

**Attachment 1**  
**Revised Terms of Reference**  
**National Project Coordinator for Chabahar Water Stress Project**

**A. Project Title**

“Strengthening the Resilience of Vulnerable Local Communities against Water Shortage in Chabahar Area”

**B. Project Description/Background**

In I.R. Iran, UNDP has been working since 1966 to contribute to fulfil the country’s development aspirations as a partner of the Government of Iran. Connecting to UNDP Global network of expertise and South-South cooperation are an integral part of our work. UNDP is committed to helping Iran achieve the National Development Goals (NDP) and the Global Goals (SDG) as articulated in the Country Programme Document. The Islamic Republic of Iran’s territory is composed of arid and semi-arid lands. The whole country has been negatively impacted by the climate change during the past decades. Poor and unsustainable management of water resources have further exacerbated the situation. The country is also prone to natural disasters. Scarcity of water resources impose enormous economic, social, and environmental costs on communities living in drought affected areas. At the same time, Iran's population rapid gross and an ongoing water crisis has made it hard to meet the growing demand for drinking water and irrigation and considerable volumes of water resources are lost in agriculture sector. Additionally, the agricultural sector in Iran is one of the most important economic sectors of the country, and water is the key limiting factor of production. More than 90 percent of the water in the country is used for agriculture.

Sistan and Balouchestan as the second largest province in Iran province which is heavily dependent on agriculture with limited options and means to develop alternative livelihoods. At the same time, opportunities exist in some counties like Chabahar which can significantly reverse the socio-economic declines.

The aforementioned challenges demonstrate a pressing need to provide sustainable and clean water and energy solutions, including through promoting water efficient agricultural management practices for sustainable livelihoods in target communities. Configuration of solar water treatment units significantly reduce both the cost and GHGs emission of the water purification process, making it the most cost-efficient water treatment system powered by green energy. The project aims to build community resilience through development of renewable energies, introduction of innovative water-efficient and climate-smart agricultural practice and technology as well as promotion of sustainable livelihoods.

The objective of this assignment is to develop project document coordinate the UNDP project implementation in line with the project defined activities, in collaboration with Ministry of Interior.

**C. Scope of work-**

The consultant will report to the UNDP Programme Analyst while collaborating with governmental implementing partner ~~and the project International Consultant~~ to undertake the following activities:

- Develop the Project Document including below key areas:

- Project design and formulation:

- Situational analysis and development challenges
- Strategy and theory of change
- Project framework including baseline, activities, goals, outcomes, indicators, budget and multiyear workplan
- Monitoring and evaluation
- Governance and management arrangement
- Risk management and risk analysis
- Project board and key positions terms of reference

- Technical and Management Services

- Technical Advisory and Guidance

- Monitoring and Coordination Support for drafting the Project Document

- Conducting assessment for Climate Change and water Scarcity vulnerability assessment and gap analysis of small-scale agriculture
- ~~Provide technical support towards developing the Project Document in consultation with project international consultant and government.~~
- ~~Providing baselines and supporting situational analysis for the full-size project including contribution in precise definition of baseline projects, activities, budgets, goals and outcomes and indicators.~~
- Collect, analyse, and consolidate required data
- Provision of technical support in development of site-specific sustainable water drinking and water-efficient agriculture schemes
- ~~Participates in data analysis, data consolidation and result management activities.~~
- Organizing consultation meeting/workshops with presence of all relevant stakeholders (national and provincial experts), and engaging the relevant stakeholders and authorities
- ~~Provision of technical inputs into the development of assessment and studies related to project~~
- Provision of technical support in establishing and enabling institutional arrangement and supportive regulatory framework, legislation, financial instruments, towards drafting the project document
- Provision of hands-on support to the Programme Analyst, ~~international consultant~~, government, and relevant stakeholders in development of project document.
- Prepare on-demand reports on project's progress for UNDP CO and Ministry of interior.

#### D. Deliverables and Payment Terms

As full consideration for the services performed by the consultant under the terms of this contract the United Nation Development Programme shall pay the total offered and approved amount upon certification and approval of UNDP that the services have been satisfactorily performed as per below listed milestones, and against the receipt of actual invoice and signed and approved Certificate of Payment (CoP):

<b>Deliverables</b>	<b>Due dates</b>	<b>Review and approval required</b>	<b>Payment Percentage</b>
Action Plan	One week after the start of contract	UNDP Programme Analyst	%10
Technical Report on the assessment for Climate Change and water Scarcity vulnerability assessment and gap analysis of small-scale agriculture	3 weeks after the start of the contract	UNDP Programme Analyst	%20
Technical report on compiling baseline/situational analysis for the full-size project including list of suggested activities, budgets, goals and outcomes and indicators (both in Persian and English)	5 weeks after the start of the contract	UNDP Programme Analyst	%20
Draft of project document based on UNDP templates and procedures (in English)	8 weeks after the start of the contract	UNDP Programme Analyst	%25
Final Project document (in English)	10 weeks after the start of the contract	UNDP Programme Analyst	%25

- The contract's total payment is expected to cover cost of travel, communication, typing and preparing the soft and hard copies of documents and any other relevant costs regarding this activity.
- Upon receiving and verification of deliverables, payments will be transferred by UNDP to the account number of the consultant introduced through the signed vendor form, bank certificate and copy of passport/ID card.
- Payments will be made according to UNDP regulations as explained in the contract documents.
- Each payment will be made in Iranian Rial within 30 days from receipt of UNDP's verification and payment request.
- The consultant shall not do any work, provide any equipment, materials and supplies or perform any other services which may result in any cost in excess of the abovementioned amount.
- The travel costs to join duty station and repatriation, if applicable, shall be included in the financial Proposal.
- In case of unforeseen travel, the travel costs including tickets, accommodation and living allowances should be agreed upon, between UNDP and Individual Contractor, prior to travel and will be reimbursed by UNDP according to UNDP's rules and regulations. UNDP should not accept travel costs exceeding those of an economy class ticket. Should the contractor wish to travel on a higher class he/she should do so using their own resources.

- The cost of each travel excluding ticket (Insurance, Living Allowance and Terminal fees) shall be included in the Financial Proposal and is payable only upon submission of UNDP's Travel claim form (F10), boarding passes and invoices of actual costs incurred. The cost-of-living allowances as per today rate has been added in the financial proposal form for main cities of Tehran, however the payment of living allowance is made based on the DSA rate of date of travel and the visited city of Iran. The individual offeror should consider the prevailing price for an economy class ticket serving the most direct routes in his /her financial proposal. Individual contractor wishing to upgrade his/her travel to business, or first class shall do so at his/her own expense.
- The project will provide air ticket for each local travel

#### **E. Institutional Arrangement/Supervision and Verification**

The consultant will be engaged by UNDP and would work directly under overall supervision of UNDP Programme Analyst/ Prosperity unit ~~and in close collaboration with Project International consultant.~~

All deliverables should be handed out in two hard copies (2 in English and 2 in Farsi) as well as one soft copy (word format and excel format for tables) and a PDF format.

During the fulfilment of the assignment, the consultant will ensure regular communication with UNDP Programme Analyst/ Prosperity unit ~~and Project International technical advisor~~ and will ensure a timely delivery of the expected outputs and will regularly inform the project team of the progress as well as any obstacles that might occur.

#### **F. Duration of contract**

The contract commences on end-Nov 2022 and continues for 2.5 months.

#### **G. Duty Station**

Home-based subject to providing smooth communication means. Two missions are expected to Chabahar with duration of maximum 4 days for each mission. The contractor will quote for travel expenses excluding air ticket.

#### **H. Scope of price proposal**

The payment modality of the contract will be lump sum as per instalments stipulated based on the deliverables outlined in this TOR.

#### **I. Qualification of the successful individual contractor**

##### Mandatory qualification:

- Master's Degree in Hydrology, Water Management, Water engineering, environmental engineering, or other related environmental fields.
- 2 years of experiences or 2 project in project coordination and providing hands-on experience in design, monitoring, and evaluation of development projects.
- Conducting at least one assessment for international environmental project.

- At least one experience in developing Project Document or any other strategic plan for international organization
- Fluent Knowledge of English (written and spoken)

Desirable Qualification:

- Experience of working in water management fields in Iran.
- Experience of working with Government and UN agencies.

**J. Travel Requirements**

If travel is required under the contract, the individual contractor shall:

- Obtain the required Security Clearance from UNDP office (the details of travel including date of departure and arrival, accommodation and purpose of travel shall be submitted to UNDP office 2 working days before date of travel);
- Submit the certificate of BSAFE to UNDP a week before travel. The link to access the course is <https://training.dss.un.org/course/category/6>.
- Undertake a full medical examination including x-rays and obtain medical clearance from an UN- approved physician. This is only applicable for the Consultant on the age of 65 years or more. The cost of examination shall be included in the financial proposal.
- all ICs who will be hired during the COVID-19 Pandemic period are required to submit “Statement of Good Health” based on the WHO information on the impact of COVID-19 on individuals with underlining conditions before their travel.
- The Contractor shall consult with the delegated authorities on the bases on Travel requirements before date of departure and arrival and inform UNDP accordingly.