

Please note that this is NOT a UNDP office position.

Vacancy Announcement and Terms of reference for CEPA Expert

GENERAL INFORMATION

Services/Work Description:	CEPA Expert
Project/Program Title and ID:	Conservation of Iranian Wetlands Project – Phase III
Direct Supervisor:	The National Project Manager (NPM)
Duty Station:	Project Central Office
Expected Places of Travel:	Project pilot sites in East and West Azerbaijan, Khuzestan, and Fars provinces, and other localities as required
Duration:	One year – initially on a three-month probationary contract that will be extended upon satisfaction of performance
Tentative Expected Start Date:	Immediately after signing the contract
Project Calendar	According to the official Iranian workdays
Opening Date:	10 October 2022
Closing Date:	20 October 2022

I. BACKGROUND

The Conservation of Iranian Wetlands Project (CIWP), as a joint initiative of the Department of Environment (DOE) and UNDP, has championed the introduction of innovative ecosystem-based approaches for the conservation and management of Iranian wetlands for the benefit of the communities and biodiversity that depend on these remarkable ecosystems. The CIWP formulated a strategy for the period 2015-2019 that focused on providing evidence-based policy arguments and practical solutions to support wiser decision-making in favor of wetlands. The overall goal of this strategy is that the condition of Iranian wetlands is improved in terms of biodiversity and the livelihoods of inhabitants around wetland ecosystems. Shortly before 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 the Establishment of Sustainable Agriculture and Biodiversity Conservation” was added to CIWP in 2014 and continued till 2020 in seven phases.

In 2020, based on a new 5-year document, Phase III of the Conservation of Iranian Wetlands Project started. This phase was built upon the successes of the previous phases of the project, during which the ecosystem-based management approach was introduced and partly implemented for several wetlands.

The **CEPA Expert (CEPA-E)** will support the National Project Manager (NPM) for effective communication, advocacy, and networking throughout the project implementation and will technically report to Deputy NPM accordingly. The CEPA-E will be responsible for ensuring the highest level of information exchange, public participation, and awareness-raising in accordance with CIWP’s annual work plans and strategy.



II. DESCRIPTION OF WORK AND RESPONSIBILITIES

The CEPA-E is expected to deliver the following specific tasks:

1. Support preparing CEPA plan, timely and smooth implementation, and reporting of CEPA activities as foreseen in the project document and annual/multiyear work plans, and in accordance with the UNDP procedures or other relevant work procedures;
2. Support the development/revision and implementation of the Project Advocacy Plan and CIWP's CEPA Strategy—inter alia:
 - a. Project brand management, standards, and materials at the national level;
 - b. Close working with Project Advocacy Consultant to prepare Advocacy Plan and implementation with key national stakeholders;
 - c. Support developing project annual work plan, CEPA strategy, and other project documents;
 - d. Communication links with other related projects, stakeholders, and networks (experts, media, NGOs, etc.) at the national level
3. Manage CEPA-related contracts of CIWP to ensure the achievement of quality outputs/results by implementing partners/contractors/consultants in accordance with the relevant agreements;
4. Work closely with project staff members, (national/international) consultants, government partners, UNDP, media, and NGOs or other stakeholders to facilitate the fulfillment of the project's CEPA-related objectives at and national level;
5. Prepare six-monthly e-bulletins and other information materials;
6. Lead identifying, developing, and applying wetland management tools, platforms, and innovative and effective approaches to increase public awareness and participation at the national level;
7. Support the development, implementation, and evaluation of CEPA plans for wetlands at national, provincial, and local levels;
8. Implement and support CEPA-relevant activities related to the organization of field visits, conferences, seminars, meetings, training courses, thematic events, etc. at the national level and act as an interpreter when required;
9. Prepare and translate technical reports, correspondence, and documents from Farsi into English and vice versa;
10. Collect raw technical reports of the annual work plan activities from project experts, and produce publications;
11. Support project documentation by collecting reports, taking photos during events, field visits, backstopping missions, meetings, etc., and archiving them in a database;
12. Working under the supervision of NPM and performing other tasks and duties as and when assigned by the NPM.

III. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

Under the supervision of National Project Manager, the CEPA-E will technically report to Deputy NPM. The project staff will provide communication/technical content to the CEPA-E. He/she will regularly hold coordination meetings with UNDP's Communication to ensure the project's visibility.

IV. OUTPUTS/DELIVERABLES

The incumbent is expected to achieve outputs/deliverables as per the following table – inter alia:



Outputs/Deliverables	Frequency
Six-monthly bulletin	Six-monthly
Timesheets	Monthly
Project Documentation (photos, reports, mission reports etc.)	As and when required
Self-Assessment Forms	Six-monthly
Supplier Performance Evaluation Forms	As and when required
Outputs/deliverables of agreements (contract management)	Based on work plans and agreements

V. TIMING, DURATION, AND DUTY STATION

The contract duration is one year, and the CEPA-E 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 Project Central Office at the Department of Environment (Tehran) and frequently travel (if necessary) to the project pilot sites.

VI. QUALIFICATIONS AND REQUIREMENTS

1. Graduate degree in conservation and environment studies, communication studies, journalism, public communications, or other related fields;
2. At least three years of relevant experience (desirably in the field of environmental communication/journalism);
3. Excellent interpersonal, communication, networking, negotiation skills and familiarity with facilitation skills and participatory approaches;
4. Proficiency in English and Farsi (both verbal and written);
5. Basic knowledge of organizational policies/regulations and procedures relating to the position;
6. Ability and willingness to travel and conduct field visits;
7. Ability and previous record of producing high-quality and high-impact reports with close attention to accuracy and details;
8. Demonstrated skills in the MS Office suite (Word, Excel, PowerPoint, Outlook), internet use.;
9. Working knowledge of databases, communications/audiovisual software, Photoshop/other graphical software;
10. Working knowledge of project management, Result-based Management approach, and contract management.

VII. 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/III-2205SCEPA-first name-last name", e.g., "CIWP/III-2205SCEPA-Reza-Akbari".

Mehri AsnaAshari

National Project Manager

