
**Terms of Reference (TOR)
FOR THE RECRUITMENT OF NATIONAL INDIVIDUAL CONTRACTOR (IC)**

GENERAL INFORMATION

Services/Work Description:	National Consultant on Compliance, Procurement and Financial Management
Project/Program Title:	Conservation of Iranian Wetlands Project
Duty Station:	Home office with meetings in the project office and missions to the project pilot sites
Expected Places of Travel:	Tehran and project pilot sites
Duration:	30 working days from 15 Feb 2020 to Dec 2020
Tentative Expected Start Date:	15 Feb 2020

I. BACKGROUND/ PROJECT DESCRIPTION

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 20 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. SCOPE OF THE WORK

The consultant provides advice and assistance to CIWP Finance and Procurement team. This may include preparing monthly management accounts and prepare financial planning and budgets, financial and management reporting, including reports for the financial partners and the stakeholders. As such, the Consultant is required to:

Task 1: Develop financial strategies by guiding M&E and Finance team to establish goals; and matching goals to situation with appropriate financial plans.

Task 2: Offer quality advice regarding financial management information.

Task 3: Design and implement better policy and regulations to improve M&E and Finance team's financial and procurement activities with relevance to budget expenditure.

Task 4: Support and guide M&E and Finance team in monitoring the budget, analyzing financial plan results, identifying and evaluating new financial strategies and recommending changes in goals and plans.

Subset of the above tasks, the consultant will:

1. Provide recommendation to improve the financial management system of CIWP and adopting best international accounting standards, and the recommendation of external auditors and review.
2. Contribute to design financial reporting formats that provide analysis and financial performance indicators,
3. Participate to the training of all accounting staff on the operation of accounting system and preparation of financial reports
4. Ensure that effective training Programme in financial management are designed for Finance and Procurement unit and projects coordinators.
5. Contribute to monitor financial management activities.
6. Assist the M&E and Finance Team in budget preparation, budget monitoring which include analysis and comment of variance,
7. Contribute to ensure funds for Programme implementation are disbursed in a timely manner.
8. Ensure that all financial reports are prepared and submitted to partner in a timely manner
9. Review and consolidate procurement request and withdrawal applications to ensure correctness and that they are in line with the established format of presentation. Liaise with internal and external auditors and follow-up any audit queries/management letters.
10. Provide monitoring of physical achievements against expenditure and perform other related duties as required.
11. Review and finalize the fund raising strategy and support the implementation.
12. Undertake other related tasks as requested by the NPM

III. EXPECTED OUTPUTS AND DELIVERABLES

The Consultant will work under the general supervision of the National Project Manager. He/She will work closely with the Finance & Procurement Staff. The compliance, procurement and financial management consultant is responsible for providing support in the various financial management functions and procedures, which include the financial management system review, financial & budget analysis, fund raising, compliance and procurement process.

Based on the scope of work outlined above, the consultant will be expected to deliver the following outputs and will be responsible for the delivery of the outputs within the suggested time-frame;

No.	Deliverables / Outputs	Estimated Duration to Complete
1	Develop related Methods & Formats	By March 2020
2	Finalize Fund Raising Strategy	By March 2020
3	Develop Financial Management tools as requested in ToR	By April- June 2020
4	Build the capacity of finance team for implementation of the tools.	By April- December 2020
5	Support implementation and being in place all above products/tools.	By April- December 2020
6	Periodic reports	Every 3 month

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Consultant will work under direct supervision of the National Project Manager. He/she will work closely with the project staff and consultants, government officials, donors, NGOs, CBOs, the private sector and other relevant stakeholders in order to develop the project document.

The consultant is expected to submit the periodic reports as indicated in the deliverables to CIWP.

V. DURATION

This position is located in Tehran with periodic mission to project pilot sites and is expected to complete up to 30 days over the period of 15 Feb 2020 to Dec 2020.

VI. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

Qualifications and Experience

1. Minimum Master's Degree in Finance, Financial management, audit or related fields.
2. Fifteen (15) years extensive experience in financial consultancy and grant management, financial control, audit of public or private Regional or International institution. Ideally at least 5 years of experience as financial controller or grant Manager.
3. Demonstrated experience with major donors (World Bank, UNDP, IUCN, GEF, EU, Adaptation Fund, etc.) financial and grants management rules and regulations.
4. Advanced knowledge of the nonprofit organization operations.
5. Good command of English languages.

Knowledge

The incumbent must have proficient knowledge in the following areas:

1. Financial legislations and analysis
2. Budgeting and budget analysis
3. Financial performance review methods and techniques
4. Financial reporting to partners
5. Mentoring and coaching
6. An understanding of financial management policies and procedures

Skills

The incumbent must have the following minimum skills:

1. Effective verbal and listening communications skills
2. Computer skills including the ability to operate spreadsheets and word processing programs at a highly proficient level
3. Effective written communications skills including the ability to prepare reports, proposals, policies and procedures
4. Research and program development skills
5. Autonomy skills

VII. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of CIWP, DoE, UNDP and other partners.

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: 25 January 2020