

REQUEST FOR EXPRESSIONS OF INTEREST

MINISTRY OF FINANCE REPUBLIC OF TAJIKISTAN

ACCESS TO MARKETS AND ADAPTATION FOR LIVESTOCK (AMAL) PROJECT

DISBURSEMENT OFFICER

RFP Reference No.:	MOF/AMALP/CS/IC/2026-5
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 the International Fund for Agricultural Development (IFAD) have entered into a Financing Agreement for implementation of the Access to Markets and Adaptation for Livestock (AMAL) Project. The Project is financed through IFAD Grant No. 2000006040 in the amount of USD 19.72 million and is aimed at improving livelihoods and living conditions of livestock smallholders and pastoral communities in rural Tajikistan. The Project will support increased incomes, improved nutrition and strengthened resilience through more productive, climate-adapted and inclusive livestock value chains.

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

The AMAL Project will be implemented through a multi-institutional arrangement involving the Ministry of Agriculture as the Lead Project Agency, the State Institution “Project Implementation Unit for Access to Green and Rural Development Finance” under the Ministry of Finance, and the Center for Implementation of Investment Projects under the Committee for Environmental Protection. The Project provides for separate Designated Accounts and Project Accounts for the PIU under the Ministry of Finance and CIIP-CEP, which requires accurate fund-flow management, timely preparation of withdrawal applications, proper payment processing and full compliance with IFAD disbursement and financial management procedures.

Given the volume of financial transactions, withdrawal applications, supporting documentation and reporting requirements under the Project, the PIU intends to recruit a Disbursement Officer. The Officer will support the Finance Specialist and Project Coordinator in ensuring timely and accurate processing of withdrawal applications, payments, bank reconciliations, disbursement records and financial documentation in accordance with the Financing Agreement, IFAD requirements, the Project Implementation Manual and applicable legislation of the Republic of Tajikistan.

Tasks and Scope of Services

The Disbursement Officer shall be responsible for the following:

- Prepare withdrawal applications and supporting documentation in accordance with IFAD requirements.
- Ensure completeness and accuracy of supporting documents prior to submission.
- Monitor processing status of withdrawal applications and follow up with relevant parties as required.
- Maintain records of all withdrawal applications and disbursement transactions.
- Support management of Designated Accounts and Project Accounts.
- Monitor project cash balances and cash flow requirements.
- Assist in preparation of fund forecasts and disbursement projections.
- Support reconciliation of project bank accounts.

- Review payment requests and supporting documentation.
- Verify compliance of expenditures with approved budgets, contracts and financing conditions.
- Assist in processing payments to suppliers, consultants, contractors and service providers.
- Maintain payment records and supporting documentation.
- Financial Documentation and Record Keeping
- Maintain complete and orderly financial and disbursement records.
- Ensure proper filing of withdrawal applications, payment documents, bank statements and supporting records.
- Support preparation of documentation required for audits, financial reviews and supervision missions.
- Prepare periodic disbursement reports and expenditure summaries.
- Support preparation of financial reports required by IFAD and Government authorities.
- Provide disbursement information for project progress reports and management reviews.
- Ensure compliance with IFAD disbursement procedures and project financial management arrangements.
- Support implementation of internal control procedures related to project expenditures and payments.
- Identify disbursement-related issues and recommend corrective actions.
- Assist in implementation of recommendations arising from audits and supervision missions.
- Withdrawal applications prepared and submitted in a timely manner.
- Disbursement records maintained accurately and completely.
- Designated Account reconciliations prepared on schedule.
- Payment documentation processed in accordance with project procedures.
- Financial documentation maintained in an auditable manner.
- Disbursement reports submitted on time.

Qualifications and Experience

The Disbursement Officer should satisfy the following qualifications and criteria:

- Bachelor's degree in accounting, finance, economics, business administration or related field;
- At least three (3) years of relevant professional experience in accounting, finance, treasury management, banking, financial administration or related fields;
- Experience with financial documentation, payment processing, accounting records or disbursement procedures;
- Experience working on donor-funded projects, public investment projects or development programmes will be an advantage;
- Knowledge of accounting principles, financial controls and banking procedures;
- Familiarity with financial management and disbursement procedures of international development organizations will be an advantage;
- Strong organizational and record management skills;
- Attention to detail and ability to work with financial documentation accurately;
- Excellent knowledge of Tajik and Russian languages;
- Working knowledge of English;
- Strong computer skills, including Microsoft Office applications and accounting software.

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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