



IMPORTANT NOTE: This vacancy belongs to a nationally implemented project which is a joint endeavor between Department of Environment and the United Nations Development Programme. The project is located in the Department of Environment and the incumbent will need to work in a governmental entity.

Terms of Reference

Deputy National Project Manager / PC

I. Background

After successful completion of the Conservation of Iranian Wetlands Project (CIWP) as a joint initiative between the Government of Islamic Republic of Iran (led by the Department of Environment), Global Environmental Facility (GEF) and United Nations Development Program (UNDP) in 2013, a scale-up phase started by DoE and UNDP to sustain the achievements of CIWP throughout the country, ensuring that its' outcomes are systematically up-scaled both vertically and horizontally throughout the country. Shortly after this fresh start, and with the financial contribution from the Government of Japan, a new component for "Modelling Local Community Participation in Restoration of Lake Urmia through Establishment of Sustainable Agriculture and Biodiversity Conservation" was added to CIWP in 2014 . At national level, CIWP supports development and implementation of Wetlands Integrated Management Plans through inter-sectoral coordination structures for more than 30 Iranian wetlands and has put in place a strong wetlands ecosystem management legislative platform and inter-sectoral administrative structures, supporting the implementation of the "Ecosystem Approach", development of Communication, Education, Participation and Awareness Raising (CEPA) Plans for the first pilot site in the country and sharing the CIWP and other wetlands initiatives, knowledge and lessons learnt with the regions of South and Central Asia, as well as promoting local community participation in Lake Urmia restoration through establishment of sustainable agriculture practices and biodiversity conservation at Lake Urmia level. In this special component, there has been a strong focus on capacity building and training as the main tools of development projects with participatory approach. This occurs through different small projects and activities on various areas which strengthen people's participation and involvement including alternative and sustainable livelihood, micro-credit funds, and Payment for Ecosystem Services (PES).

II. Description of work responsibilities

The Deputy National Project Manager (DNPM) will report to the National Project Manager (NPM). He/she will ensure day-to-day implementation of the project work plan together with the project staff, in accordance with the Project Document and UNDP procedures. As such, DNPM will oversee day-to-day management of the project budget and finances, supervising the Office expert responsible for record-keeping. He/she shall support the NPM in coordinating and overseeing the preparation and delivery of all substantive, managerial and financial reports from and on behalf of the project. DNPM is also responsible for project Monitoring and Evaluation measures under supervision of NPM and SIPA .



The DNPM is responsible for :

1. Ensuring day-to-day implementation of the project in accordance with the annual work plans, project documents and UNDP procedures .
2. Preparing Monitoring and Evaluation related tools including annual and quarterly work plan, M&E frame work, action plan, annual and quarterly reports of relevant project progress and problems for NPM to submit to the PSC ;
3. At the request of the NPM, assuming the latter's responsibilities / authority (signature authority, etc.), as Acting NPM, during the NPM's absence from the PCO due to travel, illness, annual leave, etc .
4. Overseeing day-to-day management of the project budget and finances, monitor quarterly delivery plan and make sure budget delivery at the adjusted deadline and supervising the Office expert responsible for record-keeping
5. Preparing attendance sheets for certification by NPM .
6. Under supervision of NPM, ensuring that all project activities are subject to quality control, monitoring and evaluation .
7. Coordinating implementation of work plan by project offices, partners and stakeholders (including NGOs and local communities) and provide assistance in development and approval of annual work plans .
8. Support NPM in work with UNDP Iran to prepare Terms of Reference for consultants and contractors ;
9. Implementing links with other relevant national and international projects and programs and, where appropriate, with other relevant regional programs, as requested by NPM ;
10. Providing technical input to project activities where appropriate ;
11. Supporting and facilitating round-table discussions on project successes and failures, as per the work plan
12. Interacting proactively with the project's Communications Programme .
13. Collaborate with UNDP to ensure that specified project tasks are outsourced to suitable consultants and/or organizations, and overseeing implementation of such contracts .
14. Take the lead and implementing related actions with regards to project fund raising (national/international donors and partners)
15. Support implementation of annual, midterm and terminal evaluation.

Specific roles related to implementation of project activities

A key role of the DNPM, and of the PCO as a whole, will be to supervise and co-ordinate the inputs of various national and international consultants. However, it will not be possible to rely on short-term consultants to undertake all substantive project activities. It will therefore be essential for the DNPM, along with the National Project Manager (NPM), as full time technical staff, to have strong technical backgrounds and to utilize these backgrounds in contributing actively to project outputs.

III. Timing, duration and duty stations

The DNPM will be given a 3-month trial contract which will be extended upon the satisfaction of both sides and will be based at the project office in Tehran. However, s/he will make periodic visits to the project sites. DNPM contract will be subject to annual extension based on satisfactory results of performance review.



Department of Environment



Conservation of
Iranian Wetlands Project
"Saving Wetlands, for People, for Nature"

IV. Qualifications

- Graduate degree in biodiversity conservation, or other directly related field (e.g. wildlife and fisheries management, environmental management, natural resource management, natural resource economics, etc.);
- 7 years solid experience in fields related to the assignment;
- At least 3 years experience of project management.
- Excellent inter-personal, communication, networking and negotiating skills;
- Fluent English-language speaking and writing skills;
- Previous work experience in the region on issues directly related to the project;
- Ability and willingness to travel, and;
- Demonstrated skills in office computer use - word processing, spreadsheets and databases.

Interested applicants should send their application together with their Curriculum Vitae to:

By e-mail to: ciwp.vacancy@gmail.com

Or by Fax to: +98(21)88241658

Or through web-site: <http://www.wetlandsproject.ir>

Closing Date: 5 March 2021

Mehri Asnaashari
Acting National Project Manager



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