

**UNDP/GEF joint project**  
**“Conservation and sustainable use of globally significant biological diversity**  
**in Khazar Nature Reserve on the Caspian Sea Coast” implemented with**  
**Ministry for Nature Protection of Turkmenistan**

**Terms of Reference**

Educational Programme Specialist

Special Service Agreement

Develop and implement educational and capacity development programs

**Background on Project:**

This project will strengthen Turkmenistan’s National System of Protected Areas by demonstrating effective protected area management and biodiversity conservation in Turkmenistan’s Khazar Nature Reserve (KhR) on the Caspian Sea coast. Two of the world’s major flyways -- the Central Asian-Indian Flyway and the East African Flyway -- converge on Turkmenistan’s Caspian coastal region. This fact makes the coastal wetlands of KhR especially important for migratory birds as they move north from Africa and India and south from Europe and arctic Russia. The area also includes important wintering areas for the Caspian sturgeon and some of the most important habitats for the Caspian seal, the only Caspian pinniped and an endemic species.

The conservation and sustainable use of such a wide range of biological diversity requires more integrated approaches to conservation and coastal resource management in Turkmenistan. It requires increased involvement by local communities, more cross-sector collaboration among government and civil society institutions, a deeper understanding of coastal ecosystem function and coastal zone management practices, increased capacity of resource management organizations, improved PA and financial management, and applied incentives for conservation and sustainable use. This project is designed to provide the tools, the expertise, and the arena for stakeholders to adopt these new practices in ways that are appropriate for Turkmenistan and that strengthen Turkmenistan’s National System of Protected Areas. In so doing, the project will generate substantial global environmental and national sustainable development benefits.

**Purpose of Work:**

The purpose of work is to develop and implement educational programs for the Khazar Reserve staff, its stakeholders and communities and increase the capacity of Turkmenistan in provision of training to its protected areas staff.

**Specific tasks**

More specifically, the job entails:

1. Based on results of training needs assessment(TNA), organization of training course for Khazar Reserve and other protected areas, including:
  - 1.1. Selection of potential trainers for training courses, including
    - 1.1.1. Development of ToR for trainers and initiation of selection process
    - 1.1.2. Contribution to the search of potential trainers within national PA system
    - 1.1.3. Jointly with administration, participation in selection process of teachers
    - 1.1.4. Organization and conduction of Training of trainers courses
  - 1.2. Based on TNA and jointly with trainers, preparation of training courses for Khazar Reserve specialists:
    - 1.2.1. Preparation of general framework structure for courses
    - 1.2.2. With or without outside help, conduction of small training on course preparation to trainers
    - 1.2.3. Assisting and supervising the elaboration of courses, including structure, training materials and handouts
  - 1.3. Pilot courses in Khazar State Reserve:
    - 1.3.1. Jointly with administration, preparation of schedule of the courses, assistance in liaison with KhSR administration and other organizational issues
    - 1.3.2. Contribution to the conduction of courses and organization of trainer's performance during course conduction
    - 1.3.3. Organization of evaluation of performance after completion of each course and provision of recommendations for further improvements
2. Preparation of concept for further training of protected area (PA) staff, including:
  - 2.1. Preparation of draft structure and concept for PA training system;
  - 2.2. Organization and conduction of working meeting to discuss the proposal with participation of leading PA specialists in the country
  - 2.3. Submission of concept for approval by the order of the ministry and following the approval process until the final stage
3. Organization of further training for protected area specialists, officials of the ministry of nature protection, fishery committee and other beneficiary and stakeholder organizations, including
  - 3.1. Organization of short-term training courses
    - 3.1.1. Development of terms of references, including objectives and outcomes of the study, requirements for candidates, selection process and follow-up
    - 3.1.2. Working with stakeholders and beneficiary organizations on selection and approval candidates
    - 3.1.3. With support of the PR specialist, be responsible for organization and conduction of courses
  - 3.2. Organization of specialization courses for PA specialists in Astrakhan
    - 3.2.1. Development of terms of references, including objectives and outcomes of the study, requirements for candidates, selection process, contractual arrangement and other issues
    - 3.2.2. Working with stakeholders and beneficiary organizations on selection and approval candidates, signing contracts

- 3.2.3. With support of the PR specialist, be responsible for organization and conduction of courses, including travel arrangements and other issues
- 3.3. Contribution to organization of graduate study for PA specialists
  - 3.3.1. Development of terms of references, including objectives and outcomes of the study, requirements for candidates, selection process, contractual arrangement and other issues
  - 3.3.2. Working with stakeholders and beneficiary organizations on selection and approval candidates,
  - 3.3.3. With support of the PR specialist, be responsible for organization, including coordination and support in travel arrangements and other issues
- 3.4. Working with stakeholders and beneficiary organizations on selection
- 3.5. Organization of internships and on-job training for PA and other organizations specialists in other countries, including but limited to:
  - 3.5.1. Preparation of Terms of references for internships and on-job training
  - 3.5.2. Liaison with Caspnirh, Astrakhan State University, Astrakhan State Reserve and other organization on organization of courses
  - 3.5.3. With the support of administration and PR specialist, organization of selection of participants, providing all necessary approvals and contribution to organization of courses; where necessary, participation in courses in order to assure the quality of training
- 3.6. Assist PR specialist in organization of study tours and other educational activities
- 3.7. Contribute to the development of educational publications, based on obtained experience on training and courses
- 3.8. Implement other duties related to professional field as assigned by the Project Manager.

### **Reporting**

The position will report to the Project Manager, and in the case of the absence of the Project Manager, the consultant will report to the Project Administrator.

The expert will work closely with specialists of the National Institute of Deserts, Flora and Fauna of Turkmenistan, the Ministry of Nature Protection, Khazar Reserve specialists, PR and other project specialists as well as UNDP Turkmenistan.

### **Time-frame of Work and travel:**

The work will be undertaken from February, 2010 to December, 2010.

The position requires the frequent travel to Khazar Reserve office in Turkmenbashi and other places of the project implementation (Turkmenbashi etrap, Essenguly etrap and Khazar town). The travel schedule must be preliminary agreed with the project manager based on the written request for the travel. The written reports in Russian and working level English must be submitted after each travel.

### **Project inputs:**

The project will provide the consultant with the office space in Ashgabat and Turkmenbashi office, access to the computers, electronic mail and the Internet. Jointly with project partners, other assistance will be provided to the consultant, including travel arrangement, etc.

Deadlines of the specific outputs can be changed by the Project Manager on the basis of the implementation progress through presenting a written verification to the Project Execution Board for its approval, or by the other decision of the Board.

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### **Payment Milestones:**

The payment will be provided based on suggested rates for the expert position at UNDP “*Salary Scales for 2010: Permanent jobs and services*” and on the relevant experience and education level of the expert.

The payment will be provided in lump sums based on quarterly progress reports on the results delivered in accordance with the workplan and as approved by the Project Manager.

### **Qualifications/Requirements:**

- Higher education in biological, environment and development related fields. Master Degree is desirable;
- At least five years of working experience in educational, environmental and development sector, organization and/or management of educational programmes/courses and teaching
- Experience in writing of curricula, conduction of training of trainers or other capacity building training activities,
- Experience in managing educational personnel is preferred,
- Experience in work with international organizations is preferred,
- Good organizational and presentational skills, proven ability to work in and with the team,
- Ability to travel within Turkmenistan,
- General knowledge of nature protection issues in Turkmenistan,
- Working knowledge of computers, ability to work with electronic mail and the Internet,
- Good knowledge of Russian and Turkmen, knowledge of English is preferable