

Ref: UN-HABITAT/VA-I/2019/001

Issued on: 12 March 2019

TERMS OF REFERENCE

Job Title	Field Programme Manager
Location	Sittwe (Rakhine State)
Duration	12 months
Starting date	1 May 2019
Type of Contract	IICA-2 (International)
No. of Position	1

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

Background

The United Nations Human Settlements Programme, UN-Habitat, is the United Nations agency for human settlements and is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. UN-Habitat's mandate is further derived from other internationally agreed upon development goals, including the Sustainable Development Goals (SDGs) approved by UN Member States in 2015. The New Urban Agenda approved at Quito in 2016 sets the standards for achieving SDG 11 which calls to "make cities and human settlements inclusive, safe, resilient and sustainable."

UN-Habitat established a presence in Myanmar in the early 1990's through 2004 during which time the agency pioneered introducing community-driven development through its flagship "People's Process" and established the first community-led projects in the Dry Zone, Shan State and the Delta.

UN-Habitat re-established its presence, for humanitarian assistance in 2008 after the country was struck by Cyclone Nargis and continued its cooperation with the Government of the Union of Myanmar in reconstruction and rehabilitation, following the principles of building back better by incorporating disaster resilient construction techniques. UN-Habitat continued its work in disaster risk reduction and urban resilience building while embarking into its normative areas of work. During the last decade it has scaled up its projects and programmatic activities in four crucial thematic areas to assist the government and the people of Myanmar at a crucial time of their quest for a democratic, worthwhile future.

To continue supporting the Government of Myanmar, UN-Habitat is going to implement the **Rakhine Settlements Support Programme (RASSP)** that aims to prepare for and implement a community-driven, owner-led rebuilding of settlements by returning refugees in Rakhine or by IDPs now restricted to living in IDP camps in Central Rakhine. RASSP shall build understanding and capacity with key Rakhine stakeholders for the community-driven, owner-led approach to rebuilding human settlements after return following the international standards of participatory and consultative planning process in accordance with International Guidelines on Urban and Territorial Planning.

RASSP aligns with the agreed key principles of safe, voluntary, dignified return to places of origin or near the places of origin of their choice; and builds on UN-Habitat's 30-years of experience gained

from its programmes in Asia-Pacific, including Myanmar, working with communities in rebuilding settlements, often after disasters and conflict, and resulting displacements.

In this context, UN-Habitat Myanmar is looking for suitable **International professional candidate** for the position of **Field Programme Manager** to be based in Rakhine State Capital Sittwee.

Organizational Setting and Reporting Relationships:

Under the overall guidance and supervision of the Country Programme Manager, the Field Programme Manager of RASSP will work under the direct supervision of Community Driven Development Programme Coordinator and coordinate with the Associate Administration Officer on operational matters. S/He will supervise all staff under the programme in the field and will be primarily responsible for the programme. The Field Programme Manager leads the implementation, monitoring and evaluation of programme and its operations at the field level.

The Field Programme Manager based in the Sittwee shall fulfill following duties and responsibilities to ensure the achievement of the programme objectives.

Duties and Responsibilities

The Field Programme Manager will be responsible for:

A. Establishment of the programme and preparation for the programme implementation (Component 1)

- Establish office, recruitment of national staff with the help of Country Office
- Prepare orientation materials for the programme team and stakeholders at the field
- Understand the context of programme and support the team to understand the programme
- Orient, guide and coach national staff on the programme principles and approaches
- Understand principles and policies of the international community and United Nations system agencies around the issue of Rakhine
- Establish network and linkage with the Government State holders and development actors in Rakhine State
- Orient the government counterparts about the project objectives and key principles approaches
- Represent UN-Habitat in formal coordination group in the programme area
- Advocate for UN-Habitat's approach to the programme, its mandate and international guidelines

B. Commission Study, Research and Analysis

- Research and analysis of overall situation in villages of Rakhine townships project areas, including locations and situation of settlements before and after displacement
- Prepare terms of references (ToR) for expert missions for studies and analysis such as HLP base line
- Commission studies in the initial phase of the project on HLP baseline with the support of Country Office
- Understand governments plan for resettlement of displaced people. Understand logistic arrangements of the government around repatriation, camp closure and deeper political issues of the Rakhine problem
- Access information from relevant government authorities about the village plans in the

- designated areas; study land tenure and tenure security
- Study locations of co-existing communities
- Understand who is doing what in Rakhine and obtain a 3W maps
- Study coordination mechanisms of UN/INGOs and the government entities
- Track the discussion discourse on camp closure
- Define the project area for Component 1 in the beginning and Component 2 based on evolving repatriation scenario

C. Implementation of programme activities

- Preparing SOP for the programme implementation in accordance with the programme document, Community Driven Development and People's Process
- Provide training to the field team on the process of the programme
- Mobilize the field teams for organization, mobilization and representation of the communities for programme implementation in the co-existing communities
- Guide the programme team in organization, mobilization, representation of the communities and participates in the community meetings
- Review government plan in line with the international guidelines on urban and territorial planning. Pay special attention to the right to property of the displaced people
- Guide the programme team in Community Action Planning (CAP), synchronize it with the territorial and settlement plan
- Commission survey by engineers to detail engineering design
- Oversee preparation of community agreements and community-based monitoring
- Guide the programme team in providing social mobilization and technical support to the communities at the time of implementation

D. Monitoring and Reporting

- Oversee the progress against the workplan and establish progress and process monitoring mechanisms
- Monitor implementation progress; prepare regular report to Country Office (CO) and Regional Office (RO); write donor reports
- Lead in preparation of regular progress reports, financial statements, etc.
- Coordinate activities related to budgeting for training and workshop activities

E. Staff, administration and Operational matters

- Oversees office administration, staff and operational matters
 - Undertake PR and outreach activities
 - Represent UN-Habitat in all field level coordination matters
 - Conduct extensive field missions, for supporting, guiding, back stopping the national teams
- Performs other duties as required assigned by Country Programme Manager and CDD Programme Coordinator

F. Networking and interactions with the stakeholders

Establish rapport and linkages with the following entities:

- Government Counterparts at state levels, officers and technical staff of relevant state ministries

- Relevant UN, INGOs and Development players in the project areas
- Visiting representatives and officials in national governments, international organizations and consultants
- Formal coordination mechanisms in the State such as Rakhine coordination group MIAG
- Coordination clusters

Key Result/s

Programme implemented in timely and successful manner by the end of the programme:

Competencies

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to sector, functional area or another specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailor's language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Qualifications

Education: Minimum Master's degree in Development studies, Social Sciences, Programme Management, Engineering, Human Settlements Planning, Refugee/migration studies, or a related field, or first level university degree with additional 2 years relevance experience in lieu of Master. Additional degrees or certification in management, business administration, economics, law are related fields are an asset.

Experience: A minimum of 5 (Five) years of relevant experience in post-conflict/ post disaster, reconstruction, refugee contexts, and progressive experience in project/programme management, administration and related areas. Experience of having led a project team and understanding of community driven implementation is an advantage.

Language: Fluency in English is required. Knowledge of another UN official language is an advantage.

Other: Knowledge GIS, Spatial Planning Tools, Auto-cad, Survey Methodologies *are desirable*.

Submission of Applications

The application comprises a one-page cover letter explaining the applicant's interest and suitability for the post and a CV with a Passport Photograph, updated United Nations Personal History Form (P 11) and copy of certificates and eventually letters of recommendation.

Interested candidates (**International**) should submit their application in writing, clearly indicating on the sealed envelope the Post Title and Duty Station, to UN-Habitat Office No. 8C, Saw Mahar Street (off Bogyoke Museum Rd, Bahan Township, Yangon or by email with Subject: "Post Title and Duty Station" to: Email: recruitment@unhabitat.org.mm

Please note that applications received after the closing date **29 March 2019** will not be given consideration for this cycle but will be kept in the roster. Only shortlisted candidate whose application responds to the above criteria will be contacted for interview.

UN-Habitat regrets its inability to reply individually or attend to telephone queries on the advertised posts.

Please download P11 Form from:

http://www.fukuoka.unhabitat.org/vacancy/pdf/Personal_History_P11.doc

or

www.ngoinmyanmar.org