts of Khatlon, Sughd and the Districts of Republican Subordination. It consists of three main components:

- Component 1 – Improving Livestock Productivity and Climate Resilience;
- Component 2 – Market Access, Enterprise Development and Improved Nutrition; and
- Component 3 – Enabling Policy Environment and Project Management.

To ensure timely, transparent and compliant procurement implementation, the PIU intends to recruit a Chief Procurement Specialist. The Specialist will coordinate preparation and updating of Chief Procurement Plans, organize procurement processes, prepare bidding and selection documents, support evaluation committees, monitor contract implementation, maintain procurement records and ensure compliance with IFAD procurement requirements, the Financing Agreement, the Project Implementation Manual and applicable legislation of the Republic of Tajikistan.

Tasks and Scope of Services

The Chief Procurement Specialist shall be responsible for the following:

- Coordinate preparation and updating of the Project Procurement Plan.
- Ensure procurement activities are aligned with approved Annual Work Plans and Budgets (AWPBs).
- Monitor implementation of procurement activities against approved schedules.
- Prepare periodic procurement implementation updates.
- Conduct procurement of goods, works, non-consulting services and consulting services in accordance with IFAD requirements and approved procurement procedures.
- Prepare bidding documents, requests for quotations, requests for proposals, expressions of interest and other procurement documents.
- Organize procurement processes from initiation to contract award.
- Ensure timely publication of procurement notices and invitations.
- Provide secretariat support to bid evaluation committees and consultant selection committees.

- Prepare bid evaluation reports, consultant evaluation reports and contract award recommendations.
- Ensure procurement records are complete, accurate and properly maintained.
- **Contract Management**
- Monitor implementation of procurement contracts.
- Maintain contract management records and procurement databases.
- Monitor contract execution schedules and identify delays or implementation issues.
- Coordinate contract amendments and variations where required.
- Maintain a contract monitoring system for all project contracts.
- **IFAD Systems and Reporting**
- Ensure proper use of IFAD procurement systems, including OPEN and other platforms as required.
- Prepare procurement information and reports required by IFAD, Government authorities and project management.
- Support procurement reviews, audits and supervision missions.
- Ensure implementation of procurement-related recommendations arising from supervision missions and audits.
- Provide procurement guidance to project staff and implementing partners.
- Support training and capacity-building activities related to procurement.
- Ensure compliance with IFAD Procurement Handbook, Financing Agreement provisions and applicable national procurement regulations acceptable to IFAD.
- Identify procurement risks and recommend mitigation measures.
- Perform other duties related to procurement as assigned by the Project Coordinator.
- Approved and regularly updated Procurement Plan.
- Procurement packages processed in accordance with approved schedules.
- Procurement documentation prepared and maintained in accordance with IFAD requirements.
- Procurement progress reports submitted on time.
- Procurement records maintained in a complete and auditable manner.

Qualifications and Experience

The Chief Procurement Specialist should satisfy the following qualifications and criteria:

- Bachelor's degree in procurement, economics, business administration, engineering, law, public administration or related field;
- At least five (5) years of relevant professional experience in procurement, contract management or supply chain management;
- At least three (3) years of experience in procurement under donor-funded projects, public investment projects or development programmes;
- Experience in procurement of goods, works, consulting and non-consulting services;
- Familiarity with procurement procedures of international development organizations will be an advantage;
- Good understanding of procurement planning, bid evaluation and contract administration;
- Knowledge of procurement legislation and regulations of the Republic of Tajikistan;
- Strong analytical, organizational and communication skills;
- Excellent knowledge of Tajik and Russian languages;
- Working knowledge of English;
- Strong computer skills, including Microsoft Office applications.

Specialist will be selected according to the procedures set out in IFAD's Procurement Manual (September 2010 edition).

Further information can be obtained at the address below during office hours from 08:00 to 17:00 local time, Monday to Friday.

Interested specialists must submit CV, two Recommendation letters and a cover letter in Tajik and English languages with indication of the position name to the address below (in person or by e-mail) by August 04, 2026 (17:00 Dushanbe time)

Address: Dushanbe, 35 Sheroz str. (building of the Ministry of Finance of the Republic of Tajikistan, 7th floor)

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