

**Republic of Azerbaijan**

**Ministry of Foreign Affairs**

#3-20-17/2-5-62899/2023

The Ministry of Foreign Affairs of the Republic of Azerbaijan presents its compliments to the Korea International Cooperation Agency Office in Azerbaijan and in response to the letter KOICAAZ 23-044, dated October 24, 2023, has the honour to submit the proposal prepared by **the Ministry of Digital Development and Transport** regarding the “World Friends Korea(WFK) Advisors & Techno Peace Corps(TPC) / NIPA” Program.

The Ministry of Foreign Affairs of the Republic of Azerbaijan avails itself of this opportunity to renew to the Korea International Cooperation Agency Office in Azerbaijan the assurances of its highest consideration.

Attachement: 5 pages

**Baku November 20, 2023**

**To the Korea International Cooperation Agency**

**Office in Azerbaijan**

**Baku city**



**Azərbaycan Respublikasının  
Xarici İşlər Nazirliyi**

**Ministry of Foreign Affairs  
of the Republic of Azerbaijan**

№ 3-20-17/25-62899/2023

Azərbaycan Respublikasının Xarici İşlər Nazirliyi Koreya Beynəlxalq Əməkdaşlıq Agentliyinin Azərbaycan Respublikasındakı Nümayəndəliyinə öz ehtiramını ifadə edir və Agentliyin KOICAAZ 23-044 sayılı, 24 oktyabr 2023-cü il tarixli Notasına cavab olaraq, "Dünya dostları Koreya Məsləhətçi Proqramı"na (World Friends Korea(WFK) Advisors & Techno Peace Corps(TPC) / NIPA) dair **Azərbaycan Respublikasının Rəqəmsal İnkişaf və Nəqliyyat Nazirliyinin** təklifini təqdim etməkdən şərəf duyur.

Azərbaycan Respublikasının Xarici İşlər Nazirliyi fürsətdən istifadə edərək Koreya Beynəlxalq Əməkdaşlıq Agentliyinin Azərbaycan Respublikasındakı Nümayəndəliyinə bir daha öz ehtiramını ifadə edir.

Qoşma: 5 vərəq

Bakı, 20 noyabr 2023-cü il

**Koreya Beynəlxalq Əməkdaşlıq Agentliyinin  
Azərbaycan Respublikasındakı Nümayəndəliyinə  
Bakı şəhəri**





< Attachment 2 >

< Job Description of **WFK-Advisor** >

General Information	
■ Expert Title	<input type="checkbox"/> ❶ KOICA advisor <input checked="" type="checkbox"/> ❷ <b>NIPA advisor</b> <input type="checkbox"/> ❸ Techno Peace Corps
■ Area of expertise	<b>E-Government</b>
■ Job Title	<b>Specialist</b>
■ Location, Country	<b>Baku City, Azerbaijan</b>
■ Number of Expert	<b>2</b>
■ Duration	<b>12 months</b>
Detailed information of the requesting organization	
■ Organization Name: <b>Innovation and Digital Development Agency under the Ministry of Digital Development and Transport of the Republic of Azerbaijan</b> - Requesting Department: <b>Strategic Planning and Development department</b> - Office Name: <b>Innovation and Digital Development Agency</b>	
■ Type of Organization <input checked="" type="checkbox"/> <b>Government</b> <input type="checkbox"/> Public organization <input type="checkbox"/> Public corporation <input type="checkbox"/> University <input type="checkbox"/> Research institution <input type="checkbox"/> Others :	
■ Working Day/Hours: <b>09:00 – 18:00</b>	
■ Contact Person: <i>Orkhan Ismayilov</i>	
■ Tel/Fax/E-mail : <b>+994 50 614 11 63</b> <a href="mailto:Orxan.Ismayilov@idda.az">Orxan.Ismayilov@idda.az</a>	
■ Duty Station: <b>Head of Partner Affairs division</b>	
■ Major activities of the Organization : <i>(Please list at least three)</i> <b>The Innovation and Digital Development Agency serves:</b> - to organize activities in the field of digital transformation in the country, - to form a local innovation environment, - to strengthen the ecosystem.	



- Major activities of the department where WFK – Advisor/TPC will be dispatched
  - to prepare strategic planning related to innovation and digitalization,
  - to develop and manage the road map and strategy development on the government side,
  - to implement the best practices worldwide
  - to achieve advancement in the international rankings in the field of e-government
- Experience of working with WFK – Advisor/TPC
  - Yes  No
- If yes, please describe the tasks of WFK – Advisor/TPC

### Description of Tasks

- The tasks to be undertaken by the WFK – Advisor/TPC will be:  
*(Describe the overall objectives of the task, why this task is needed, and what the expert will doing)*
  - **Summary: The overall objectives of the tasks of the WFA are to contribute to and further strengthen the development of e-government, adopt international standards in government frameworks, prepare official strategic documents, and improve Azerbaijan's position in international rankings related to e-government.**
- Responsibilities of WFK – Advisor/TPC *(Please mark all that apply and type in detail)*
  - Policymaking and Strategic planning**
    - To realize work agendas, timescales of activities and planning, seminars, workshops and conferences
    - Adoption of international standards in government frameworks, preparation of official strategic documents
    - to apply the strategy applied in advanced countries
    - to apply the data-driven approach
    - to de define how services are designed and to apply the best practices in the direction of service design
  - Technical support**
    - To provide technical advisories and exchange of experiences



- To develop an e-government policy

Training of local staff

- To develop skills in the public sector in the themes of e-government development

### Expected Results/Output

■ Expected results/output of the tasks by the WFK – Advisor/TPC include:

- Development of the strategy on e-government development
- Implementation of digital strategies of advanced countries in Azerbaijan
- Proposing solutions to improve Azerbaijan's position in international rankings related to e-government

### Required(Preferred) qualifications of WFK – Advisor/TPC

*(List the minimum essential qualifications required for the experts to successfully carry out this task)*

■ Gender

- Male       Female       No preference

■ Educational Background

- Bachelor's Degree       Master's Degree       Doctor's Degree

- Doctor's degree or equivalent in E-government, Digitalization

\* Similar or other educational background will be fine if the selected expert has the ability to do the requested tasks

- Yes       No

■ Required Work Experience *(Specify work experience required for the experts)*

- At least, 10 years of work experience in the relevant area

\* Similar or related work experience will be fine if the selected expert has the ability to do the requested tasks

- Yes       No

■ Language: English

*(The official business language will be English. If your organization requires the use of other languages, please provide reasons)*

- Reasons :

■ Other Requirements *(Identify desired skills or qualifications for the task)*



**-Excellent inter-personal and communication skills**

**Description of the Workplace**

<p>■ <b>Location of the workplace</b></p>	<p>- <u>3</u> Km from the center of the capital city                  - <u>30 minutes</u> by <u>car</u> (transportation)</p>		
<p>■ <b>Information on the co-worker who will work closely with the WFK-Advisor</b></p>	<p>- Full Name (Mr./Ms.) : Inara Valiyeva                  - Position/Work area : Acting Chairperson of the Innovation and Digital Development Agency                  - Tel/E-mail : inara.valiyeva@idda.az                  - English Language Skill :  <input type="checkbox"/> Basic    <input type="checkbox"/> Intermediate    <input checked="" type="checkbox"/> Advanced</p>		
<p>■ <b>Administrative and financial arrangements to be provided by your organization for the WFK-Advisor/TPC</b>                  (Please mark on the box)</p>	<p><b>Items</b></p>	<p><b>Available</b></p>	<p><b>Not available</b></p>
	<p>Housing</p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>
	<p>Transportation</p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>
	<p>Others</p>	<p><input checked="" type="checkbox"/> Internet access    <input checked="" type="checkbox"/> Phone  <input checked="" type="checkbox"/> Air Conditioning    <input checked="" type="checkbox"/> Heater  <input checked="" type="checkbox"/> Desk    <input checked="" type="checkbox"/> Chair    <input type="checkbox"/> Bookshelf  <input type="checkbox"/> Others( )</p>	
<p>■ <b>Other information that may help the WFK-Advisor/TPC adapt to the local environment</b>                  (Living conditions, weather, allowance, other comments, etc.)</p>	<p>Baku is the capital of the Republic of Azerbaijan. It is a large scientific, cultural and industrial centre. Ancient foundations, a large area and a population all make Baku one of the oldest and largest cities in the East. Baku is situated on the shore of the Caspian Sea in the south of the Absheron peninsula. It covers an area of 2.200 square km and has a population of more than 2 million. Baku has 11 administrative districts and 5 settlements.</p> <p><b>Average weather facts</b></p> <ul style="list-style-type: none"> <li>• During the month of May and September you are most likely to experience good weather with pleasant average temperatures that fall between 20 degrees Celsius (68°F) and 25 degrees Celsius (77°F).</li> <li>• On average, the warmest month(s) are July and August.</li> <li>• Baku has dry periods in February, April, May, June, July, August and September.</li> <li>• The warmest month is July with an average maximum temperature of 30°C (86°F).</li> <li>• The coldest month is January with an average maximum temperature of 6°C (42°F).</li> <li>• November is the most wet month. This month should be avoided if you are not a big fan of rain.</li> <li>• July is the driest month.</li> </ul>		



	<ul style="list-style-type: none"> <li>July is the sunniest month.</li> </ul>
<p>■ Photos (if possible)</p>	

*\* Once the experts are selected based on your request, you are required to cooperate with the Korean implementing agencies by providing the necessary administrative procedures such as visa, acceptance letter, etc. Without your cooperation, expert dispatching will not be available and/or will be cancelled. Thank you for your cooperation.*

03.11.2023

(Date of filling out the form)

Inara Valiyeva

(Name of the person in charge)

Acting Chairperson of the  
Innovation and Digital Development  
Agency under the MDDT

(Position of the person)

Signature with official stamp

