

# **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 Financial Management 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).

Under the direct supervision of the AED PMU Chief Accountant, and in accordance with the Project Operations Manual (POM) and the current legislation of the Republic of Tajikistan, the Financial Management Specialist will be responsible for the following tasks:

- Develop, maintain, and strengthen the Project’s financial management system, that includes budgeting and planning, accounting and financial reporting, flow of funds, internal controls and external audit to ensure compliance with national and donor requirements.
- Assist in preparing annual and quarterly budgets and detailed cost estimates for the entire project in collaboration with the Project Coordinator, Procurement Specialist, and other team members.
- Contribute to the disbursement process of project funds, including preparation and submission of payment applications in line with World Bank procedures.
- Compile and submit all required financial documentation (e.g., Withdrawal Applications, Statements of Expenditure, Summary Sheets) for replenishment and reconciliation of the Special Account on time.

- Assist in maintaining procedures for collecting, reviewing, and validating supporting documentation for suppliers' invoices.
- Implement and maintain internal control procedures for verifying and authorizing payments
- Prepare and ensure timely submission of annual financial statements, in accordance with the project's Grant Agreement. Facilitate annual external audit processes and coordinate with auditors approved by the World Bank Prepare Interim Unaudited Financial Reports (IFRs) on a semi-annual basis in a timely and accurate manner, in the format and time frame agreed with the World Bank.
- Ensure timely submission of financial reports and tax declarations to national authorities; calculate and process all relevant tax payments in compliance with local legislation.
- Maintain accurate and up-to-date records of all incoming and outgoing project payments.
- Collaborate with internal project teams to prepare financial data and reports for senior management and donor review.
- Assist with the preparation and submission of tax documentation for project employees and contractors, as required.
- Maintain general ledger and support bookkeeping functions as necessary.
- Identify and propose solutions for accounting discrepancies or irregularities.
- Maintain an up-to date register of fixed assets procured with project funds, and support inventory monitoring.
- Proactively follow up on audit findings and ensure implementation of corrective measures.
- Maintain strict confidentiality of all financial records and sensitive information. Record and archive all financial and accounting documentation in an organized and secure manner
- Ensure consistent application of accounting policies, rules, and standards across all financial activities.
- Compile and submit regular financial summaries, status reports, and ad hoc reports as required by the PMU or donor agencies.

#### **IV. REPORTING**

The Financial Management Specialist will report to and work under the direct supervision of the Chief Accountant and AED PMU Director/Deputy Director.

#### **V. LANGUAGES**

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

#### **VI. QUALIFICATIONS**

- Higher education in finance, economics, or a similarly relevant discipline.

- At least 3 years of relevant experience in accounting/financial management following the international standards and requirements of World Bank-funded projects.
- Proven knowledge and experience with the 1-C Enterprise Accounting Software.
- Knowledge of accounting and financial procedures, including practical knowledge of IFRS, Tajik Accounting and Tax regulations.
- Computer literacy, in particular, knowledge of Microsoft Excel and relevant accounting software.
- Ability to work in teams and communicate well with others.
- Excellent knowledge of Tajik and Russian, and knowledge of English is an advantage.

## **VII. DURATION OF THE ASSIGNMENT**

The assignment will start in \_\_\_\_\_ and will initially be for a duration of 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.