

## TERMS OF REFERENCE

SOL-PTF-2019-007

### Project Design and Documentation Coordinator, Tajikistan

Job title:	National Consultant – Sebzor Project Design and Documentation Coordinator, Tajikistan, seconded to Pamir Energy Company
Project/Company:	USAID Power the Future project implemented by Tetra Techn ES, Inc.
Assignment start date:	o/a February 2020
Location:	Tajikistan, Khorog/Sebzor Project Sites, VMKB (Tajikistan) – with regular travel within and outside of Tajikistan
Initial Term	Full time, February 2020 – August 2021, subject to extension

#### USAID POWER THE FUTURE PROJECT

Tetra Tech is implementing the Power the Future project (PtF) under the contract with the U.S. Agency for International Development (USAID) from August 2017-2021. PtF is working to enhance regional cooperation on shared energy resources, working across the five countries of Central Asia to accelerate the transition to clean energy. On a national level PtF is supporting each country of Central Asia, following international best practices, to create effective enabling environments for private sector investments in renewable energy (RE) that accounts for the low wholesale and retail electricity prices that are common throughout the region. PtF also supports development of policy and regulatory preconditions for investment in RE and energy efficiency (EE).

#### PAMIR ENERGY AND SEBZOR PROJECT

Since 2008, Pamir Energy (PE) under the protocol of cooperation in energy sector between the Government of Tajikistan and the Government of Islamic Republic of Afghanistan and the Aga Khan Fund for Economic Development provides electricity to over 40'000 people in Afghanistan, with an additional 420,000 to be added in the next seven years subject to availability of funds for construction of transmission line and distribution network in Afghanistan. In total, these consumers will require approximately 10.7 MW of capacity, and as PE continues to construct additional transmission lines, more capacity will be required.

To meet this increased demand, PE had identified a site for a new 11 MW HPP, which was endorsed by the Government of Tajikistan. SWECO (Swedish based consulting company) has completed a feasibility study of the Sebzor project in 2016. The Project comprises the construction of a basic, run of the river power plant with an estimated generation potential of about 94.5 GWh annually. The HPP will be connected to PE's main transmission grid via a 20 km 110 kV line to the Khorog substation and to the local 35 kV grid.

Government of Tajikistan has entrusted PE to implement the Sebzor project as a project executing agency. The project's total cost is around US \$40 million and is being supported by a consortium of donors including the European Union (EU) and the German Federal Ministry for Economic Cooperation and Development (BMZ) channeled through the German Development Bank (KfW), the Swiss State Secretariat for Economic Affairs (SECO), the World Bank (WB) and the United States Agency for International Development (USAID).

As part of this funding consortium, USAID through the PtF is providing technical assistance to Sebzor Project Coordination Unit of PE to improve the company's capacity in renewable energy development and support implementation of the HPP.

## **SCOPE OF WORK**

The Design and Documentation Coordinator will be responsible for the management of all the project civil works design development processes and ensuring its implementation on-site as well as preparing, managing and filing documents.

## **RESPONSIBILITIES**

- Overall Project Design management including supervision of the design team
- Technical design management
- Regular monitoring and verification the project implementation in the field
- Reporting on the design and implementation
- Implementation of training programs related to new systems and applications

## **QUALIFICATIONS**

- Bachelor's degree in Project Management, IT design, marketing or relevant field
- At least 10 years job related experience
- Proven ability to manage international designers and consultants.
- Strong organizational skills
- Ability to manage multiple tasks successfully.
- Ability to work independently and under pressure
- Fluent in Tajik, Russian and English languages
- Excellent administrative, technical and IT literacy.
- Demonstrate a high level of energy, enthusiasm, initiative, motivation and commitment.

## **RELATIONSHIPS**

- The consultant will be hired by Tetra Tech Int. under the framework of the PtF project from February 2020 until August 2021, and will be seconded to PE for the contract's duration. After the end of the contract with Tetra Tech Int. the consultant might continue their service under a contract with PE if the position is required
- The consultant reports to Sebzor Project Contracts Manager on all technical matters.
- The consultant will also submit regular reports to TT which will be reviewed, approved, and signed off on by PE prior to submission to TT.
- The consultant supervises design development staff.
- The consultant aligns with admins of business operations, including relevant divisions of finance, admin and contracts and procurement coordinator.

## **TO APPLY**

Please send your CV and Cover Letter to [Sofi.Tulesinova@tetratech.com](mailto:Sofi.Tulesinova@tetratech.com) no later than 18:00, January 6, 2020, Eastern Standard Time. The Cover Letter shall describe in details how your background and work experience meet the required qualifications of the position. Incomplete applications or applications received after the deadline will not be considered. Only shortlisted candidates selected for the interview will be contacted.