

Please note that this is NOT a UNDP office position.

## Vacancy Announcement and Terms of reference for Monitoring & Evaluation Expert

### GENERAL INFORMATION

<b>Position:</b>	Monitoring & Evaluation Expert
<b>Project/Program Title and ID:</b>	Conservation of Iranian Wetlands Project – phase 3 (00128285)
<b>Direct Supervisor:</b>	He/She will be overseen by Deputy National Project Manager (DNPM) and report to The National Project Manager (NPM)
<b>Duty Station:</b>	Project Central Office - Tehran
<b>Expected Places of Travel:</b>	Project pilot sites in East and West Azerbaijan, Khuzestan, Fars provinces, and other localities as required.
<b>Duration:</b>	One year (with a three-month probationary contract) subject to extension upon satisfaction of performance and availability of resources.
<b>Expected Start Date:</b>	Immediately after signing the contract
<b>Work schedule</b>	According to the official Iranian work days in Tehran (Thursday & Friday as weekend)
<b>Opening Date:</b>	7 September 2022
<b>Closing Date:</b>	17 September 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 of 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 strategic components selected for the implementation of the Project for sustaining the conservation of the wetlands and the livelihood of the surrounding population are: 1) Iran's wetlands are better managed through mainstreaming the ecosystem approach and applying effective tools; 2) The management of land, water and biodiversity in wetland basins is sustainable and adapted to climate change, enhancing local community livelihoods and wellbeing; and 3) Iran's wetlands are in better condition due to increased public awareness and participation, enhanced collaboration, knowledge and sharing of innovative national and international technologies and practices.



With the size and diversity of its components and activities, it is crucial that the Project establish and maintain a strong Monitoring and Evaluation Component that also covers its knowledge management. Such components will contribute to the improved qualities of planning, implementation, and reporting of the Project. It can also ensure that the knowledge generated and collected through the Project is well documented and shared with stakeholders. The **Monitoring and Evaluation Expert (M&E E)** will be responsible for establishing and strengthening a functioning and purposeful system to ensure the Project's quality implementation.

## II. DESCRIPTION OF WORK AND RESPONSIBILITIES

The M&E E will manage all M&E activities and reporting for the Project in accordance with Project Document, UNDP guidelines, donor requirements, and the Project approach. The detailed responsibilities are as below:

1. Establishing and improving an M&E system for the Project, including the development of required tools for data management and analysis, quality control, documentation, and reporting;
2. Establishing and leading Project's knowledge management component, including a knowledge management community with Project partners, focusing on technological and innovative tools for data management and presentation.
3. Developing, implementing, and monitoring the tools/systems for gathering, reporting, and analyzing performance data for impact and sustainability of the Project implementation;
4. Supporting and supervising the collection and analysis of data for Project M&E in accordance with timeframes set in the project workplan;
5. Leading the establishment of a learning culture within the Project team and partners (including trainings) to feed into improved decision-making;
6. Providing programmatic support to the development of workplans and progress reports;
7. Supporting DNPM in leading the external periodical and ad-hoc Project audits and evaluations;
8. Preparing periodical and ad-hoc progress reports;
9. Supporting the project Communication and Advocacy by providing required information and data;
10. Performing other tasks and duties as and when assigned by the NPM.

## III. INSTITUTIONAL ARRANGEMENT/REPORTING RELATIONSHIPS

The **M&E E** will work under the direct supervision of DNPM and report to the **NPM**. He/she will work closely with project staff members, consultants (national/international), government partners, UNDP as well as other relevant stakeholders.

## IV. TIMING, DURATION, AND DUTY STATION

This is a full-time assignment. The contract duration is one year, with a possibility of extension subject to the availability of resources and the satisfaction of both sides. At the beginning of the assignment, the M&E E will be given a three-month probationary contract. He/she will be based at the Project Central Office at the Department of Environment in Tehran and will frequently travel to the project pilot sites.

## V. QUALIFICATIONS AND REQUIREMENTS

- Graduate degree in Environment Management, Business Administration, or other related fields (e.g., Environment Management Planning, Strategic Planning, etc.);

## Conservation of Iranian Wetlands Project (CIWP)

Monitoring & Evaluation Expert

VA ID: CIWP/III-2210MEE



- Minimum of 3 years of relevant work experience in project management, Monitoring, and Evaluation, quality assurance, and knowledge management, preferably in a similar setup;
- In-depth understanding of Result-Based Management approaches, knowledge management tools, database development, and data visualization tools;
- Technical knowledge in fields of environment management (especially wetland conservation), socio-economic development, Integrated Water Resource Management, and agriculture;
- Excellent interpersonal, communication, networking, and negotiating skills;
- Experience in working in multistakeholder settings and partnerships is an asset;
- Familiarity with the rules and procedures of international organizations is strongly preferred, particularly those of the UNDP;
- Ability to develop high-quality and high-impact technical and analytical reports (English and Farsi);
- Demonstrated skills in the MS Office suite (Word, Excel, PowerPoint, Outlook) and internet literacy;
- Fluent English-language speaking and writing skills.

### VI. EVALUATION

The methodology for the evaluation of the candidates will be based on the cumulative analysis as follows:

Evaluation Criteria	Max. Point
1) Qualifications and Requirements, 2) CV, and 3) Cover letter (each 10%)	30%
Technical written test (minimum pass score is 60 out of 100)	30%
Interview	40%
<b>Total</b>	<b>100%</b>

### 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](mailto:ciwp.vacancy@gmail.com) using this pattern to title their email in the subject field: "CIWP/III-22010MEE-first name-last name", e.g., "CIWP/III-2210MEE-Reza-Akbari".

**Mehri Asnaashari**  
**National Project Manager**

