TERMS OF REFERENCE

1. POSITION: ASSISTANT ENPI/FLEG PROGRAM CONSULTANT/COMMUNICATIONS SPECIALIST AZERBAIJAN

Program title: “Improving Forest Law Enforcement and Governance (FLEG) in the European Neighbourhood Policy East Countries and Russia”

2. REPORTING RESPONSIBILITIES¹:

Direct Reporting Line
ENPI/FLEG Program Consultant – Azerbaijan

Reporting Area
All issues pertaining to the IUCN ENPI-FLEG program implementation in Azerbaijan; To the planning, reporting and monitoring aspects of the projects implementation in the country and contributing to the achievement of the program’s overall objectives and results.

All administrative issues pertaining to these Terms of Reference.

3. LOCATION – Azerbaijan

4. DURATION – 9 month with likelihood of extension

5. STARTING – ASAP

6. BACKGROUND

This European Commission financed European Neighbourhood and Partnership Instrument – Forest Law Enforcement and Governance (ENPI-FLEG) program will promote the development of improved forest law enforcement and governance arrangements in seven targeted countries: Armenia, Georgia, Azerbaijan, Moldova, Ukraine, Belarus and Russia. The program’s core funding is provided through a grant agreement from the European Commission to the World Bank. The program is being undertaken as a partnership among the World Bank, IUCN and WWF. Each of the three partnered program implementation organizations will be responsible for its own set of specified activities and deliverables. Three broad categories of stakeholder groups will be targeted by the program: government (line departments, parliamentarians, local authorities and the judiciary); civil society (NGOs, community organizations and forest-dependent communities); and the private sector (particularly timber companies). The program will define the policy, legal, institutional and economic obstacles to improved forest governance (including the control of illegal logging); test pilot innovative approaches to overcoming these obstacles; enhance the capacity of key stakeholders to implement forest governance reforms; and disseminate the lessons learned at national, regional and global levels. The program will also support the other regional Forest

¹ Direct reporting lines indicate those staff members providing direct supervision. Additional reporting lines indicate accountability for particular functions or areas of work. Consultation, information sharing and other relationship lines are not indicated, as they are likely to be numerous.
Law Enforcement and Governance official processes being organised by the World Bank and will contribute to the EU FLEGT Action Plan.

The program’s purpose is to contribute to ensuring that improved forest governance arrangements are in place in the forest sector and closely linked sectors through effective implementation of the ENA FLEG Ministerial Declaration (St. Petersburg Declaration 2005), involving governments, civil society and the private sector.

The program’s specific objective is to contribute to legal and sustainable forest management and utilization practices and improved local livelihoods in the six ENPI East countries plus Russia.

The program’s results will be:

Result 1: Increased awareness and commitment of key stakeholders on FLEG
Result 2: Effective national and regional FLEG action processes in place
Result 3: National ownership and capacity increased
Result 4: Improved regional and sub-regional collaboration and knowledge sharing
Result 5: Effective engagement of key trading partners
Result 6: Continuation of the formal official ENA FLEG process
Result 7: Sustainable forest management practices implemented

7. TASKS

7.1 General

Under the overall and direct supervision of the ENPI/FLEG Program Consultant – Azerbaijan the Assistant/Communications Specialist will be responsible for providing assistance in planning, management and implementation of IUCN’s components of the program in Azerbaijan and coordinating communications. This will include the following responsibilities:

- Assist Program Consultant in planning, preparation and day to day management of IUCN activities in Azerbaijan in order to ensure that projects are implemented in a timely and effective manner and contribute to the achievement of the program’s objectives and results;
- Participate in development and, upon approval from the Program Consultant, assist in implementation of the country-specific Monitoring & Evaluation plan.
- Develop and, upon approval from the Program Consultant, implement Azerbaijan part of the Program communications strategy as well as the country-specific communications strategy.
- Communicate with consultants working in the other countries to help, ensure, accurate and unified communications;
- Gather, refine, and report program information on a regular basis to the Program Consultant;
- Work in close consultation with country Program Coordination Team and help coordinate interaction between national government representatives and other national stakeholders.

7.2 Specific tasks

- Program implementation and coordination
• Help organise, implement and coordinate workshops, seminars, networking, communications and training activities for IUCN’s in-country activities in Azerbaijan and coordinate cross country communications with other ENPI FLEG teams;

• Provide support that will help the Program Managers from the other two Implementing Organizations (World Bank and WWF) coordinate and synchronize activities with IUCN.

• In support of the work of the program’s Joint Communications Team, clearly communicate Program objectives to stakeholders in Azerbaijan.

• Work effectively as part of a team to maintain clear and concise communication pathways to program committees and to the designated communications contact in IUCN’s Regional Office for Europe;

• Guarantee the enhancement of communications flow from the Program Coordinating Teams (PCT) to the Joint Communications Team (JCT);

• **Project planning, assessment and reporting**
  • Assist the Program Consultant add to the Program log frame and clearly communicate where links between assumptions and indicators are verified and documented;
  • Organize and participate in meetings held by national program coordination bodies;
  • Assist country Program Consultant in providing accurate information and advice to the Program Consultant in a timely fashion so that all required program technical and financial reports can be submitted;
  • In concert with the Program Consultant, facilitate monitoring and evaluation of project progress, impacts and lessons.

• **Technical support and guidance**
  • In cooperation with the Program Consultant, provide technical support and oversight for all in-country IUCN FLEG Program activities to support coherent implementation of these activities;
  • Assist the Program Consultant in developing work plans, budgets, reports, and strategies for in-country activities;
  • In consultation with the Program Consultant, where appropriate, support Program Consultant in institutional strengthening and capacity building among key Program partners.

• **Networking, relationship building and communications**
  • Contribute to and facilitate the identification, dissemination and effective presentation of project experiences and lessons learned;
  • Support the development of strategic joint communication activities and products;
  • Help strengthen strategic alliances with Program partners in Azerbaijan.

• **Finance and Fundraising**
  • Assist the country Program Consultant in preparing and submitting financial reports for country-level and sub regional activities to the Program Consultant;
  • Contribute to the identification of potential additional funding sources;
  • Help the Program Consultant formulate project proposals for potential funding and co-financing opportunities;
  • Assist the Program Consultant in organizing discussions with donors about proposals.

• **Other**
• As instructed by the Program Consultant, carry out any other appropriate work that may be required for the effective performance of the Program in Azerbaijan.

8. QUALIFICATIONS
The position requires an individual with proven leadership and management capability and at least 3 years of relevant professional experience. The following specific qualifications must be met:

• A minimum of a Masters degree, preferably with experience in natural resource issues and Environmental or International Law in a discipline relevant to forest or natural resource management or governance issues;
• Extensive knowledge of and understanding of the current forest management and governance issues in Azerbaijan;
• Good understanding of the issues related to the Forest Law Enforcement, Governance and Trade debate;
• Proven project management record at international, national or local levels, including the supervision of consultants and the preparation of quality technical and financial reports;
• Ability to analyse and clearly articulate complex issues in an understandable fashion to decision-makers;
• Proven ability to write high quality proposals and raise funds for natural resource management initiatives;
• Proven ability to organise and facilitate multi-stakeholder participatory processes;
• Highly developed communication skills, including the preparation of high quality reports and the delivery of presentations;
• Ability to work under pressure, sometimes with extended hours, and to meet tight deadlines without compromising the quality of outputs;
• Ability to maintain confidentiality and use discretion when dealing with sensitive political issues;
• Familiarity with the management procedures of EC funded projects preferred;
• Knowledge of IUCN’s work globally and regionally;
• Computer literacy;
• Fluency in oral and particularly written Azerbaijan, English. Knowledge of Russian is a big asset;
• Cultural awareness and sensitivity to gender issues;
• Availability and willingness to travel frequently as required.