

Request for Proposals

In country Project Support Associate – Tajikistan

September 23, 2025

Introduction

The Greenhouse Gas Management Institute ("GHGMI") is requesting the submission of qualification statements and proposals from qualified professionals ("Consultant") to carry out the services of In country Project Support Associate under the project *Development and Enhancement of Modelling and Impact Assessment Capacity in Tajikistan to inform the NDC preparation process* to be implemented in Tajikistan, within the framework of the Initiative for Climate Action Transparency (ICAT).

The ICAT helps countries to improve their GHG Inventories MRV, better assess the impact of their climate policies and measures (PaMs) and meet their transparency commitments. To this end, ICAT increases countries' overall transparency capacity, including the ability to assess the contribution of climate policies and actions to countries' development goals, and provides appropriate methodological information and tools to support evidence-based policymaking. ICAT's innovative approach is to integrate these two aspects.

ICAT focuses on countries that can highlight the benefits of greater transparency to demonstrate the impact of evidence-based policies and actions. ICAT generates evolving methodological guidance and extracts best practices, to make them publicly available to all actors, increasing the global knowledge base. ICAT's work is driven by the countries themselves. ICAT's capacity building efforts should build on existing climate monitoring, reporting and verification (MRV) systems and country knowledge, and complement previous or ongoing activities of other initiatives, where appropriate. The support provided is tailored to the country context and national priorities. The aim of ICAT's work is to involve national experts as much as possible and to promote peer-to-peer learning.

Tajikistan

Tajikistan has been a Party to the United Nations Framework Convention on Climate Change (UNFCCC) since 1998 and ratified the Paris Agreement shortly after its submission to parties, adopting its first Nationally Determined Contribution (NDC), submitted in 2015. The updated NDC of Tajikistan, submitted in 2021, includes conditional and unconditional targets with actions which covers all four IPCC sectors: energy (including transport), industrial processes and product use, agriculture, forestry and other land use, and waste. The NDC also addresses climate change adaptation and notes that Tajikistan's high dependence on climate-sensitive sectors of the economy is a factor that increases the country's vulnerability to climate change and extreme weather events.

Tajikistan has prepared and submitted four (4) National Communications (NCs) to date: the Initial National Communication (NC1) in 2002; the Second National Communication (NC2) in 2008; the Third National Communication (NC3) in 2014, and the Fourth National Communication (NC4) in 2022 as mandated by articles 4 and 12 of the Convention. Tajikistan has also prepared and submitted the First Biennial Update Report (BUR1) in 2019. As part of the phase I of the ICAT Country project Tajikistan in 2024 also submitted a complete BTR1 to the UNFCCC with all relevant reporting tables.

Tajikistan, through the Agency for Hydrometeorology The Committee of Environmental Protection under the Government of the Republic of Tajikistan is making efforts to have an MRV system in place to monitor its GHG emissions and its NDC and to comply with the requirements related to the Enhanced Transparency Framework outlined in Article 13 of the Paris Agreement, as detailed in the Modalities, Procedures and Guidelines for the Transparency Framework for Measures and Support referred to in the Article 13 of the Paris Agreement (MPG). The Phase I of ICAT country project, implemented in 2024, supported Tajikistan in the development and implementation of GHG inventory as part of MRV process, and provided guidance in using simple tools for policy impact assessment.

Among the multiple initiatives managed by the country, Tajikistan is developing, together with the support of ICAT, the project: *Development and Enhancement of Modelling and Impact Assessment Capacity in Tajikistan to inform the NDC preparation process*. The overall objective of the project is to develop and enhance Tajikistan's capacity to develop and regularly update GHG projections that inform NDCs update and to enhance reporting on GHG projections under the Enhance Transparency Framework of the Paris Agreement. The technical support provided to Tajikistan by this ICAT project is expected to contribute to the following results:

1. Establish a core national team for GHG projections to support NDC update process
2. Enhance technical and institutional capacity to develop, and regularly update GHG projections in line with the requirements of the MPGs
3. Strengthen capacity to assess the GHG impact of PaMs, inform future ambition-raising efforts, and track PaMs implementation.

Under this project, GHGMI is seeking the services of the local expert for the position of: In country Project Support Associate.

Objective of the position

The objective of the proposed position is to coordinate and support the timely project implementation.

Obligations

The main duties of the in-country Project Support Associate are as follows:

- Support the Government of Tajikistan in the implementation of the project's work plan and budget, supporting the effective and timely delivery of all results:



- Proactively facilitate the country-driven, government-led approach to project implementation.
 - Support the supervisory function in project management.
 - Support the preparation of financial reports or documentation of project expenditures and maintain accurate and up-to-date records and documents with respect to all expenditures incurred.
 - Support the preparation of descriptive progress reports against the Work Plan, including the status of activities, outputs delivered, results/impacts achieved, and an assessment of whether the project is being implemented in accordance with the agreed Work Plan and project budget, as well as a description of any obstacles preventing the full and timely implementation of the project.
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- Support the In-country Project Coordinator to organize and facilitate project activities on an ongoing basis;
 - Support the In-country Project Coordinator in organizing virtual and face-to-face events, workshops, and other meetings (including stakeholder invitation, logistical preparations, etc.);
 - Together with the In-country Project Coordinator, serve as a liaison and in-country coordinator between the Government of Tajikistan and the stakeholders identified in the project;
 - Support the development of project deliverables, including formatting of the reports and translation (if needed)
 - Support project team in data collection processes, for example by organizing the communication with relevant data sources;
 - Serve as technical support and contribute to the production and exchange of knowledge with the Government of Tajikistan.

General

Supervisor: In-country Project Coordinator. The In-country Project Support Associate will work in close coordination with other team members as well as with the ICAT project by the implementing partner (GHGMI).

Estimated contract start date: October 2025

Contract duration: approximately 9-12 months

Remuneration: USD\$1200/month (adjusted for the duties implemented and deliverables prepared)

Employment Type: Full-time

Office: At the Agency. It will provide its services in an Agency office and, when required, in the other facilities, for which the Agency will provide all needed for an effective work and completion of the tasks.

Eligibility: This position is open to national citizens for applying for this position. The candidate must be physically located in Tajikistan.



Qualifications

Candidates must meet the following requirements:

- Recent graduate or enrolled in a first degree or higher in Science, Technology, Engineering or Math (STEM).
- Prior experience working with the Government of Tajikistan in an area relevant to the project is preferred;
- Knowledge of Office suite (Excel, Word, Power Point) required
- Operational level of knowledge of English required.