I. Position Information

Job Title: Individual Contractor (Implementation assistance)
Vacancy Number: ODC-DDR-IC2
Pre-classified Grade: Individual Contract (IC)
Department: UNODC Iran – Drug Demand Reduction Unit
Duty Station: Tehran – Iran
Duration: 20 October 2019 – 31 March 2020

II. Organizational Context

Under the direct guidance of the Senior Expert and Coordinator of the DDR/HIV Unit (Sub-programme 3 of UNODC Country Partnership Programme) and the overall supervision of the Country Representative, the individual contractor provides expertise and skills for the performance of a set of tasks of high quality, accuracy and consistency of work regarding the project and drug demand reduction (DDR) activities.

The individual contractor works in close collaboration with programme staff, the Programme Support Unit (PSU) of COIRA to exchange information and ensure consistent service delivery.

III. Functions / Key Results Expected

- The purpose of this individual contract is to support the DDR unit of UNODC Iran in implementation of activities

1. Monitoring and Evaluation services focusing on achievement of the following results in close coordination and under the guidance of DDR management:

   - Assist in follow-up of the monitoring and evaluation exercises and monitor the completion of identified monitoring questionnaires;
   - Assist in identifying and designing monitoring questions, key indicators and targets for each project component;
   - Record, report and analyze progress against the workplan of the DDR unit;
   - Assist in quantitative and qualitative assessment of monitoring process and the final reporting.
   - Collecting, compiling and analyzing reports prepared by implementing partners and prepare consolidated progress reports for project management.
   - Assist in data analytics and data management and compile it as a report and presentation to assess the objective situation and on-going trends in the field of DDR;
   - Ensures the conduct data entry based on requirements of UNODC/DDR projects.
   - Review monitoring reports to assess impact analysis;

2. Support Implementation of DDR Programmes focusing on the achievement of the following results:

   - Assist DDR management with the organization of DDR related activities including logistical,
administrative and financial formalities;

- Assist with field visits, local authorities, donors, communities and other stakeholders and partner organizations with regard to DDR programmes and activities;
- Assist DDR management including but not limited to drafting reports of the meetings, correspondence, MoMs, web stories, activity pre-posttests, follow-ups, and communication according to the requirements of the programme;
- Accompany and shadow when DDR management attend and/or participate in meetings, monitoring, and other events.

3. Ensures **proper filing** of the documents.
4. Perform any other administrative tasks required by the supervisor.

### IV. Impact of Results

The key results have an impact on the execution of the DDR/HIV Unit of COIRA in terms of quality and accuracy of work completed. Providing support to the management of DDR Unit and a client-oriented approach enhancing UNODC Iran's capability in the programme management.

### V. Working Schedule

The individual contractor requires to be present at the UNODC Iran office for at least 3 working days, ensuring to cover the core hours of the office from 10 a.m – 16 p.m,

The contract will cover the duration of 20 October 2019 to 31 March 2020.

### VI. Schedule of Payments

Payment under this contract will be based on a daily fee and closely linked to deliverables set in the financial proposal and satisfactory performance evaluated by the direct supervisor.

### VII. Recruitment Qualifications

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<th>Education:</th>
<th>Minimum Bachelor degree in relevant disciplines</th>
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| Experience: | • High command in the usage of computers and office software packages (MS Word, Excel, etc)  
• Experience in assisting project implementation is required  
• Experience in working in the field of DDR/HIV is required  
• Experience working with UN agencies is an asset. |
| Language Requirements: | • Good command of English and Farsi especially in writing |
Method of Application and Submission Requirements

Applicants are required to fill the P11 form accompanied by a statement of interest, a CV and a financial proposal. Proposal submissions are to include **Technical proposal** and **Breakdown of costs** according to the financial proposal template. All applications should be addressed to Ms. Ninette Haghverdian (ninette.haghverdian@un.org) mentioning vacancy number in the subject line of the email. For any inquiries please contact Ms. Morvarid Bahram Javidi at Morvarid.javidi@un.org


This position is open only to Iranian nationals.

Only short-listed candidates will be contacted for the written exam.