

**Terms of References for
Training and Stakeholder Engagement Coordinator**

Brief Description:

The project will conserve biodiversity in key landscapes within the Caspian broadleaf deciduous forest ecoregion. The ecoregion is recognised for its high levels of endemism; it is also an important storehouse of threatened species. It will do this by strengthening the national and local policy framework governing land use in the Caspian forests (which cover an area of approximately 1.8 million hectares), enhancing the rights and roles of the local communities in their management and demonstrating ways and means of improving management (including land use planning, zoning, compliance monitoring and enforcement).

The project will trigger a paradigm shift from sector-focused management to multiple use management, to reduce the conjunction pressures arising from different land uses. It will put in place the necessary policy and regulatory mechanisms needed to mainstream biodiversity conservation considerations into land use plans and build the capacities of key institutions to implement the reformed planning and management approach. The project is thus consistent with GEF Strategic Objective 2 of GEF 5: Mainstream biodiversity conservation and sustainable use into production landscapes, seascapes and sectors and in particular Outcome 2.1: Increase in sustainably managed landscapes and seascapes that integrate biodiversity conservation. The successful implementation of this project will set the foundations for replication of the approach in other important forest ecosystems across the country.

The project will be responsible for achieving the following project objective: “To put in place a collaborative governance system and know-how for managing a mosaic of land uses in the Caspian Hyrcanian forest that provides habitat integrity and helps maintain landscape level ecosystem functions and resilience”. The proposed project is designed to lift the barriers to establishment of a landscape approach to the management of biodiversity. The project comprises three complementary Outcomes, which will be cost-shared by the GEF and co-financing:

- Outcome 1. An enabling policy and regulatory framework
- Outcome 2. Institutional and staff capacity strengthening for multiple-use forest management
- Outcome 3. Community piloting of integrated forest management

Scope of Work

The Training and Stakeholder Engagement Coordinator (TSEC) will contribute in delivery of the project’s Output 2.1 “Central and district staff of FRWO and other key stakeholders trained and able to apply / oversee multiple-use landscape level forest management, and training materials and best practices incorporated into FRWO staff induction courses”. This will be achieved through development and implementation of a training plan based on a gap analysis and training needs assessment. This process will be conducted with supervision and support of the National Project Manager (NPM). The Coordinator will be working in close coordination with Deputy national project manager, International project advisor, Senior national advisor and other PCO staff and project consultants.

TSEC is expected to undertake the following tasks:

1. Review and finalize the existing gap analysis and training needs assessment in close consultation with the project team;
2. Review, revise, finalize and lead project’s training strategic document and operational plan based on the gap analysis and the needs assessment to build the technical capacity of central and district staff of FRWO and other key stakeholders;
3. Take the lead in monitoring of the training plan throughout implementation of the project, supported by relevant project consultants and staff;
4. Contribute to development of the Stakeholder Engagement Plan targeting private sector, governmental and non-governmental organizations and the public;

5. Arrange regular information sharing and exchange events with the project stakeholders to ensure their engagement in project activities;
6. Take the lead in development of a coherent set of training materials supported by thematic technical consultants and project staff;
7. Take the lead in documentation of project reports, technical evidences, lessons learned and experiences to develop guidelines, manuals and evidence/information packs (inc. best practices manual on multi-purpose forest management);
8. Support other stakeholder groups in development of training plans and tools as and when required;
9. Coordinate with Local Community Mobilization Consultant in training of local communities and other local level stakeholders;
10. Take the lead in development and running of information / knowledge management hub in PCO;
11. Collaborate with FRWO to incorporate the training materials on multipurpose forest management and best practices into induction courses of FRWO and other line entities as well as into formal education system of the country, and promote implementation;
12. Coordinate insertion of project training programs in FRWO's annual training curriculum;
13. Support the project in development of informal education as and when required;
14. Develop project's training lessons learned and best practices booklet;
15. Provide support to PCO in holding conferences, seminars, training courses etc.;
16. Support any other activities requested by NPM.

Deliverables:

- Finalized gap analysis and training needs assessment
- Finalized project training plan
- Successful implementation of the project training plan
- Project training materials (inc. booklets, brochures, pamphlets, etc.)
- Best practices manual on multi-purpose forest management as well as other manuals and technical reports
- Contribution to holding of training courses
- Booklet on training lessons learned and best practices

Qualifications

- Advance university degree (PhD or Masters' degree) in education, formal training or any other relevant field.
- At least 5 years of progressive experience in working in the related field;
- Proven experience on strategic training planning and implementation;
- Proven ability in working with international teams;
- Experience of working in environmental and natural resources fields;
- Experience of working in the Caspian Area is an asset;
- Excellent command of written and spoken English.

Duty station and timing:

The TSEC will be based in project's central office in Chalus with regular missions to project's pilot sites in 3 northern provinces as well as Tehran.
This is a full time position.

* Applicants can send their application and resume to info@chfp.ir till 22 November 2015.

