

Terms of Reference

Master Planning Expert

I. Background

The **Master Planning Expert** will report to NPM, and support the NPM for effective project implementation. The **MPE** will help to ensure the smooth running of the Project through supporting planning and management of the project in accordance with annual work plans, and developed strategy for each theme.

II. Description of work responsibilities

The **MPE** will support NPM through implementing of the following main responsibilities:

1. Support development and implementation of the integrated wetlands management plans/ wetland master plans more especially in Lake Urmia basin.
2. Support setting in place the wetlands management tools/guidelines/ data bank etc.
3. Support functioning the wetlands secretariats at national/ provincial/ local levels more especially in LU catchment area.
4. Support developing and implementing annual/ five year wetland work plans through participatory process including local/provincial/ national wetland committees.
5. Supporting NPM in quality management of the PCO in terms of facilities, working practices, relations with all partners.
6. Technical follow ups on project activities at national and local levels and implement related tasks to scale up of CIWP achievements in LU basin.
7. Support smooth and timely implementation of activities, as foreseen in the annual work plan.
8. Work closely with project staff members, consultants (i.e. national and international), partners, UNDP and stakeholders to facilitate fulfilment of the project objectives
9. Prepare technical reports, letters and documents (Farsi/English)
10. Provide communications input to project activities where required;
11. Support activities related to organization of conferences, seminars, training courses etc.
12. Any requests related to implementation of project document/ progress of work plan by NPM.

II. Timing, duration and duty stations

The **MPE** will be given a 3 month trial contract which will be extended to the end of 2020 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. **MPE** contract will be subject to annual extension based on satisfactory results of performance review.

V. Qualifications

- Graduate degree in Environment Master Planning (Ecological potential assessment or other directly related field (e.g. Environment management planning, Environment strategic planning/ Environment management modelling etc.);
- 2 years previous relevant job experience
- Previous work experience/knowledge in Geographic Information System (GIS) and Remote sensing (e.g. Arc GIS, IDRISI, ENVI etc.) IWRM, Ecosystem based management, multi-stakeholder working, knowledge management/sharing would be desirable.
- Solid experience in fields related to the assignment
- Excellent inter-personal, communication, networking and negotiating skills

- Fluent English-language speaking and writing skills
- Basic knowledge of organizational policies/regulations and procedures relating to the position
- Ability and willingness to travel
- High quality and high impact report and paid closed attention to accuracy and details and demonstrated skills in office computer use - word processing, spreadsheets, databases and communications software.

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: 10.Jan.2020