

State Institute “Agriculture Entrepreneurship Development” Project Management Unit
One Health for Pandemic Prevention Food Systems Resilience and Ecosystem Health in
Central Asia Project (OHP)

Terms of reference for Disbursement Specialist

I. BACKGROUND

The One Health approach is an integrated and unifying framework that aims to achieve optimal health for people, animals, and ecosystems. It recognizes the interdependence between human, animal, plant, and environmental health, and it mobilizes various sectors and communities to address global challenges, such as pandemic prevention, antimicrobial resistance (AMR), food safety, and environmental sustainability. This approach is essential for fostering well-being and tackling complex health issues in interconnected systems.

The One Health for Pandemic Prevention Food Systems Resilience and Ecosystem Health in Central Asia Program for Tajikistan is a US\$31.79 million grant, with US\$30 million sourced from the International Development Association (IDA) and an additional US\$1.79 million from the Pandemic Fund. This initiative, part of the World Bank's Multiphase Programmatic Approach (MPA), aims to support the five Central Asian countries (Kazakhstan, Kyrgyz Republic, Tajikistan, Turkmenistan, and Uzbekistan) in addressing prevalent challenges related to zoonotic diseases, AMR, and food safety.

The One Health Program in Tajikistan, implemented as part of Phase 1 under the World Bank's Multiphase Programmatic Approach (MPA), is designed to strengthen the country's capacities for preventing, detecting, and responding to zoonotic diseases, AMR, and food safety risks. It supports investments across national and regional One Health coordination, communication, information sharing, regulatory frameworks, knowledge development, workforce capacity, risk-based surveillance, prevention and response systems, laboratory capacity, and data systems.

The project includes four key components:

1. **Strengthening One Health Governance** – Establishing a cross-sectoral governance structure to enhance coordination and policy alignment.
2. **Enhancing One Health Knowledge and Workforce Capacity** – Developing and implementing workforce training programs and research initiatives.
3. **Improving One Health Prevention, Detection, and Response Systems** – Strengthening national and regional laboratory networks, enhancing risk-based surveillance, and supporting digital information systems.
4. **Project Management, Monitoring & Evaluation, and Learning** – Establishing systems to manage and track project progress, ensure compliance, and facilitate knowledge dissemination.

The One Health Program in Tajikistan is implemented by the State Institute “Agriculture Entrepreneurship Development” Project Management Unit (SI AED PMU). The implementing agency works closely with national and regional stakeholders to ensure effective and sustainable implementation of the One Health approach.

The Project primarily focuses on technical assistance, capacity building, procurement of laboratory equipment, construction of research centers and laboratories, and One Health risks related to the laboratory civil works.

II. PROJECT DEVELOPMENT OBJECTIVE

To strengthen the capacity to prevent, detect, and respond to priority zoonotic diseases, antimicrobial resistance, and food safety issues in Asia Tajikistan through a regional One Health approach.

III. SCOPE OF WORK

For the implementation of the project, the following agencies are engaged: The Ministry of Agriculture of the Republic of Tajikistan (MoA), the Ministry of Health and Social Population Protection of the Republic of Tajikistan (MOHSPP), the Committee on Food Safety under the Government of the Republic of Tajikistan (CFS) and the Committee on Environmental Protection under the Government of the Republic of Tajikistan (CEP).

The **Disbursement Specialist** will be responsible for assisting the Chief Accountant in the day-to-day payment of the OHP. He/she will be based at the SE “AED PMU” office in Dushanbe and will work closely with other Project staff and implementing partners. He/she follows the Project Operation Manual (POM), Charter of SE “AED PMU”, acting the legislation of the Republic of Tajikistan.

The **Disbursement Specialist** will be responsible for the following tasks:

- Preparing disbursement applications, withdrawal applications (WAs), and Statements of Expenditures (SOEs) for submission to the donor (e.g., World Bank).
- Monitoring the project’s Designated Account and reconciling bank statements with project records.
- Coordinating with procurement, financial, and technical teams to ensure proper documentation is available for each disbursement and make payments to contractors, consultants and service providers.
- Ensuring all payments are supported with adequate documentation and comply with donor/national requirements.
- Tracking fund flow and disbursement schedules and maintaining an up-to-date disbursement plan.
- Assisting with annual audits, providing requested disbursement data and reports.
- Liaising with the donor’s financial management/disbursement teams as needed.
- Supporting capacity building of project staff on disbursement procedures, if necessary.
- Process primary documents, enter all transactions and daily banking transactions into the 1C accounting system with the preparation of the components’ bank documents;
- Prepare all evidence and supporting documents on components’ expenditures together with the application for withdrawal;
- Participate in preparation of various reports at the request of the WB, the Ministry of Finance and the Ministry of Agriculture, State Statistics Committee and other Government agencies;
- Perform other related duties at the request of the Chief Accountant and AED PMU Director/ Deputy Director

IV. REPORTING

The **Disbursement Specialist** will report to and work under the direct supervision of the Chief Accountant.

V. LANGUAGES

The Disbursement Specialist shall work in the Tajik, Russian and English languages. The Reports/Documents shall be prepared in the Tajik, if needed in Russian or English.

VI. QUALIFICATIONS

- University degree in Finance, Accounting, Economics, or a related field.
- Minimum 5 years of relevant experience in accounting, disbursement, preferably with donor-funded projects.
- Knowledge of WB disbursement procedures is essential.
- Proficiency in MS Excel, financial software, and 1C.
- Good communication skills/
- Knowledge of English and Russian writing skills (required for reports and donor correspondence).

VII. DURATION OF THE ASSIGNMENT

The assignment will start in _____ and will initially be for one year, including a three-month probation period. The SI AED PMU will decide on the extension of the contract with the approval of the World Bank.