

Terms of Reference

Lake Urmia Restoration Project Coordinator / PC

GENERAL INFORMATION

Services/Work Description: Lake Urmia Restoration Project Coordinator
Project/Program Title: Conservation of Iranian Wetlands Project
Duty Station: Tehran/Department of Environment
Expected Places of Travel: Project pilot sites
Duration: will be given a 3 month trial contract which will be extended upon the satisfaction of both sides to on year contract
Tentative Expected Start Date: 11 April 2020

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 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. Description of work responsibilities

The **Project Coordinator**, who will focus on "Modeling Local Community Participation in Lake Urmia Restoration" project, will report to NPM, and support the NPM for effective project implementation. The PC will help to ensure the smooth running of the Project through supporting planning and implantation of the project in accordance with annual work plans, and developed strategy for each theme.

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

1. Support planning and implementation of the "Modeling Local Community Participation in Lake Urmia Restoration" project
2. Technical follow ups on project activities at national and local levels and implement related tasks to CIWP Scale-up project with focus to "Modeling Local Community Participation in Lake Urmia Restoration" project
3. Support smooth and timely implementation of activities, as foreseen in the AWP
4. Support project activities at local and field level and close cooperation with farmers and project partners
5. Work closely with project staff members, consultants (i.e. national and international), partners, UNDP and stakeholders to facilitate fulfillment of the project objectives
6. Translating related documents (Farsi to English and English to Farsi)
7. Prepare technical reports, letters and documents (Farsi/English)
8. Provide communications input to project activities where required;
9. Support activities related to organization of workshops, conferences, seminars, training courses etc.
10. Implementing any requests related to project document from NPM.
11. Technical support to implement sustainable agriculture and sustainable livelihood initiatives.

III. Timing, duration and duty stations

The **PC** will be given an annual contract and will be based at the project office in Tehran. However, s/he will make periodic visits to the project sites. **PC** will be given a 3 month trial contract which will be extended upon the satisfaction of both sides to on year contract

IV. Qualifications

- Graduate degree in Agricultural engineering or other related fields (e.g. Natural resources management/ engineering, Environmental management/Engineering, Water resources management/ engineering, Irrigation and drainage engineering, development, etc.);
- At least 5 years previous relevant job experience
- At least two years of experience on project management and monitoring
- Previous work experience/knowledge in the field of agricultural studies and practices, good knowledge/experience of Lake Urmia Basin, 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, and;
- High quality and high impact report and paid close attention to accuracy and details
- Demonstrated skills in office computer use - word processing, GIS, 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: 3 April 2020