

April 21, 2025

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:

1. 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;
2. strengthen the access to improved Agri-logistic services of farmers and agri-businesses; and
3. 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.

1. Scope of services for the Expert

Under the direction of the SRASP Project Coordinator of the SRASP, and the Component 3 Coordinator the Expert will implement the following tasks:

1.1. Develop and manage the concept note for the AMIS

Based on existing materials, including the documents prepared by the FAO consultant, the Expert must categorize the strategic objectives of the Client and key stakeholders, define the needs of the end users and develop a strategic concept document for the AMIS. The Expert is responsible for conveying this document to the development team, including consulting and technical staff, clarifying what is to be achieved by the system. This includes defining the objectives, user values and long-term prospects of the system.

1.2. Creating and prioritizing a list of key tasks and requirements

The Expert must develop a list of key tasks and requirements for the AMIS. This list includes key tasks, requirements, and functional elements that are critical to achieving the AMIS strategic objectives. The expert should prioritize the items based on their importance, cost, and expected benefit to the Customer.

1.3. Stakeholder Engagement

The Expert is tasked with actively engaging stakeholders to gather their requirements, expectations, and feedback. This involves participating in regular meetings and presentations to discuss the goals and plans for improving the information system. The Expert must ensure that all proposed changes are coordinated with stakeholders and their opinions are considered, all while maintaining alignment with the core vision and objectives of the project.

1.4. Definition of acceptance and quality criteria

The Expert is tasked with defining clear, measurable acceptance criteria for the tasks and functions of the AMIS, ensuring they align with organizational requirements and standards. This involves analyzing system requirements, collaborating with stakeholders to confirm priorities, drafting criteria using the SMART framework, and validating them through stakeholder review. The Expert must document the finalized criteria, ensuring they are clear and actionable, and provide guidance to development and testing teams for effective implementation. The completed criteria must be approved by stakeholders and ready for integration within the project timeline.

1.5. Feedback and Iterative Improvement

The 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.

1.6. Monitoring progress and coordination

The Expert is responsible for monitoring the progress of development and making timely adjustments as needed. They must manage the scheduling of meetings with stakeholders and performers to stay informed about current tasks and adjust the project's course if necessary.

1.7. Trainings and training materials coordination

The Expert is required to work closely with the development team to prepare training materials for the staff of the Digitalization Center at the Ministry of Agriculture and other relevant partners and stakeholders. The Expert will supervise and accompany the delivery of training sessions, ensuring they are conducted in accordance with the project's design, strategy, and goals. Additionally, the Expert will monitor the training plans to ensure that the outcomes align with the agreed-upon objectives and contribute to the overall success of the project.

2. Qualifications and work experience:

1. Education: The Expert should have a university degree in computer science, mathematics, or a related field. A diploma or certificate in digitalization or agricultural management is an advantage.
2. Work experience: He/She should have at least 3 years of proven experience in the field of Information Technology implementation and automation of business processes, and software development. Experience in IT project management and additional experience in agricultural projects is an advantage.

3. Required skills:

1. Communication: An Information Systems and Automation Expert needs to communicate effectively with the team, key stakeholders, consulting and technical performers in order to communicate the requirements, expectations and vision of the AMIS software product.
2. Analytical Thinking: An Information Systems and Automation

Expert must be able to analyze data, draw informed conclusions, and make decisions that lead to the successful achievement of product goals.

3. Flexibility: An Information Systems and Automation Expert must be able to respond quickly to changes and adapt to new conditions to ensure that the project to remain relevant and useful.

4. Understanding of Technical Aspects: An Information Systems and Automation Expert should be an expert in the development phases of Information Systems and possess a basic knowledge of programming and technical processes and constraints to better understand the capabilities of the technical team.

5. Knowledge of languages: A digital expert must be fluent in Tajik, Russian and English. Documents should be prepared in English and Tajik (and, if necessary, in Russian).

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

https://aedpmu.tj/en/wp-content/uploads/2025/04/tor_for_information_system_latest.pdf.

The consultants will be selected in accordance with the procedures specified in the World Bank's "Procurement Regulations for IPF Borrowers" dated 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, and all documents confirming the necessary qualifications (copies of diploma, certificates, work book, letters of recommendation) must be submitted to the e-mail address below on or before 17:00 hours local time on **May 05, 2025**. Questions (or requests for clarifications) can be sent to the below email address on or before **April 30, 2025**.

Procurement Department of

State Institute "Agriculture Entrepreneurship Development"

Project Management Unit (SI AED PMU).

E-mail: aedpmu.hr@gmail.com