

October 15, 2025

INVITATION TO PARTICIPATE IN THE COMPETITION

State Institution “Agriculture Entrepreneurship Development”
(SI AED)

Strengthening Resilience of the Agriculture Sector Project
(SRASP)

EMPLOYMENT: Specialist for the Establishment Agro-Logistic Centers – 1 position.

BRIEF DESCRIPTION:

The “Strengthening Resilience of the Agriculture Sector Project” is a grant prepared to support Tajikistan for the purpose of foundations for a more resilient agriculture sector refer to the availability of public agricultural services, including improved seeds, seedlings, and planting materials; agrologistic services; agrometeorological information, soil testing, locust control and crop protection.

The project is implemented by the State Institution “Agriculture Entrepreneurship Development” (SI AED)

PROJECT OBJECTIVE

The proposed project development objective is to strengthen the foundations for a more sustainable agricultural sector in Tajikistan.

The State Institution “Agriculture Entrepreneurship Development” (SI AED) invites qualified specialists with relevant work experience to participate in a competitive selection process for the vacant position of **Specialist for the Establishment Agro-Logistic Centers**.

FUNCTIONAL RESPONSIBILITIES:

1. Liaise with the construction supervision consulting firms hired by the Project for the design and construction assignments to identify main stakeholders for technical meetings;
2. Monitor and report on the overall compliance of

investment construction with building standards following the principles, procedures and processes laid down in the contracted documentation;

3. He/she will be based in the ALC building sites described above before and during the implementation of the activities and submit monthly and weekly progress reports on schedule/work and financial aspects to the AED PMU Director and Project Coordinator;
4. Carry out full-time day to day oversight of the construction works;
5. On a day-to-day basis liaising closely with the Construction Supervision Consultant to monitor the Contractor's work program, number of Contractors' specified personnel and equipment on site, workmanship and overall quality of works, quality of materials, and compliance with the drawings and specifications to ensure adherence to all building codes, and health, safety and environmental regulations on behalf of the Client;
6. Examine the Contractor's progress schedule, check and record progress of the
7. Check all baselines, setting out and levels;
8. Ensure adherence to the specifications and conditions of the contract by the Contractor;
9. Ensure the acceptance by the supervising consultant of the material supplied by the contractor for works.
10. Ensure the full compliance of the contractor by the designs in coordination with the supervising consultant.
11. Ensure Construction Supervision consultant issues necessary site instructions to ensure good quality and workmanship plus compliance to specifications.
12. Ensure Construction Supervision consultant seeks and obtains prior approval from Chief Engineer of AED PMU for identified need to issue instructions that have cost implications or are a variation of the contract in any way;
13. Confirm quality of materials for construction delivered

by Contractor on site are acceptable before incorporation into the works

14. Alert construction supervision consultant of any materials delivered by Contractor on site that do not meet technical specifications and ensure instruction is issued by Consultant for the immediate removal of such materials from the site. Report occurrence the same day to the AED PMU.
15. Ensure that all construction work is accomplished as required
16. Ensure that the Contractor adheres to health and safety regulations (Safety measures will include provision of safety helmets, boots, guard rails, safety equipment, site signs, first aid, equipment, etc.);
17. Ensure the contractor maintains a site diary to record the progress of construction, delays, weather conditions and site visitors, and other significant facts, and submit weekly reports;
18. Endorse time sheets of the Construction supervision consultant in respect of hours worked as per the agreed monthly deployment schedule of the Consultant's team;
19. Timely submission of monthly progress reports to the AED PMU.
20. Escalation of challenges on site within one day of failure to reach resolution to AED PMU;
21. Attend to the site on all occasions and attend all scheduled site meetings and submit written progress reports every week, and a monthly progress report to the AED PMU Engineer;
22. Post daily reports on WhatsApp Platform including photographs.
23. Assess, analyze and endorse the interim payment certificate after verification and analysis and preparing brief report.
24. Ensure Contractor fulfills all Contract obligations and that the contract is accordingly enforced.

REPORTING OBLIGATION:

The Consultant for the Establishment Agro-Logistic Centers will work and report under the direct supervision of the Deputy Director/SRASP Coordinator and work on day to day basis in close collaboration with Coordinator Component 2.

QUALIFICATION REQUIREMENTS:

- Higher Diploma in Building and Civil Engineering from a recognized institution with at least 6 years of general experience of which at least 3 years is in construction supervision of building works at the level of Foreman.
- Experience in construction management/coordination of at least 2 construction projects of above 2-4 M USD;
- Participation in the implementation of at least 3 construction projects funded by IFI's or other donors;
- Excellent command of spoken and written Tajik and Russian; knowledge of English is an advantage;
- Computer skills, including word processing and spreadsheets

APPLICATION PROCESS:

A cover letter (maximum 2 pages) and resume (maximum 3 pages) clearly demonstrating how candidates meet the basic qualifications and asset criteria should be sent to: State Institution "Agriculture Entrepreneurship Development" (SI AED) at aedpmu.hr@gmail.com with "**Specialist for the Establishment Agro-Logistic Centers**" in the subject line no later than **October 29, 2025 by 5:00 pm**. Only complete files will be considered.

Candidates for the **Specialist for the Establishment Agro-Logistic Centers** position will be selected according to the procedures specified in Section VI, paragraphs 7.36 and 7.37 of the "Procurement Rules for IPF Borrowers" dated July 2016, revised September 2023 ("Procurement Rules").

To view the full Terms of Reference (Technical Specifications and Scope of Services), please visit: Dushanbe, 17 Bokhtar Street, 12th Floor. Republic of Tajikistan, "Agriculture

Entrepreneurship Development” (SI AED)

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