



**Terms of Reference**  
**Communications, Partnership and Knowledge Management Expert**

**IMORTNAT NOTE:** This vacancy belongs to a nationally implemented project, which is a joint endeavor between Department of Environment, United Nations Development Programme and European Union. The project is located in the Department of Environment and the incumbent will need to work in a governmental entity.

**I. Background**

"Enhancing integrated natural resource management for the restoration of wetland ecosystems and support to alternative livelihoods development of local communities" in the Sistan and Baluchistan province of Iran is a project developed by UNDP and EU to promote integrated natural resource management for the restoration of wetland ecosystems and support alternative livelihoods. The project is expected to result in:

1. Better capacities and coordination
2. Sustainable land and water management – including Hamoun wetland management and restoration
3. Local economic development, including climate-smart agriculture and alternative livelihoods

The project duration is from 2020 to 2025, mainly using EU funds. The implementation modality will follow the National Implementation Modality (NIM), whereby the Department of Environment (DoE) shall be the Implementing Partner, under the overall management of Deputy Marine and Wetlands of DoE, as National Project Director.

Under the overall supervision of the National Project Director (NPD), the Communications, Partnership and knowledge management expert will report to the National Project Manager (NPM) and be responsible for effective communication and networking throughout the project implementation and overseeing sound engagement of different stakeholders/partners in project activities. The Communications & Partnership expert will help to ensure the highest level of information exchange, awareness raising, and public participation under annual work plans and develop a strategy for each theme, including information exchange", "awareness raising," and "public participation. He/ She will also ensure the Donor's (EU) visibility is promoted in all the project products and awareness-raising materials, as per the Communications Visibility Plan.

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## II. Description of work responsibilities

The **Communications & Partnership expert** is responsible to:

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- Communication:
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  - Update and lead the implementation of the Project Communication Strategy and Annual Communication Plans, working closely with project staff members, consultants, partners, and other stakeholders;
  - Develop and ensure consistent application of the Project's corporate design, keeping in line with applicable EU and UNDP visibility policies and guidelines;
  - Ensure compliance during project implementation with the General Conditions, Special Conditions, and the Communications & Partnership Expert and Visibility Plans and guidelines of EU as per the agreement "MIDEAST/2019/411-077"
  - Support the NPM in external project communication with government organizations, civil society, local communities, the private sector, as well as international stakeholders;
  - Lead internal communication across project team and partners, including by developing and managing internal communication tools;
  - Take lead responsibility over establishing, maintaining, and updating the project website;
  - Draft stories, press releases, and social media posts to give visibility to the project telling the project's successes;
  - Develop and continuously update the Project's social media sites;
  - Maintain communication links with other related projects;
  - Maintain communication links with different types of media;
  - Organize and deliver community and public awareness campaigns;
  - Support project meetings at national, provincial, and community levels;
  - Translate relevant documents between Farsi and English as required;
  - Ensure communication style and quality vis-à-vis all Public Relations activities.
- Partnership management:
  - Provide support in enhancing public engagement in implementing joint programs, etc.
  - Provide support to the project's NPM in enhancing effective engagement of the national implementation partners and local Authorities and promoting joint work and outreach.
- Knowledge management:
  - Support finalizing the Project Knowledge Management Strategy;



- Continuously capture (identify and store) and share knowledge emerging from the Project as per the Knowledge Management Strategy;
- Document and prepare human stories from the field illustrating how this project has affected the lives of local communities. As per EU guidelines, it is extremely important to showcase the “before and after” project intervention successes.
- Conduct interviews with the local community and authorities about the project highlighting the implementation process;
- Support the project and UNDP’s team in knowledge building and sharing good practices, producing policy briefs, advocacy materials, and communication products in various formats;
- Develop visually attractive communication products and awareness materials, including best practice notes, infographics, brochures, posters, reports, bi-monthly e-newsletters, video clips, and other information materials highlighting the project’s activities and achievements;
- Take video and photo documentation of meetings, events, and project investments, and maintain a photo/video database;
- Oversee the exchange and sharing of experiences and lessons learned with relevant projects nationally and internationally;
- Assist in conferences, seminars, training courses, etc.
- Support any other activities requested by the National Project Manager

### **III. Timing, duration, and duty stations**

The incumbent will be given a 3-month trial contract, which will be extended upon the satisfaction of both sides and will be based at the project office in Tehran. However, s/he will make periodic visits to the project sites. The incumbent’s contract will be subject to an annual extension based on satisfactory results of the performance review.

### **IV. Qualifications**

#### **Mandatories:**

- University degree in Communication Studies, Journalism, public Communications & Partnership, International Relations, Social Science, or other related fields.
- At least four years of previous relevant job experience with proven records in drafting op-eds, speeches, and other tools for communication for senior/international officials.
- Excellent interpersonal, communication, networking, and negotiating skills and familiar with facilitating skills and participatory approaches.



- Familiarity with the rules and procedures of international organizations, particularly those of the UNDP and EU.
  - Ability and willingness to travel for requested field missions
  - High quality and high impact reporting and close attention to accuracy and details and demonstrated skills in office computer use - word processing, spreadsheets, databases, and Communications software; and,
  - Fluent English and Farsi -language speaking and writing skills.
  - Demonstrated writing skills and ability to produce high-quality reports in English and work with translators as required.
- Proven experience in web-site and social media management, presentations to conferences and the media.

**Desirables:**

- Familiarity with Photoshop and other graphical software knowledge is an advantage. Website design and management software and managing social media groups.
- Experience coordinating multisectoral and joint initiatives amongst several stakeholders.
- Excellent data management and record-keeping skills.

The long list of applicants will be reduced to a shortlist to reach the higher echelons of applicants by further evaluating the Mandatory elements associated with this position opening which have been listed above bullets. It is noted that considering work experience, languages, academic qualifications, and skills and their relevance to perform the functions of the position successfully, the project's hiring team will have a short list to move to the written test and interview evaluation.

Interested applicants should send their application including their Curriculum Vitae (CV) and Cover Letter to:

**Sistan Project office, Ground Level, Department of Environment, Pardisan Eco-Park, Hakim Highway, Tehran, Iran**

**By e-mail to:** [vacancy.sistanproject@gmail.com](mailto:vacancy.sistanproject@gmail.com)

**Or by Fax to:** 98 (21) 42781047

**Closing Date:** 02 Oct 2022

**Please take note that the vacancy notice title (Communication expert) must be referred to in your email subject.**