



Terms of Reference National Project Manager

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 Baluchestan 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 the EU funds.. The implementation modality will follow National Implementation Modality (NIM), whereby the Department of Environment shall be the Implementing Partner, under the overall management of Deputy for Marine Environment and Wetlands of DoE, as National Project Director.

The National Project Manager has the authority to run project activities on a day-to-day basis on behalf of the Project Board within the constraints/tolerances laid down by the Board.

The National Project Manager’s prime responsibility is to ensure that the project produces the results specified in the project document and the Annual Workplans, to the required standard of quality and within the specified constraints of time and cost.

The NPM will report to National Project Director and support the NPD for effective project implementation. The NPM will work closely with UNDP Country Office and Chief Technical Advisor (CTA) to ensure the strategic direction of the project is maintained.

II. Objective

The NPM will be responsible for the overall project management as head of the Project Central Office (PCO) and ensures smooth implementation of the project under supervision of NPD and in accordance with the project document, UNDP and donor procedures. He/she shall liaise directly with designated officials of the Project Steering Committee (PSC), Project Chief


Approved



Technical Advisor (CTA), project national consultants, existing and potential project donors, and others as deemed appropriate and necessary by the PSC or by the NPM him/herself.

He/she shall be responsible for coordinating and overseeing the preparation and delivery of all substantive, managerial and financial reports from and on behalf of the project. He/she will supervise all project staff in the PCO and the local office as well as the project budget. The NPM will prepare an annual work plan based on the project document, under the general supervision of the PSC and in close consultation and coordination with the NPD, CTA, and UNDP, which will be consulted and approved by the PSC.

I. Overall Duties

The **NPM** will have the following main responsibilities:

1. Assume operational management of the project according to the project document, UNDP policies and procedures for nationally executed projects and in accordance with the EU rules and regulations for EU funded projects.
2. Observe the General Conditions, Special Conditions and the Communications and Visibility Plan of EU as per the agreement "MIDEAST/2019/411-077" during the project implementation.
3. Ensure smooth and timely implementation, as well as strategic development, through adaptive management, of the project in accordance with the annual work plans and in the framework of the Project Document and EU and UNDP's procedures, national policies and lessons learned.
4. Mobilize goods and services to initiate activities, including drafting TORs and work specifications.
5. Prepare and update project work plans, and submit for clearance of the NPD and UNDP CO;
6. Oversee management of all contracts;
7. Work closely with the project Chief Technical Advisor (CTA) and UNDP Country Office to oversee the project strategy and roadmap is properly implemented;
8. Represent the project in high level meetings and forums;
9. Organize round-table discussions on project achievements and failures, and ensure that partnership arrangements are in place for a cross-sectoral and market transformative approach;
10. Directly oversee and supervise communications, networking activities and participation of key stakeholders;
11. Assume direct responsibility for managing the project budget, ensuring that:
 - Project funds are made available when needed, and are disbursed properly;
 - Accounting records and supporting documents are kept;
 - Required financial reports are prepared;
 - Financial operations of the project are transparent and stand up to audit at any time;
 - Ensuring that financial procedures and regulations for UNDP/EU projects are applied;
 - International and National consultants are hired and deliver their outputs on schedule;
12. Supervise the project staff and local or international experts/consultants working for the project;



13. Coordinate project implementation with projects and activities carried out by project partners and stakeholders, build partnerships and leverage resources; and
14. Report to the Department of Environment and UNDP Country Office on a regular basis as per UNDP POPPs prescriptions and EU Guidelines.
15. Take the lead in preparation of the project sustainability plan/exit strategy to make sure smooth transfer of the ownership of results and continuation of activities to the Government entities.

II. Specific roles related to implementation of project activities:

A key role of the NPM, and of the PCO as a whole, will be to supervise and co-ordinate the inputs of various national and international consultants. However, it will not be possible to rely on short-term consultants to undertake all substantive project activities. It will therefore be essential for the NPM, Monitoring and Evaluation Specialist and project technical experts – including provincial staff - to have strong technical backgrounds and to utilize these backgrounds in contributing actively to project outputs.

III. Qualifications

- Graduate degree (MSC/PhD) in socio-economic development, rural development, environmental management, environmental strategic planning, land and water management, or other directly related fields related to the assignment;
- At least 10 years of extensive experience of national and international development projects;
- At least 5 years of experience as a project manager;
- Previous work experience/knowledge in multi-stakeholder engagement, knowledge management/sharing would be desirable.
- Ability and willingness to frequently travel to the project area and other area as and when required;
- Excellent inter-personal, communication, networking and negotiation skills;
- Familiarity with the rules and procedures of international organizations strongly preferred, particularly those of the UNDP and EU;
- Commitment to produce high quality products and reports and close attention to accuracy and details, demonstrated skills in office computer use - word processing, spreadsheets, databases and communications software.
- Excellent English-language speaking and writing skills

IV. Timing, duration and duty stations

The NPM will be given a 3-month probation contract, which will be extended to the end of 2021 upon satisfactory performance certified by NPD and UNDP CO. He/she will be based at the project office in Tehran. However, s/he will make periodic visits to the project area. Annual extension of contract will be subject to satisfactory results of performance review and availability of funds



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

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

By e-mail to: euproject.vacancy@doe.ir

Or by Fax to: +98 (21) 88241047

Closing Date: 18 March 2021