

REQUEST FOR EXPRESSIONS OF INTEREST

MINISTRY OF FINANCE REPUBLIC OF TAJIKISTAN

ACCESS TO MARKETS AND ADAPTATION FOR LIVESTOCK (AMAL) PROJECT

TRANSLATOR / ASSISTANT

RFP Reference No.:	MOF/AMALP/CS/IC/2026-7
Grant No.:	2000006040
Country:	Republic of Tajikistan
Duration:	12 months with possibility of extension
Issued on:	July 16, 2026
Deadline:	04.08.2026

The Access to Markets and Adaptation for Livestock (AMAL) Project is financed by IFAD and implemented through a multi-institutional arrangement involving the Ministry of Agriculture as the Lead Project Agency, the PIU under the Ministry of Finance, CIIP-CEP, participating financial institutions, service providers, implementing partners and other stakeholders. The Project supports livestock productivity, climate resilience, market access, enterprise development, improved nutrition, policy support and project management in selected districts of Tajikistan.

Due to the Project's broad implementation structure and regular coordination with IFAD, Government institutions, CIIP-CEP, local authorities, consultants, service providers and beneficiaries, efficient administrative support, accurate translation, interpretation, document management and timely communication will be essential for smooth day-to-day implementation. Project activities will require preparation and translation of correspondence, reports, minutes, presentations and other documents in Tajik, Russian and English, as well as logistical and coordination support for meetings, workshops, missions and field visits.

For this purpose, the PIU intends to recruit a Translator / Assistant. The Translator / Assistant will support the Project Coordinator, technical specialists and other PIU staff in translation, interpretation, correspondence, meeting arrangements, document registration and filing, mission support, logistical coordination and general administrative functions in accordance with the Financing Agreement, Project Implementation Manual, Annual Work Plans and Budgets, IFAD procedures and applicable legislation of the Republic of Tajikistan.

Tasks and Scope of Services

The Assistant / Translator shall be responsible for the following:

- Translate project documents, letters, reports, meeting minutes, presentations and other materials between Tajik, Russian and English as required.
- Provide oral interpretation during meetings, workshops, missions, consultations and field visits.
- Ensure accuracy, clarity and consistency of translated materials.
- Assist in preparing bilingual or trilingual versions of key project documents where required.
- Communication and Coordination Support
- Support communication between PIU staff, CIIP-CEP, Government institutions, IFAD, implementing partners and other stakeholders.
- Assist in preparing meeting agendas, participant lists, minutes and follow-up action notes.
- Support coordination of responses to requests for information from project stakeholders.
- Assist in collecting documents and information required for reporting, supervision missions and project reviews.
- Assist in preparing, formatting, registering and filing official letters, memos, meeting minutes, reports and other project documents.
- Maintain incoming and outgoing correspondence registers.
- Support scheduling of meetings, workshops, consultations, field visits and missions.
- Assist in logistical arrangements for project events, meetings, trainings and missions.
- Maintain proper filing and archiving of administrative and project documents.
- Provide day-to-day administrative support to the Project Coordinator.

- Maintain organized electronic and hard-copy filing systems.
- Ensure that project documents are properly stored, numbered and accessible.
- Support preparation of document packages for audits, supervision missions, procurement processes and reporting.
- Assist in maintaining records of contracts, correspondence, mission documents and administrative files.
- Support travel and logistical arrangements for project staff, consultants and missions.
- Assist in organizing field visits, meetings with local authorities and stakeholder consultations.
- Support preparation of materials for IFAD supervision missions, implementation support missions and other official visits.
- Perform other administrative, translation and coordination duties as may be assigned by the Project Coordinator.
- Project correspondence translated and prepared accurately and on time.
- Meetings, workshops and missions supported effectively.
- Meeting minutes, action notes and administrative documents prepared and filed.
- Project filing and document management systems maintained.
- Administrative support provided to the Project Coordinator and PIU staff on a timely basis.

Qualifications and Experience

The Assistant / Translator should satisfy the following qualifications and criteria:

- Bachelor's degree in languages, translation, public administration, international relations, economics, management, social sciences or related field;
- At least three (3) years of relevant professional experience in administration, translation, interpretation, office management, project support or related fields;
- Experience working with Government institutions, development projects, international organizations or donor-funded programmes will be an advantage;
- Strong translation and interpretation skills in Tajik, Russian and English;
- Good drafting, editing, organizational and communication skills;
- Ability to prepare minutes, official correspondence and administrative documents;
- Ability to work with multiple stakeholders and meet deadlines;
- Excellent knowledge of Tajik and Russian languages;
- Good 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)

Phone No.: +992 37 227-67-87

Email: j.sattorzoda@piumof.tj