

Please note that this is NOT a UNDP office position. This is a NIM project jointly implemented by the UNDP and Department of Environment.

Vacancy Announcement and Terms of reference for Province Technical Expert – Khuzestan Province

GENERAL INFORMATION

Services/Work Description:	Province Technical Expert – Khuzestan Province
Project/Program Title and ID:	Conservation of Iranian Wetland Project – phase 3 (00128285)
Direct Supervisor:	The National Project Manager (NPM)
Duty Station:	Province Project Office – Khuzestan Province
Expected Places of Travel:	project pilot sites
Duration:	One year – initially on a three-month probationary contract that will be expended upon satisfaction of performance
Tentative Expected Start Date:	Immediately after signing the contract
Project Calendar	According to the official Iranian work days in provinces (Friday as weekend)
Opening Date:	11/08/2021
Closing Date:	11/23/2021

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;
- 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 contribute to planning and implementation of CIWP Phase 3, especially component 5, in Shadegan basin.

II. DESCRIPTION OF WORK AND RESPONSIBILITIES

a. OBJECTIVE

The Province Technical Expert (PTE) will support the National Project Manager for the effective project implementation in Khuzestan Province. The PTE will help ensure the smooth running of the project through supporting planning and implementation of the project in accordance with the annual work plans and the project document and develop strategy and through reporting on project implementation and progress on a weekly, midyear, annual, and/or ad-hoc basis.

b. SPECIFIC TASKS

The PTE will support the NPM and the project coordinators (PCs) in implementation of the “CIWP Phase 3” through implementing the following tasks:

1. Support planning of the CIWP Phase 3 (annual and multiyear work plans) in Shadegan pilot site;
2. Support timely and smooth implementation of activities as foreseen in the project document and annual/multiyear work plans;
3. Conduct technical follow-up on the project activities at province and local, and if required, at national levels;
4. Work closely with project staff members, (national/international) consultants, government partners, UNDP as well as other stakeholders to facilitate fulfilment of the project objectives;
5. Support project implementation at local and field levels through field visits and backstopping missions in close cooperation with farmers and implementing partners (IPs), including collecting and reviewing reports, monitoring progress and quality, and interacting with IPs;
6. Support planning and implementation of CEPA activities in the project target areas;

7. Provide communication input to project activities when required;
8. Support activities related to organization of field visits, conferences, seminars, meetings, training courses, thematic events, etc. at national, province, and local levels;
9. Prepare and translate technical reports, correspondence, and documents from Farsi into English and vice versa;
10. Assist in project documentation by collecting reports, taking photos during events, field visits, backstopping missions, meetings, etc. and archiving them in a data base;
11. Perform other tasks and duties as and when assigned by the NPM.

III. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The PTE will report to the National Project Manager (NPM) and, when advised by the NPM, to the project coordinators (PCs) on a weekly, monthly, midyear, yearly, and/or ad-hoc basis.

IV. DELIVERABLES

The incumbent is expected to meet the deliverables as per the following table:

Timesheets	Monthly
Project Documentation (photos, reports, etc.)	As and when required
Mission reports	As and when required
Self-Assessment Forms	Six-monthly
Supplier Performance Evaluation Forms	As and when required
Feedback on reviewing the reports submitted by implementing partners	Based on work plans and contracts

V. TIMING, DURATION, AND DUTY STATION

The contract duration is one year and the PTE will be given a three-month probationary contract that will be extended upon the satisfaction of both sides. He/she will be based at the Province Project Office at the Directorate General of Environment in Khuzestan Province.

VI. QUALIFICATIONS AND REQUIREMENTS

1. Graduate degree in natural resources management/engineering, or other directly related field, e.g. agricultural engineering, water resource management/engineering, irrigation and drainage engineering, rural development, etc.;
2. At least three years of previous proven solid and relevant job experience in fields of environment and agricultural studies and practices;
3. Good knowledge in fields of environment and agricultural studies and practices as well as in Iranian Lakes, especially wetlands in Khuzestan Province;
4. Excellent interpersonal, communication, networking, negotiation skills and familiarity with facilitation skill and participatory approaches;
5. Proficiency in English and Farsi both verbal and written;
6. Proficiency in Arabic (especially verbal) is an asset;
7. Basic knowledge of organizational policies/regulations and procedures relating to the position;
8. Ability and willingness to travel and conduct frequent field visits;
9. Ability to produce high quality and high impact reports with close attention to accuracy and details;
10. Demonstrated skills in the MS Office suite (Word, Excel, PowerPoint, Outlook), internet use, and emailing;

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11. Applicants from Khuzestan Province are favored;
12. Familiarity with the province stakeholders is a valuable asset;
13. Familiarity with GIS is an asset.

VII. EVALUATION

The PTE 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 (each 10%)	30%
Technical written test	30%
Interview	40%
Total	100%

VIII. HOW TO APPLY AND DOCUMENTS TO BE SUBMITTED

Interested applicants are requested to submit their CV along with their cover letter in English only via email to ciwp.vacancy@gmail.com using this pattern to title their email in the subject field: "CIWP/II2102PTE-first name last name", e.g. "CIWP/II2102PTE-Reza Akbari". Applications lacking the required documents may be disqualified.

Mehri Asnaashari
National project Manager

