

Terms of Reference (ToR)

National Sustainability Consultant (NSC)

A. Project Title

Conservation of Iranian Wetlands Project

B. Project Description/Background

CIWP is an intervention to alleviate and resolve threats and issues endangering wetlands in Iran through smart and innovative solutions. The project set off its mission as a joint effort by the Department of Environment (DoE), the United Nations Development Programme (UNDP), and the Global Environmental Facility (GEF) in 2005, known as Phase I. Initially and during Phase I, the project objective was to systematically remove or substantially mitigate threats facing globally significant biodiversity of its demonstration sites, while ensuring that the lessons learned through these demonstrations are absorbed within wetland protected area management systems throughout Iran and most notably at a set of target replication sites. After the successful completion of Phase I in 2013, DoE and UNDP started a scale-up phase, i.e., Phase II, to sustain the achievements of CIWP throughout the country, ensuring that its outcomes are systematically scaled up 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 known as “Modeling Local Community Participation in Restoration of Lake Urmia through Establishment of Sustainable Agriculture and Biodiversity Conservation” was added to CIWP in 2014 that continued for seven phases until September 2021 (shortly, phases I to VII of the LU Project).

In Phase III (2022-2025), CIWP builds on the successes of the previous phases of the project since 2005, during which the ecosystem-based management approach was introduced and partly implemented for several wetlands. Valuable achievements of the project during previous phases include the preparation of integrated management plans (MPs) for wetlands and establishment of the implementation structures, strengthening the wetland-related legislation, laws, and capacities at the national level, and awareness raising of the stakeholders and the public on the values of the wetlands. This will contribute to mainstreaming and replicating the project’s model in other Iranian wetlands and sustainable wetland management and use through a participatory approach using innovative tools. Besides, upon the remarkable achievements of phases I to VII of the LU Project, the joint project with the Gov. of Japan was extended for three more years to sustain the project achievements in Lake Urmia Basin and replicate the experience in two other wetland sites of the country, including Bakhtegan wetland in Fars Province and Shadegan wetland in Khuzestan provinces.

C. Scope of Work

The National Sustainability Consultant (NSC) is expected to advise CIWP to ensure its technical quality and project transformation activities during the preparation of its sustainability strategy. He/she will lead the development/updating of the project models/guidelines based on the project’s achievements and results, which will be included in the knowledge packages and policy recommendations/briefs for the handover process to the government and stakeholders at the national and local levels. He/she will also promote the project’s national advocacy and networking for the reflection of the project’s achievements and visibility. Moreover, the national consultant will work closely in a team with an international consultant and the latter will be the team leader and responsible for finalizing the report where the national consultant will assist the international consultant in all processes including preparation, mission, and reporting phases.

D. Detailed Responsibilities

The consultant is responsible for conducting the following activities to achieve the expected outputs:

- Develop and support the implementation of the **project sustainability strategy** to ensure effective handover of the project achievements/results/models to the government and other stakeholders;
- Conduct necessary and adequate meetings, workshops, correspondence, etc., with stakeholders in national and provincial levels to develop the **project sustainability strategy**;
- Establish mechanisms and facilitate tools (innovative tools) for sharing CIWP’s knowledge package at the national level and promote the **CIWP’s national advocacy and networking**;
- Develop and lead the implementation of a capacity-building package for the project team and the project stakeholders for the sustainability strategy and the handover process.
- Propose a road map and possible new ideas/Activities/Outputs to sustain and scale up the CIWP achievements to facilitate the project expansion

E. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)
Project Sustainability Strategy and handover: <ul style="list-style-type: none"> ○ Desk review (first reports) ○ <u>Sustainability Plan (what, when, why, how, and to whom):</u> knowledge package and policy recommendations for handover (the relevant stakeholders for handover, models, tools, guidelines, success stories, timeline, etc.). ○ Road Map ○ Capacity development package for the project team and stakeholders for the handover ○ Implementation of project sustainability strategy. 	25 days	End-Sept. 2023	NPM
Knowledge sharing package: <ul style="list-style-type: none"> ○ Explore relevant platforms/tools/institutes. ○ Establish communication and facilitate knowledge-sharing events with relevant platforms. ○ Advise cooperation mechanisms. 	15 days	Mid-Oct. 2023	NPM
Capacity-building Report	5 days	Mid-Oct. 2023	NPM
Final Report	5 days	End-Oct. 2023	NPM

F. Institutional Arrangement/Supervision and Verification

The NSC will work under the overall supervision of the CIWP's National Project Manager. The verification of the outputs/deliverables falls under the UNDP Country Office's authority.

G. Duration of the Work

The estimated duration of the Consultants' assignment is up to **50** working days from Sept 2023 to Oct 2023. The detailed schedule of the consultancy and the length of the assignment will be discussed with the Consultant prior to the assignment. The extension of the consultant's contract will be subject to a satisfactory assessment of the incumbent's performance.

H. Duty Station

Duty Station: Home-based subject to providing smooth communication means. Six below mission is also expected to be done during the assignment:

Site	Duration of Stay	Expected date of the site visit
Project Sites in East and West Azerbaijan provinces	2*3 days	TBD
Project Site in Fars Province	2 days	TBD
Project Site in Khuzestan Province	2 days	TBD

Note: The Consultant is expected to use his/her personal laptop during the assignment

I. Qualifications of the Successful Individual Contractor

The Consultant is required to have the following eligibility criteria:

Mandatory Qualifications:

- A university degree in institutional/governance aspects of natural resource management and environment, water sciences and management, social sciences, international development, environmental law, or other relevant fields,
- Minimum 7 years of broad international/national experience with an MSc./Ph.D. degree or 12 years of experience with a BSc. degree in governance management, integrated ecosystem management, wetland rehabilitation, participatory natural resources management, program management, and institutional management,
- Minimum of 5 years of experience in strategic management, technical leadership, Result Based Management (RBM), and SMART indicators in international/national projects, preferably with UN entities related to wetland and environment conservation,
- Good command of oral and written English,

Desirable Qualifications:

- An extended network with international/national water-related communities,
- Close cooperation with ministries especially the Ministry of Energy and Jihad Agriculture.
- Experience in the rehabilitation of environmental habitats, especially wetlands

J. Scope of Price Proposal and Schedule of Payments

Payment Term:

As full consideration for the services performed by the consultant under the terms of this contract, the CIWP shall pay the total amount of the Contract upon certification and approval of UNDP that the services have been satisfactorily performed as per the below-listed milestones, and against the receipt of actual invoice and signed and approved Certificate of Payment (CoP):

Deliverables	Target date	Payment Percentage
Project Sustainability Strategy and handover: <ul style="list-style-type: none">○ Desk review.○ <u>Plan (what, when, why, how, and to whom):</u> knowledge package and policy recommendations for handover (the relevant stakeholders for handover, models, tools, guidelines, success stories, timeline, etc.).○ Road Map○ Capacity development package for the project team and stakeholders for the handover.○ Implementation of project sustainability strategy.	End-Sept. 2023	45%
Knowledge sharing package: <ul style="list-style-type: none">○ Explore relevant platforms/tools/institutes.○ Establish communication and facilitate knowledge-sharing events with relevant platforms.○ Advise two cooperation mechanisms.	Mid-Oct. 2023	35%
Capacity-building Report	Mid-Oct. 2023	8%
Final Report	End-Oct. 2023	12%

- The contract's total payment is expected to cover the cost of travel, communication, typing, and preparing the soft and hard copies of documents and any other relevant costs regarding this activity.
- Upon receiving and verification of deliverables, payments will be transferred by UNDP to the account number of the consultant introduced through the signed vendor form, bank certificate and copy of passport/ID card.
- Payments will be made according to UNDP regulations as explained in the contract documents.
- The consultant shall not do any work, provide any equipment, materials and supplies or perform any other services which may result in any cost in excess of the abovementioned amount.
- The travel costs to join duty station and repatriation, if applicable, shall be included in the financial Proposal;
- The project will provide tickets and accommodations for the missions (according to missions table in section H);
- In case of unforeseen travel, the travel costs including tickets, accommodation, and living allowances should be agreed upon, between CIWP and Individual Contractor, prior to travel and will be reimbursed by CIWP according to UNDP's rules and regulations,
- The cost of each travel (except for tickets and accommodations) shall be included in the Financial Proposal.

K. Recommended Presentation of Offer

- a) Duly accomplished **Letter of Confirmation of Interest and Availability**;
- b) **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (2) professional references;
- c) Proposal (Annex I):
 - (i) Explaining why the applicant is the most suitable for the work.
 - (ii) Provide a brief methodology on how the applicant will approach and conduct the work and at least two references. The proposal should be prepared in accordance with the templates provided in Annex I, Individual's Information Sheets.
- d)
- e) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the template provided. If an Offer or is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offer or must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

L. Criteria for Selection of the Best Offer

The offers are evaluated based on the Combined Scoring method – where the qualifications and methodology will be weighted a max of 70%, and combined with the price offer which will be weighted a max of 30%.

Criterion	Weighted	Max points
Qualifications	70%	20
Methodology		20
Interview		30
Financial Proposal	30%	30
Total	100%	100

M. Further information about the CIWP

For further information about the project, see the following link: <http://www.wetlandsproject.ir/>

N. Approval

This TOR is approved by: *[indicate name of Approving Manager]*

Signature _____
 Name and Designation _____
 Date of Signing _____

Annex I

GENERAL INFORMATION ;

Services/Work Description: National Sustainability Consultant (NSC)
Project/Program Title: Conservation of Iranian Wetlands Project (128285)
Direct Supervisor: The National Project Manager (NPM)
Duty Station: Home office with missions to the project sites
Expected Places of Travel: West Azerbaijan, East Azerbaijan, Khuzestan, Fars
Duration: 50 working days from Sept to Oct 2023
Tentative Expected Start Date: Sept 2023

The personal Information of the applicant	
The full name	
The current position (Post/Organization)	
The email	
The phone	

The personal references (at least two persons)	
The full name	The connection information (email, phone)

- (i) Explaining why the applicant is the most suitable for the work.

Explaining three abilities/qualities/ competencies that match the applicant to the position	
The title of abilities/qualities/ competencies	Description (Maximum 50 words for each title)

Annex II

Financial Proposal Template

GENERAL INFORMATION;

Services/Work Description: National Sustainability Consultant (NSC)
Project/Program Title: Conservation of Iranian Wetlands Project (128285)
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Duty Station: Home office with missions to the project sites
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Duration: 50 working days from Sept to Oct 2023
Tentative Expected Start Date: Sept 2023

Assignment	Consultancy on “Sustainability” of CIWP achievements
Proposal from	
Date	
Signature	

All quotes presented in Iranian Rial (IRR)

1. Cost breakdown by professional fees and travel expenses

Consultant Name	Daily rate	# of days	Total fees
...			
Total professional fees			

Travel items	Description	Item cost	# of items	Total travel expenses
Return flight				
Daily subsistence allowance (DSA)				
Other				
...				
Total travel expenses				

TOTAL COST	
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- The project will provide tickets and accommodations.

2. Cost breakdown by project deliverables (based on the TOR)

(Note: the deliverables as specified in the TOR should be copied & pasted here)

#	Deliverable	# of days	Total fees	Total travel expenses	Total cost
1					
2					

3					
4					
5					
6					
7					
8					
9					
TOTAL COST					

3. Notes on the Financial Proposal

(Note: Use this space to highlight any specific issues related to the financial proposal that you wish to highlight - please do not repeat any information from the technical proposal, e.g. differences between the estimated number of days for deliverables per the TOR)

- This proposal remains valid until xx-xx-xx date
- ...
- ...