

**Terms of Reference:**

**Volunteer**

**Energy, Environment and Disaster Management Programme Cluster  
GEF-5 Portfolio Coordination Activities**

***Background:***

The Global Environmental Facility (GEF) is an independent financial organization that provides grants to developing countries and countries with economies in transition for projects related to biodiversity, climate change, international waters, land degradation, the ozone layer, and persistent organic pollutants. These projects benefit the global environment, linking local, national, and global environmental challenges and promoting sustainable livelihoods.

The GEF fifth replenishment phase will cover GEF operations and activities from 1 July 2010 to 30 June 2011. As a GEF Executing Agency, UNDP supports the development of projects in the areas covered by GEF and manages corporate programs on behalf of GEF partnership. In this regard, UNDP is currently assisting the Government of Iran in GEF portfolio identification process in order to help Iran better access the GEF resources of the 5<sup>th</sup> Cycle. This is where the country office –the Environmental Unit in particular- will be gathering all its efforts around activities concerning the preparation of a diverse portfolio of environmental projects for Iran and intends to recruit a volunteer for that purpose.

***Duties and Responsibilities:***

Under the supervision of Energy, Environment and Disaster Management (EEDM) Team Leader, the Volunteer will support the GEF-5 Portfolio coordination activities:

1. Assist the EEDM Cluster in providing inputs to a country consultations plan to be prepared by national partners;
2. Assist EEDM cluster in planning and organizing meetings, conference calls or workshops in coordination with national partners and Ministry of Foreign Affairs;
3. Support the EEDM cluster in the recruitment process of national and international consultants as required;
4. Assist EEDM cluster in coordinating with Travel Section of UNDP regarding missions and travels of international consultants or UNDP advisors /staff On international and domestic travels as needed;
5. Assist EEDM cluster in carrying out regular internet search to extract and disseminate information;
6. Provides regular progress reports to EEDM Cluster.

***Duration of Volunteership:***

Minimum of 3 months starting on 1 July 2010 and end on 31 December

***Remuneration:***

The Volunteer will work on an unpaid basis throughout. Any travel expenses incurred in meeting with governmental counterparts will be covered by the UNDP CO.

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