

**Agency for Hydrometeorology of the Committee on Environmental Protection
under the Government of the Republic of Tajikistan**

“Managing Glacier Loss and Water Security Project”

Project No.: 59079-001

Terms of Reference for IT Specialist

A. Background

The Government of Tajikistan will receive a \$3.00 million grant from the Japan Fund for Prosperous and Resilient Asia and the Pacific (JFPR) for the implementation of the “Managing Glacier Loss and Water Security Project”. The project will improve Tajikistan’s resilience to glacial loss melt and reduce the vulnerability of natural and social systems to cryosphere glacier-related risks.

The project will have three outputs:

- (i) Digital systems for cryosphere and hazard warning established;
 - (ii) Capacity of staff for cryosphere end-to-end unified data observation, management, and analytical system strengthened; and
 - (iii) Community-focused early warning system for cryosphere hazards improved.
- This output will be financed by the attached technical assistance grant.

The project will be implemented by the Agency for Hydrometeorology of the Committee on Environmental Protection under the Government of the Republic of Tajikistan (Hydromet).

A project implementation group (PIG) will be created under the supervision of the Hydromet. The PIG will be responsible for the overall project implementation, including management, procurement, day-to-day administration, monitoring and reporting.

The estimated implementation period of the project will be 3 years from January 2026 to January 2029.

B. Objective of the Assignment

The IT Specialist will work closely with the project team, Hydromet and consultants.

C. Responsibilities and Scope of Work

The information technology specialist is responsible for the implementation of IT and other technical aspects of the information system of the support day-to-day work of the PIG, including:

- (i) Maintaining the organization's internal and external office network in working order;
- (ii) Configuring the Projects Servers or/and computers;
- (iii) Configuring the Projects internal network;
- (iv) Windows Server Installation, Configuration and Maintenance;
- (v) File Server Setup, Configuration and Maintenance;
- (vi) Maintenance of Video Calling Software;
- (vii) Organization of technical support and maintenance activities to eliminate technical problems at the central, regional and district levels;
- (viii) Organization of modernization of the information system according to the needs of the Project;
- (ix) Training users to work on personal computers and providing them with advice and support;
- (x) Adjustment and repair of all computer equipment and office equipment of the organization;
- (xi) Installation, configuration and maintenance of all new network equipment of the organization;
- (xii) Installation and maintenance of anti-virus and other security programs;
- (xiii) Lead the preparation of an inventory, technical requirements and procurement of IT-related equipment for modernization of field observation infrastructure, ensuring standardization;
- (xiv) Provide date-to-date support to the design, installation, and implementation of all IT tasks related to the establishment of an advanced end-to-end field-based observations, data management, and analytical system in Hydromet for cryosphere monitoring and hazard forecasting;
- (xv) Prepare detailed specifications for the required IT equipment, software and services ensuring compatibility with existing Hydromet systems and use of best practices;
- (xvi) Support identification of vendors and service providers for delivery and installation of IT equipment;
- (xvii) Provide date-to-date support to installation, testing, and operation of IT systems procured under the project;
- (xviii) Contribute to the formulation of IT standard operational procedures for Hydromet required for the use of the new systems and equipment;
- (xix) Contribute to the assessment of IT training needs, and support the preparation of training modules; and
- (xx) Other tasks assigned by the Director.

D. Reporting

The IT Specialist will report to the Project Director. He/she is accountable to the project Director. He/she will submit reports on a monthly basis in a format acceptable to the Project in Tajik language.

E. Minimum Qualification Requirements

1. Higher education in computer science, mathematics or related field;
2. At least 5 years of experience in the ICT field in government or international organizations;
3. Experience in Hydro-meteorological and glaciological modernization units;
4. Working knowledge of database administration and maintenance; and
5. Fluency in Tajik and English languages, Russian is encouraged.

F. Place of Work

The IT Specialist will be based in the PIG office in Dushanbe.

G. Duration of Assignment

It is expected that the IT Specialist will commence to perform the assignment on January __, 2026. The contract will be signed for one year, with the possibility of extension. This assignment is renewable annually based on the specialist's performance and project needs.

H. Payment Terms

Salary is established according to the staffing schedule of the Project under the Hydromet at the established rate in accordance with the Decree of the Government of the Republic of Tajikistan dated July 1, 2025 No. 386.