Terms of Reference

Technical Expert for “Sustainable agriculture and critical biodiversity conservation” project

I. Background
The Conservation of Iranian Wetlands project (CIWP), initiated in 2005 by Iran’s Department of Environment, the United Nations Development Programme and the Global Environment Facility, aims to mitigate the threats to biodiversity and environmental sustainability faced by Iranian wetlands by creating a national wetlands management system piloted in three demonstration sites. The project has helped develop integrated plans for managing wetlands in the three pilot sites of Lake Uromiyeh, Shadegan Wetland and Lake Parishan through a highly participatory process, drawing inputs from national, provincial, local and community levels.

Upon successful completion of the project, a scale-up phase was proposed and approved to continue and fulfill the achievements of CIWP. This scale-up Project will establish wetland management plans and inter-sectoral coordination structures for 11 (8 new wetlands+3 CIWP demonstration sites) important Iranian wetlands.

Based on CIWP best experiences and lessons learned from sustainable agriculture practices in the pilot sites, “Contribution to restoration of Lake Uromiyeh by modelling local community engagement in sustainable agriculture practices and critical biodiversity conservation” project was approved by government of Japan to extend the experiences in the Lake Uromiyeh Basin.

II. Description of work responsibilities
The Technical Expert (TE) who will focus on “Sustainable agriculture and critical biodiversity conservation” project, will report to NPM, and support the NPM for effective project implementation. The TE 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.

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

1. Support planning and implementation of the “sustainable agriculture and critical biodiversity conservation” project
2. Technical follow ups on project activities at national and local levels and implement related tasks to CIWP Scale-up project with focus on “sustainable agriculture and critical biodiversity conservation” project
3. Monitor & evaluate progress at local and national levels, update M&E tool and prepare various output reports (graphs, Slides, Tables etc.)
4. Prepare timely detailed or summarized technical reports, letters and documents per demand (English/Farsi)
5. Arrange individual or group field visits to the project sites to monitor the progress
6. Work as a team member to support smooth and timely implementation of activities, as foreseen in the AWP
7. Document the events properly, prepare news for the website and communicate with media for advocating the project
8. Support project activities at local and field level and close cooperation with farmers and project partners
9. Work closely with project staff members, consultants (i.e. national and international), partners, UNDP and stakeholders to facilitate fulfilment of the project objectives
10. Translate related documents/ interpret during meetings (Farsi to English and English to Farsi)
11. Provide communications input to project activities where required;
12. Support activities related to organization of conferences, seminars, training courses etc.
13. Implement any requests related to project document from NPM.

III. Timing, duration and duty stations
The TE will be given a 3 months contract and will be based at the project office in Tehran. However, s/he will make periodic visits to the project sites. TE contract will be subject to annual extension to the end of 2014 based on satisfactory results of performance review.
IV. Qualifications

- Graduate degree in Agricultural Engineering or other directly related field (e.g. Natural resources management/ engineering, Water resources management/ engineering, Irrigation and drainage engineering, etc.);
- At least 5 years previous relevant job experience
- At least two years of experience in monitoring, evaluation and documentation
- Previous work experience/knowledge in field of agricultural studies and practices, good knowledge/experience of Lake Uromieh 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 paying attention to accuracy and details
- Demonstrated skills in office computer use - word processing, GIS, spreadsheets, databases and communication software.
- Knowledge of Azeri language would be an asset.

Interested applicants should send their application together with their Curriculum Vitae to:

CIWP office, Block D, Natural Environments Bureau, Department of Environment, Pardisan Eco-Park, Hakim Highway, Tehran, Iran
Or by e-mail to: ciwp.dnpm@gmail.com
Or by Fax to: +98(21)88241658
Or through web-site: http://www.wetlandsproject.ir