

December 10, 2024

CONSULTING SERVICES

REQUEST FOR EXPRESSION OF INTEREST

Republic of Tajikistan

State Institution "Agriculture Entrepreneurship Development"
Project Management Unit (SI AED PMU)

Strengthening Resilience of the Agriculture Sector Project (SRASP)

IDA (International Development Association) Grant No: E1450

Title of the consulting assignment: Information Systems and
Automation Expert.

Reference Number: SRASP-2024-03-CS-INDV

The project aims to support the Government of Tajikistan (GoT) in successfully transitioning to a sustainable, more productive, climate resilient, and inclusive model of agricultural sector growth. The proposed project will help to:

- increase the availability of improved seeds, seedlings, and planting materials that are climate resilient, affordable, farmer-preferred, and well adapted to the different agro-ecological conditions of Tajikistan;
- strengthen the access to improved Agri-logistic services of farmers and agri-businesses; and
- strengthen the crisis management, i.e. early warning, preparedness, and response capacity of selected public institutions.

1. Objectives

The Information Systems and Digitalization Expert plays a key role in developing the Information System for the agricultural sector, ensuring that the system meets the requirements of the

customer, stakeholders, and end users. The main tasks of the Information Systems and Automation Expert include the formation and management of the product vision, the creation and prioritization of tasks, working with stakeholders and stakeholders performers, determining acceptance criteria, collecting and analyzing feedback, as well as monitoring the progress of development. Together with the Customer, the Information Systems and Automation Expert determines the goals of the system, manages the list of requirements, organizing it by priority depending on its importance and value for the Customer. He interacts with key stakeholders, involved consulting and technical implementers, and end users to agree on changes and clarify requirements, constantly checking whether the information system being developed meets their expectations and goals. The Information Systems and Automation Expert also sets quality and acceptance criteria to ensure that tasks are completed at the proper level, analyzes feedback to make improvements, and participates in regular meetings with the team, monitoring the progress of development and adjusting the course if necessary.

The Information Systems and Automation Expert will report directly to and work under the supervision of the Deputy Director/Project Coordinator of the SRASP, the Director of the SI AED PMU and the Component 3 Coordinator.

2. Scope of services

The main tasks of the Information System and Automation Expert are:

1. Formation and Management of the AMIS Information System Vision The Information Systems and Automation Expert needs to clearly understand the strategic goals, key stakeholders and end-user needs in order to develop an information system vision. He is responsible for ensuring that this vision is communicated to the

development team, including consulting and technical executors, explaining what exactly needs to be achieved with the product. This includes determination of goals, user values and long-term prospects for the use of the system.

2. Creation and prioritization of the requirements list: the Information Systems and Automation Expert is primarily responsible for creating and prioritization the requirements list for the Information System. It is a list of tasks, requirements and functional elements that need to be implemented to achieve the vision of the software product. He organizes and prioritizes these elements depending on their importance, cost and expected benefit for the Customer. on creating the features that provide the most value to users and key stakeholders.
3. Stakeholder Engagement The Information Systems and Automation Expert actively engages with stakeholders to collect their requirements, expectations and comments. He participates in regular meetings and presentations where the goals and plans for improving the information system are discussed. It is important that the Information Systems and Automation Expert coordinates all changes with stakeholders and takes into account their opinions, without losing focus on the core vision and goals of the project.
4. Definition of acceptance and quality criteria One of the important aspects of the work of an Information Systems and Automation Expert is the establishment of acceptance criteria for tasks and functions. He is responsible for determining what requirements and qualities must be met in order for the work to be accepted.
5. Feedback and Iterative Improvement The Information Systems and Automation Expert must constantly analyze feedback from users, stakeholders and the team in order to improve the software product. Based on this information, he can change priorities in the task list,

clarify requirements or add new features, which allows the product to be more adapted to changing conditions and needs.

6. Monitoring progress and coordination The Information Systems and Automation Expert needs to monitor the progress of development and make changes in time. He must manage the scheduling of meetings with stakeholders, performers to keep abreast of current tasks and adjust the course of the project if necessary.
7. Training and Education The Information Systems and Automation Expert is required to work closely with the development team in the preparation of a training program for the staff of the Digitalization Center at the Ministry of Agriculture and other partners, stakeholders. The Expert accompanies and supervises the process of conducting the trainings, and is also obliged to be aware of the training plans to ensure that the training results are in line with the agreed plan, strategy and design of the Project.

3. Qualifications and work experience:

- A minimum university degree in computer science, mathematics, or a related field. A diploma or certificate in digitalization or agricultural management is an advantage.
- At least 3 years of proven experience in the field of Information Technology implementation and automation of business processes, software development. Experience in IT project management is preferred. Additional experience in agricultural projects is an advantage.
- A digital expert must be fluent in Tajik, Russian and English.

The detailed Terms of Reference (TOR) for the assignment can be found at the following link:

<https://aedpmu.tj/en/wp-content/uploads/2024/12/tz-konsultanta>

[-na-angl.-yazyke-1-2.pdf](#)

The consultants will be selected in accordance with the procedures specified in the World Bank's "Procurement Regulations for IPF Borrowers" July 2016; revised in September 2023 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest."

Further information can be obtained at the address below during office hours i.e. 08:00 to 17:00 local time.

Expressions of interest including CV must be submitted to the e-mail address below on or before **17:00 hours local time on December 24, 2024**. Questions (or requests for clarifications) can be sent to the below email address **on or before December 18, 2024**.

Procurement Department of

State Institute "Agriculture Entrepreneurship Development"
Project Management Unit (SI AED PMU).

E-mail: aedpmu.hr@gmail.com