

REQUEST FOR EXPRESSIONS OF INTEREST

MINISTRY OF FINANCE REPUBLIC OF TAJIKISTAN

ACCESS TO MARKETS AND ADAPTATION FOR LIVESTOCK (AMAL) PROJECT

CHIEF KNOWLEDGE MANAGEMENT AND COMMUNICATION SPECIALIST

RFP Reference No.:	MOF/AMALP/CS/IC/2026-9
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 a multi-component IFAD-financed project aimed at improving livelihoods and conditions of livestock smallholders and pastoral communities in rural Tajikistan. The Project promotes climate resilience, livestock productivity, market access, enterprise development, improved nutrition and an enabling policy environment for the livestock sector.

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 Financing Agreement provides for a comprehensive knowledge management and communication approach to support documentation, dissemination and use of project-generated knowledge. The Project is expected to prepare a Knowledge Management and Communication Plan, document lessons learned and good practices, develop knowledge products and share results with the Project Steering Committee, Government institutions, development partners, project stakeholders and beneficiaries.

To ensure systematic communication, visibility, learning and dissemination of results, the PIU intends to recruit a Knowledge Management and Communication Specialist. The Specialist will support preparation of communication materials, case studies, success stories, knowledge products, reports, publications and visibility materials; document project achievements and lessons learned; support project events and missions; and promote information sharing among PIU-MOF, CIIP-CEP, IFAD, implementing partners, beneficiaries and other stakeholders.

Tasks and Scope of Services

The Knowledge Management and Communication Specialist shall be responsible for the following:

- Knowledge Management and Learning
 - Develop and update the project Knowledge Management and Communication Plan.
 - Identify, document and disseminate lessons learned, good practices, innovations and success stories from project implementation.
 - Work closely with the M&E Specialist and technical specialists to transform monitoring information and field experience into knowledge products.
 - Support internal learning through reflection sessions, knowledge-sharing events and exchanges among project staff and partners.
 - Maintain a repository of project studies, reports, publications, media materials, photos, videos and communication outputs.
- Knowledge Products and Documentation
 - Coordinate preparation of case studies, briefs, reports, success stories, presentations, discussion papers and policy notes.
 - Support preparation of terms of reference for external consultants or institutions engaged to prepare studies, communication products or knowledge materials.

- Review draft knowledge products for clarity, accuracy, consistency and relevance to AMAL objectives.
- Ensure that knowledge products capture gender, youth, social inclusion, climate, nutrition and value chain aspects where relevant.
- Document beneficiary experiences, project innovations and scalable practices.
- Communication and Visibility
 - Prepare communication materials on project objectives, activities, achievements and results.
 - Support preparation of newsletters, press releases, website content, social media content, brochures, factsheets, presentations and visibility materials.
 - Ensure project communication materials are consistent with IFAD visibility and communication requirements.
 - Support organization and documentation of project events, workshops, consultations, missions and field visits.
 - Coordinate communication activities with relevant Government institutions, IFAD, CIIP-CEP and implementing partners.
- Reporting Support
 - Provide inputs for quarterly, semi-annual and annual progress reports.
 - Support preparation of communication and knowledge management sections of project reports.
 - Prepare materials for IFAD supervision missions, implementation support missions, mid-term review and project completion activities.
 - Support dissemination of project results to Government authorities, development partners, project stakeholders and beneficiaries.
- Stakeholder Engagement
 - Support communication with project beneficiaries, local authorities, implementing partners, service providers, participating financial institutions and other stakeholders.
 - Prepare information materials for MSMEs, smallholders, financial institutions, service providers and other project beneficiaries.
 - Promote information sharing between PIU-MOF, CIIP-CEP and other project stakeholders.
 - Support consultations, learning events and dissemination workshops.
- Documentation and Archiving
 - Maintain an organized electronic and hard-copy archive of project communication and knowledge products.
 - Ensure proper documentation of trainings, workshops, field visits, consultations and missions.
 - Maintain photo, video and story archives in accordance with project communication needs.
 - Ensure knowledge products and communication materials are stored and accessible for project use.
- Other Duties
 - Perform other duties related to knowledge management, communication and project visibility as may be assigned by the Project Coordinator.
- Expected Deliverables
 - Knowledge Management and Communication Plan prepared and updated.
 - Project communication and visibility materials prepared and disseminated.
 - Success stories, case studies and lessons learned documented.
 - Inputs provided for project progress reports, supervision missions and reviews.
 - Project events, missions and field activities documented.
 - Knowledge products and communication materials archived and maintained.

Qualifications and Experience

The Knowledge Management and Communication Specialist should satisfy the following qualifications and criteria:

- Bachelor's degree in communications, journalism, public relations, development studies, social sciences, economics, public administration, project management or related field. A Master's degree will be an advantage;
- At least five (5) years of relevant professional experience in communications, knowledge management, public relations, reporting, development projects or related fields;

- Experience in preparation of communication materials, reports, case studies, success stories, presentations, publications or knowledge products;
- Experience working with development projects, Government institutions, international organizations or donor-funded programmes will be an advantage;
- Good understanding of knowledge management, project communications, stakeholder engagement, learning and visibility requirements;
- Strong writing, editing, analytical and communication skills;
- Ability to collect, analyze and present project results and beneficiary stories in a clear and professional manner;
- Excellent knowledge of Tajik and Russian languages;
- Good working knowledge of English;
- Strong computer skills, including Microsoft Office applications. Knowledge of design, photo/video editing, website management or content management tools will be an advantage.

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)

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