

## I. Position Information

**Position** : **Monitoring and Evaluation Expert**  
**Location** : Tehran,  
**Type of Contract** : Individual Contract  
**Languages** : Farsi, English  
**Duration of Initial Contract**: one year, renewable  
**Application Deadline** : 30<sup>th</sup> April, 2011

## II. Background

The MENARID Institutional Strengthening and Coherence in Integrated Natural Resources Management project has an overall objective of contribute to the removal of barriers to climate-resilient integrated natural resources management (INRM) in Iran by providing coordination mechanisms, policies, inventories of good practice, degradation assessments and INRM training. Participatory, gender sensitive, community-driven demonstration activities of INRM are undertaken in four watersheds, representing a range of dryland situations. The expected outcomes from project's substantive and complementary components include:

1. Enhanced engendered knowledge and understanding of the drivers of land-use change causing land, ecosystem and water degradation with consequent impacts on ecosystem services and local livelihoods
2. An enabling environment for INRM and the use of the enhanced knowledge
3. Community-driven, climate-resilient approaches and techniques for sustainable land and water management demonstrated through INRM practices

The project started in September, 2010 for five years duration. It is implemented by Forest, Range and Watershed Management Organization (FRWO) of the Ministry of Jihad Agriculture (MoJA), Government of Islamic Republic of Iran.

Monitoring and Evaluation (M&E) of the MENARID project is conducted in accordance with established UNDP and GEF procedures and is undertaken by the project team with support from UNDP. The Logical Framework, along with the objectives, procedures and tools described in the M&E plan in the project document forms the basis on which the project's M&E system will be built.

## III. Functions / Key Results Expected

**Summary of Key Functions:** Under the guidance and supervision of the National Project Manager (NPM), Monitoring & Evaluation Expert will

- Guide the overall M&E strategy and implementation of related activities
- Provide oversight in monitoring of project activities,
- Assess overall project implementation with respect to project objectives, outputs,

<p>and indicators,</p> <ul style="list-style-type: none"> <li>▪ Support knowledge building and knowledge sharing through synthesizing good practices and lessons learned,</li> <li>▪ Support NPM in other related activities, when desired.</li> </ul>
<p><b>1. Setting up the M&amp;E System:</b></p> <ul style="list-style-type: none"> <li>❑ Design Participatory M&amp;E system with monitoring indicators (including performance &amp; impact indicators) at national, provincial and community level (including local beneficiaries). Ensure identification of all critical risks,</li> <li>❑ Assist in designing Early Warning system for Desertification, Land Degradation and Drought (DLDD) in coordination with NPM,</li> <li>❑ Identify the core information needs of the PMU, Project Board, UNDP &amp; GEF,</li> <li>❑ Clarify M&amp;E responsibilities of different project personnel,</li> <li>❑ Design M&amp;E formats for collecting field information,</li> <li>❑ Prepare detailed M&amp;E budget,</li> <li>❑ Prepare calendar of M&amp;E activities,</li> <li>❑ Analyze M&amp;E data and present the results to NPM.</li> </ul>
<p><b>2. Implementation of M&amp;E activities with particular focus on results and impacts:</b></p> <ul style="list-style-type: none"> <li>❑ Promote a results-based approach to monitoring and evaluation, emphasizing results and impacts.</li> <li>❑ Regularly monitor and update GIS based M&amp;E data and inform NPM about the changes,</li> <li>❑ Periodically collect and collate M&amp;E data from the field, and prepare M&amp;E report,</li> <li>❑ Undertake regular visits to the field to support implementation of M&amp;E and to identify where adaptations might be needed,</li> <li>❑ Foster participatory planning and monitoring by training and involving primary stakeholder in the M&amp;E of activities,</li> <li>❑ Facilitate and join external review/evaluation missions, if desired,</li> <li>❑ Monitor the follow up of evaluation recommendations,</li> <li>❑ Organise (and provide) training in M&amp;E for project staff and stakeholders with view of developing local M&amp;E capacity.</li> </ul>
<p><b>3. Identify, analyze, document and disseminate lessons learned:</b></p> <ul style="list-style-type: none"> <li>❑ Develop mechanisms to capture and share lessons learned. Consolidate lessons learning involving all project staff and allocate specific responsibilities,</li> <li>❑ Document, package and disseminate lessons periodically through electronic platforms, workshops, publications, etc.,</li> <li>❑ Facilitate exchange of experiences by supporting and coordinating participation in any existing network of UNDP/GEF projects sharing common characteristics,</li> <li>❑ Identify and participate in additional networks, for example scientific or policy-based networks that may also yield lessons that can benefit project implementation.</li> </ul>

<p><b>IV. Competencies and Critical Success Factor</b></p>
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**Corporate Competencies:**

- ❑ Demonstrates commitment to UN's mission, vision and values,
- ❑ Advocates and promotes the vision, mission, and strategic goals of the MENARID-Iran project,
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Functional Competencies**Knowledge Management and Learning

- ❑ Promotes knowledge management in the office through leadership and personal example,
- ❑ Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills,
- ❑ Seeks and applies knowledge, information and best practices from within and outside of the project.

Development and Operational Effectiveness

- ❑ Ability to lead strategic planning, results-based management and reporting.
- ❑ Ability to lead formulation, monitoring and evaluation of project, mobilize resources.
- ❑ Good knowledge of the Results Management Guide and Toolkit,
- ❑ Ability to extract, interpret and analyze data and resolve operational problems,
- ❑ Ability to work with minimum supervision,
- ❑ Ability to supervise and train support staff,
- ❑ Ability to plan and organize work,
- ❑ Strong IT skills, knowledge of Atlas.

Leadership and Self-Management

- ❑ Demonstrates openness to change and ability to manage complexities,
- ❑ Consistently approaches work with energy and a positive, constructive attitude,
- ❑ Remains calm, in control and good humoured even under pressure.

**V. Required Skills and Experience**

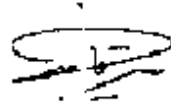
- ❑ Master's Degree or equivalent in Computer Science, Management, Social Science, Agriculture, Natural Resources Management or related field with specialization in Monitoring and Evaluation.
- ❑ Extensive experience in the usage of computers and GIS packages and handling of web based management systems.
- ❑ Minimum 5 years of progressively responsible experience in M&E of large national or international development project;
- ❑ Previous experience with UNDP projects in similar position is highly desirable;
- ❑ Fluency in Farsi. Knowledge of English will be an asset.

**VII. Additional Information**

- Please send a cover letter justifying your candidature together with an updated CV of maximum three pages to -----
- Applications received after the deadline will not be considered.
- Only short-listed candidates will be contacted for further selection process.

**Signatures- Job Description Certification**

Direct Supervisor (National Project Manager)



Name: Seyed Abolfazl Mirghasemi

Signature

Date: 9<sup>th</sup> April 2011

Acting NPD (National Project Director)



Name: Parviz Garshasebi

Signature

Date: 9<sup>th</sup> April 2011