

## Terms of Reference and Scope of Services of the Manager of the Project Management Unit (PMU)

**Title of position:** PMU Manager

**Project title:** The LLF-Project for Improving of Maternal, Neonatal, and Child Health in the Four Districts of the Khatlon Region of the Republic of Tajikistan

**Project No.:** TJK1029

**Background:** The Ministry of Health and Social Protection of Population of the Republic of Tajikistan has received financing from the Islamic Development Bank (IDB) respectively, in the amount of USD 23,000,000 to finance the LLF-Project for improving maternal, neonatal and child health services in the four districts of the Khatlon region of the Republic of Tajikistan».

**The Project objectives are:** i) Enhancing availability/accessibility of Maternal, Neonatal, and Child Health (MNCH) services; ii) Institutional and human resources capacity building in the targeted health facilities; iii) Improving public awareness and health-seeking behavior; and, iv) Establishment of a functional referral system in the Khatlon region.

**Project Components:** The Project comprises the following components: i) Provision of equipment and medical supplies and civil works for construction/rehabilitation of hospitals/clinics; ii) Inter-related studies and training courses for supporting institutional and human resource capacity building; iii) Community mobilization and awareness campaigns; and, iii) Support to the Project management.

A dedicated full-time Project Management Unit (PMU) is established within the Ministry of Health and Social Protection of Population of the Republic of Tajikistan (hereinafter called “the Ministry”) to ensure efficient management of the project and implementation of the Project within its scope/timeline.

The PMU will submit the necessary project plans, tendering documents/evaluation reports and project progress reports, applications for withdrawal of funds, and any other required actions and reports to the Executing Agency (Ministry of Health and Social Protection of Population) and the IsDB. The PMU will handle day-to-day management of the Project including but not limited to:

- Taking all necessary measures/actions for efficient management of the Project;
- Implementing of the project according to the terms and conditions specified in the Project Appraisal Document (PAD) and financing agreements between the Government of Tajikistan and IsDB, and ensuring compliance with IsDB policies and procurement procedures and guidelines;
- Preparing technical documentation and the specifications of the equipment to be purchased under the Project;
- Providing field supervision of the project and oversight for the services and activities to be carried out under the project;

- Preparing tender documentation and conducting tender process under the project, in accordance with IDB's Procurement Guidelines, Standard Bidding Documents, and the approved procurement plan;
- Administering, implementing and monitoring international/national contracts under the project;
- Preparing/implementing environmental management plans and ensuring the compliance with the Government of Tajikistan and IsDB's safeguard regulations;
- Handle financial management and fiduciary aspects of the Project;
- Assisting the Executing Agency in public consultations during implementation of the project;
- Coordination with the relevant stakeholders and reporting feedback;
- Quarterly progress reports, midterm review and the project closing report;
- Coordinating with other components of the Project undertaken by the development/implementing partners and the Government of Tajikistan; and,
- Build the capacity of the staff of the Executing Agency (EA) and implement the established standard procedures under the existing PMU;
- Any other assignment by the EA.

#### **Scope of Work of the PMU Manager:**

The PMU's manager will report directly to the relevant Deputy Minister of Health and Social Protection of Population and the IsDB's Operation Team Leader concerned. S/he will:

- Managing staff and overseeing the day-to-day activities of the PMU related to the management and implementation of the Project, including procurement, project monitoring and evaluation, financial management, progress and financial reporting, and leading staff of the PMU.
- Identify implementation arrangements and needed resources to implement the project and ensure proper management of funds, including accounting, financial control and audit procedures acceptable to the IsDB as well as the procurement of goods, works and services in accordance with IsDB guidelines including submission of annual financial audit to the IsDB;
- Assist the Ministry in management and implementation of the Project;
- Ensure that the Project and its development targets are delivered on schedule to budget and required specifications;
- Ensure that the Ministry and IsDB is informed of the project developments on continuous basis;
- Manage the works of the consultants, suppliers and contractors;
- Overall management of the PMU and managing/coaching of the PMU Staff and consultants;
- Coordination with the IsDB, the relevant government agencies, implementing partners, hospitals and health institutions;
- Monitoring and evaluation of the progress in achieving project targets including both quantitative and qualitative indicators.
- Ensure appropriate reporting to the Ministry and IsDB through quarterly progress reports, midterm review report and the project closing report;

#### **Qualification requirements:**

The PMU Manager will be a Senior Project Management Specialist with the following competencies and qualifications:

- Academic Degree (preferably master degree) in health, economics and finance.
- Knowledge of Tajikistan Health sector;

- Experience of management of health sector investment project is an advantage.
- Minimum 10 years of experience in the project management and experience of working on investment projects and cooperation with international financial institutions (IFIs) preferably in health sector;
- Experience and knowledge of procurement policies and project management cycle of international financial institutions;
- Significant experience and demonstrated ability to manage teams;
- Proven leadership skills with track-record;
- Adequate computer skills;
- Knowledge of English language will be an advantage;
- Result-oriented with the ability to deliver results within the specified timeframe.

#### **Competencies and Personal Attributes:**

- Communication skills: the ability to communicate appropriate, concise and accurate information in written and verbal formats;
- Concern for accuracy and attention to details: the ability to ensure and maintain a high degree of accuracy and quality in work, including work under pressure and multiple assignments;
- Problem solving: ability to make reasonable judgment and take initiative in all operational processes and propose practical and realistic solutions to address them;
- Planning and organizing: ability to operate independently with minimum control, prioritize and schedule workload. Effectively manage high volume of multiple tasks;
- Team work: building effective communication and relationships both within and outside the team. Sharing knowledge, information and best practices with others;
- Results orientated: ability to ensure the goals and operational targets are achieved;
- constantly seeking to improve operational processes.

#### **Contractual conditions**

- The duration of the contract will be for the project implementation period (4 years) subject to annual performance evaluation by the EA and IsDB.
- The salary will be paid on monthly basis in accordance with the agreement to be signed with the Ministry and salary scale of the PMU to be agreed upon by the Ministry of Finance.
- The position will require regular travel to the project sites. Travel expenses such as per diem, accommodation, etc. will be reimbursed as per appropriate procedures.
- The PMU Manager will be provided a working place by the Ministry in Dushanbe.

#### **Required documents:**

- CV and Cover letter in Tajik & English;
- University diplomas and transcripts and copies of professional certificates along with English Translation;