

Ref: UN-HABITAT/VA/2019/002

Issued on: 12 March 2019

TERMS OF REFERENCE

Job Title	IT Database – M&E Associate
Location	Yangon
Duration	12 months
Starting date	1 May 2019
Type of Contract	LICA (National)
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.

Yangon is currently undergoing rapid changes spatially and economically due to increased industrial and commercial investments, infrastructural development and a construction boom that is fundamentally changing the character of the city, with both positive and negative consequences. The urban basic services in the city are experiencing strain as the development of infrastructures could not keep pace with the population growth. The city with its rapid population growth has also experienced unprecedented volumes of solid waste that needs to reach the dumpsite daily. Rapidly

increasing quantity of waste is also derived from the changes in the city's population consumption patterns.

On 21 April 2018, fire outbreak began at Htein Bin dump site and it spread quickly consuming more than half of the dump. The blaze was fueled by methane produced by decaying organic and other waste, as reported by PCCD. It was not brought under complete control until May 14. Smoke from the nearly month-long fire resulted in a noticeable deterioration in air quality in areas near the landfill and dozens of people, including children, were hospitalized with respiratory problems.

In this regard, UN-Habitat will support the Yangon City Development Committee (YCDC) through implementation of the **Project for the Urgent Improvement of Solid Waste Management in Yangon City** to contribute to reduce the risk of future fire hazard and environmental hazard by the establishment of resilient, safe and sustainable waste management systems for Htein Bin dump site of the Yangon city through the implementation of the Fukuoka Method of solid waste management (SWM).

On the other hand, in order 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 North 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 after return.

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 **national candidates** for the positions of **IT Database – M&E Associate**.

DUTIES AND RESPONSIBILITIES

Within the framework of UN-Habitat's work programme, policies and procedures, the **IT Database – M&E Associate** will work under the direct supervision of the CDD Programme Coordinator, and over all guidance of Country Programme Manager. The IT Database – M&E Associate will be responsible for the following tasks:

A. IT Database

- Design and construct a database for the projects
- Maintain an adequate database, including project activities, stock control, project completion status, sub-contracting payments to villages
- Maintain and further develop the structure or format of the database as required, incorporating ideas and amendments from the projects
- Arrange training for field personnel in data collection and use of data recording system
- Collection and compilation of field offices data, progress and delivery reports
- Ensure all field offices information to be recorded in the HQ data base correctly

- Install and configure computer systems, diagnose hardware and software faults and solve technical and applications problems
- Network management, software development and database administration
- Perform all necessary maintenance of computer hardware and software
- Setting up of new users' accounts and profiles and dealing with password issues

B. Monitoring & Evaluation (M&E)

- Data entry and cleaning of data sets received from the field offices regarding progress, finance and construction materials stock balance in coordination with project staff
- Retrieve, process, tabulate, analyze data and produce reports as required by the project
- Assist to develop project indicators (quantitative and qualitative) based on SDG, Myanmar indicators, and relevant international/national indicators based on project content
- Assist to design and develop baseline/mid-term/end-line survey questionnaires and survey plan, which will include survey result report
- Assist to design and develop monitoring and evaluation forms/formats and procedures (tools) in a participatory manner; keep up to date with donor requirements and think in terms of M&E and developments in the use of indicators, tools, etc., while providing feedback
- Coordinate with field offices on preparation of progress reports (technical and financial)
- Undertake, along project team, field visits to project villages as necessary and assist to prepare progress reports
- Perform any other duties as reasonably required by the senior management of UN-Habitat

QUALIFICATIONS AND EXPERIENCE

The applicant should have:

- University degree and relevant combination of academic qualification with computer experience. Experience computer software/hardware maintenance; experience in WEB Page Designing is an advantage
- At least three years of progressively responsible experience in development of application Data Base and Management Information System; experience in project M&E project is an advantage
- Experience with community-driven projects is an advantage
- The ability to think creatively, work in a team, and perform under challenging circumstances is crucial
- Proficiency in English (spoken and written)

COMPETENCIES

- Excellent interpersonal and communication skills
- Ability to apply good judgment in the context of assignments given
- With appropriate background in Data Base/Information Technology development by using Microsoft Access and other programs
- Excellent computer software skills including Ms-Office (Word, Excel & PowerPoint), others
- Ability to draft reports clearly and concisely
- Must stay up-to-date on emerging technologies and the potential effectiveness of these advancements

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 (**Myanmar Nationals**) 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 Cc to: recruitment.unhabitat@gmail.com

Please note that applications received after the closing date **26 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