ANNEX I

TERMS OF REFERENCE

1. POSITION: IT CONSULTANT – AZERBAIJAN

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

2. REPORTING RESPONSIBILITIES¹:

<table>
<thead>
<tr>
<th>Direct Reporting Line</th>
<th>Reporting Area</th>
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</thead>
<tbody>
<tr>
<td>ENPI/FLEG IUCN Program Consultant – Azerbaijan (IUCN Country Program Coordinator)</td>
<td>Issues pertaining to the IUCN ENPI-FLEG program implementation in Azerbaijan, with respect technological support of establishing baseline data relating to Forest Law Enforcement and Governance that addresses issues such as stakeholder awareness and commitment, national ownership and capacity, and knowledge sharing. All administrative issues pertaining to these Terms of Reference.</td>
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3. LOCATION – Azerbaijan

4. DURATION – 12 months (with possible 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

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.
also support the other regional Forest 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 direct supervision of the ENPI-FLEG Country Program Coordinator (Program Consultant) in Azerbaijan, the IT Consultant will be responsible for providing technological support to the program activities aiming at awareness rising and improved access to information and better public participation in FLEG related field. More specifically, IT Consultant will be responsible for:

#### 7.2 Specific tasks

- **Preparing and Developing FLEG web site for Azerbaijan**

FLEG web site for Azerbaijan will facilitate improved access to the forest related information for the wide range of stakeholders, governments, NGOs and private sector and will encourage participation in the decision making process. This assignment will include following responsibilities:

- Designing and providing technological support for developing of FLEG web site.
- Update information on the web site regularly and as needed.
- In collaboration with Public Awareness Consultant ensure that the website has user friendly interface and is convenient for wide range of stakeholders and interested population.
The Azerbaijan Electronic Newsletter will facilitate improved access to forest-related information for the wide range of stakeholders and interested population and will encourage public participation in decision making and management of forest resources. As the newsletter will have a national scale, it will also support cross-country exchange of news and information from forest sector. This assignment will include the following responsibilities:

- In collaboration with Public Awareness Consultant produce quarterly newsletter;
- In collaboration with Public Awareness Consultant identify target audience, create and moderate the serve list of users/subscribers;
- Cooperate with counterparts from other countries of program implementation.

- Developing and maintaining Illegal Logging Database.

The primary information on the illegal logging in the National Forest Fund, administered by Forest Moldavian Authority and other owners (mayoralties, local administration and private), should be processed on a unified system. The database will be regularly updated.

- Other

- As instructed by the Program Consultant, carry out any other appropriate associated work that may be requested to effectively perform the program activities.

8. QUALIFICATIONS

The position is suitable for an individual with qualifications in mathematics and proven experience and knowledge of IT with, preferably, forest and natural resource management background. The following specific qualifications must be met:

- Master degree, Associates or Bachelors degree in IT or related field (preferably high education);
- Previous experience in IT consulting;
- Network Administrator and IT Manager experience;
- A strong background in computing science (Microsoft Office, Visual Basic, Visual C, and ASP);
- Professional communication skills, both verbal and written;
- Solid technical background and understanding with a variety of platforms;
- Work effectively within a team as well as independently;
- Manage multiple tasks and projects in an efficient manner;
- Capable of understanding issues in the field of natural resource management;
- Good or good-technical knowledge of English, fluent in Russian and Azerbaijani.

Technical understanding of the following:

- Email Servers (Exchange 2000 / 2003 / 2007, Kerio)
• Backup Solutions (Windows Backup Tools, Various Backup Tools)
• Enterprise Antivirus Solutions (Symantec Enterprise Edition, Nod32, Kaspersky, McAfee)
• Enterprise Firewalls and key feature sets (Kerio)

• Wireless Access Points (D-Link with WDS (Wireless Distribution System) Support, TP-Link)
• Database Servers (MySQL, SQL Server 2000 / 2005)
• Directory Services (Active Directory, Group Policy)
• Web Services (IIS, ASP)
• Internet Protocols (DNS, SMTP, POP, IMAP, FTP, TCP/IP)
• Domain registration, DNS hosting, Email flow and Spam filtering technologies
• Remote Application Servers (Windows Terminal Services)
• Software Licensing Programs (Microsoft Open License, OEM, Retails, Symantec, Veritas)
• Server Hardware (Dell, HP, Compaq, IBM, ASUS, Samsung)
• Wide Area Network Technologies (DSL)
• Remote Control Utilities (Remote Admin, Windows RDP)
• Web programming (HTML, ASP, CSS, SQL).