

Conservation of Iranian Wetlands Project (CIWP)

Intern – Operations (Procurement and Finance)

VA ID: CIWP/III/21040I



Please note that this is NOT a UNDP office internship. CIWP is a NIM project jointly implemented by the UNDP and Department of Environment (DOE) and the intern will be based at the Central Project Office in DOE.

Internship Operations (Procurement and Finance)

GENERAL INFORMATION

Services/Work Description:	Operations Intern (Procurement and Finance)
Project/Program Title and ID:	Conservation of Iranian Wetland Project – phase 3 (00128285)
Direct Supervisor:	The National Project Manager (NPM)
Duty Station:	Central Project Office in DOE, Tehran
Expected Places of Travel:	NA
Duration:	Three months
Tentative Expected Start Date:	Immediately after signing the contract
Project Calendar	According to the official Iranian work days in Tehran
Opening Date:	11/20/2021
Closing Date:	12/05/2021

I. BACKGROUND

After successful completion of the Phase 1 of the Conservation of Iranian Wetlands Project (CIWP), as a joint initiative by the Government of Iran, led by the Department of Environment (DoE), Global Environment Facility (GEF), and the United Nations Development Program (UNDP) in 2013, a scale-up phase (Phase 2) was initiated by the DoE and the UNDP to sustain the achievements of CIWP throughout the country, ensuring that its outcomes are systematically scaled up both vertically and horizontally nationwide. Shortly after this fresh start, and with the financial contribution from the government of Japan, a special component was added to the CIWP in 2014 for restoration of Lake Urmia (LU), which went on for seven phases until 2021. This component aimed to effectively contribute to the restoration of Lake Urmia through local community and farmers' engagement to promote biodiversity conservation, sustainable agriculture, and effective reduction of water consumption at the field level leading to increase inflow to the lake. It built upon capacity and lessons learned acquired through previous phases for better application of ecosystem approach in LU and its satellite wetlands. Accordingly, the achievements of this component were scaled up across Lake Urmia basin.

At national level, CIWP supports development and implementation of integrated wetland management plans (MPs) through cross-sector coordination structures for more than 34 Iranian wetlands and has put in place a strong legislative platform for wetland ecosystem management and cross-sector administrative structures in order to support:

- Implementation of the “Ecosystem Approach”;
- Development of “Communication, Education, Participation and Awareness Raising (CEPA)” plans for the first pilot site in the country;
- Sharing the CIWP and other wetland initiatives, knowledge and lessons learnt with the regions of South and Central Asia;

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- Promoting local community participation in Lake Urmia restoration through establishment of sustainable agriculture practices and biodiversity conservation at Lake Urmia level.

The CIWP formulated a new strategy for the period of 2020-2025 (CIWP Phase 3), which focuses on turning ecosystem-based management (EBM) to a dominant paradigm for managing water resources throughout the country. In brief, by developing this strategy, the CIWP attempts to enhance the national and local capacities for effective coordination regarding sustainable land and water management and to improve smart practices and technologies for climate resilient agriculture.

It should be highlighted that after and based on the seven years of successful intervention toward restoration of LU through local community participation in restoration of LU through sustainable water management and biodiversity conservation, a special component (component 5) was added to the CIWP Phase 3 in 2021 known as “promoting environmental management and sustainable livelihoods in LU and other wetlands”, i.e. LU satellite wetlands, Shadegan Wetland, and Bakhtegan Wetland. The purpose of this new initiative, which will continue until February 2024, is to strengthen the sustainable management of natural resources in the fragile ecosystems of Iran, while enhancing the economic and livelihood alternatives of the communities dependent on such ecosystems.

Accordingly, the incumbent is expected to assist in smooth implementation of procurement and financial aspects of the CIWP Phase 3.

II. DESCRIPTION OF WORK AND RESPONSIBILITIES

a. OBJECTIVE

The **Operations Intern (OI)**, who will focus on “**financial and procurement**” activities of the CIWP Phase III, will work under the supervision of and report to the National Project Manager (**NPM**) and support the **Procurement and Finance Unit (PFU)**. The OI will assist to ensure the smooth running of the financial affairs and procurement activities of the Project through supporting the **Senior Procurement Expert** and the **Finance Expert** in accordance with annual work plans.

b. SPECIFIC TASKS

The **OI** will support the **PFU** under the supervision of the **NPM** through implementing the following main task:

1. Assist in collecting, preparation, and archiving of financial and procurement (supporting) documents (FACE forms, contracts, correspondence, and so forth) – both physically and electronically;
2. Assist in drafting and submission of procurement and finance related correspondence to contractors, consultants, and government agencies (for example, introduction letter and settlement letters to the Social Security Organization, award letters to awardees, etc.);
3. Assist in drafting contracts and contract amendments;
4. Assist in updating the archive of project contract list – both physically and electronically;
5. Work closely with project staff members, consultants (national and international), partners, and stakeholders to deliver his/her tasks;
6. Assist in preparing financial reports (such as annual and quarterly delivery reports)
7. Perform other duties/tasks per the NPM’s request.

III. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The OI will report to the NPM and, when advised by the NPM, to the project Senior Procurement Expert on regular and/or ad-hoc basis.

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IV. DELIVERABLES

The incumbent is expected to meet the deliverables per assigned specific tasks.

V. TIMING, DURATION, AND DUTY STATION

The contract duration is three months and will bring employment rights with neither the DOE nor the UNDP under no circumstances. The **OI** will be based at the central project office in DOE, Tehran.

Note: this internship is unpaid.

VI. QUALIFICATIONS AND REQUIREMENTS

1. Graduate degree or MSc student in accounting, administration/operations, management, finance or other directly related fields;
2. Previous work experience/knowledge in field of accounting, administration/operations, management, and finance would be desirable;
3. Good inter-personal, communication, networking and negotiating skills, would be desirable
4. Acceptable working knowledge of English (both verbal and written);
5. Demonstrated skills in office computer use - word processing, spreadsheets, and communications/emailing software.

VII. EVALUATION

The OI will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall be made to the candidate who has been evaluated and having received the highest score out of a pre-determined set of criteria specific to the solicitation (Please see table below).

Evaluation Criteria	Max. Point
1) Qualifications and Requirements, 2) CV and 3) Cover letter	45%
Interview	55%
Total	100%

VIII. HOW TO APPLY AND DOCUMENTS TO BE SUBMITTED

Interested applicants are requested to submit their CV along with their cover letter (optional) preferably in English only via email to ciwp.vacancy@gmail.com.

