

Ref: UN-HABITAT/VA/2022/004

Issued on: 31 August 2022

TERMS OF REFERENCE

Job Title	Programme Associate
Project	Myanmar Climate Change Alliance 2
Location	Yangon
Duration	6 months (extendable)
Starting date	1 October 2022
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 has had a presence in Myanmar since the early 1990s and re-established a country office in 2008. UN-Habitat has been supporting Myanmar in Humanitarian, Development and Peace Building through its programme of support in the areas of Urban Planning and Management, Community Driven Development and Recovery, Environment, DRR/DRM and Climate Change, Solid Waste Management and Pro-poor Housing & land use etc. UN-Habitat has worked in collaboration with the Government Entities, UN agencies, NGOs, private sector, professional & academic institutions, media and civil society organizations etc.

Under the Global Climate Change Alliance initiative of European Union (EU), the Myanmar Climate Change Alliance (MCCA) programme was launched in 2013 and the first phase of the programme was jointly implemented by the United Nations Human Settlements Programme (UN-Habitat) and the United Nations Environment Programme (UNEP).

MCCA has supported the development of policy instruments in climate change and raised the voices and efforts to mainstream climate change into the Myanmar's development and reform agenda. Under the first phase (2013-2019), MCCA supported Myanmar to formulate the Myanmar Climate Change Policy, Myanmar Climate Change Strategy and Master Plan (2018-2030) prioritizing six sectors most impacted by climate change in Myanmar. MCCA also developed local adaptation planning process and piloted in 03 townships in Myanmar.

Under the 2nd phase of Myanmar Climate Change Alliance (MCCA2) programme funded by EU, UN-Habitat will engage with key stakeholders to build the climate resilience at community level and improve climate sector dialogue in the country through knowledge generation, awareness raising and communication. UN-Habitat will work in 08 selected townships in Myanmar to scale up the local climate adaptation and mitigation actions with gender responsive and inclusive approach. Under MCCA2 programme, UN-Habitat will also engage with key stakeholders to enhance climate change dialogue and actions across sectors. MCCA2 programme will directly support Myanmar in achieving the targets of sustainable development goal SDG13 and also contribute achieving targets of other SDGs such as SDG 2 (food security), SDG 3 (health), SDG 5 (gender equality), SDG6 (clean water and sanitation), SDG7 (affordable and clean energy) and SDG 11 (sustainable cities and communities).

To support the MCCA2 project implementation, UN-Habitat is looking for suitable national candidate for the position of “Programme Associate” to be based in Yangon. The selected candidate is expected to travel to field offices outside Yangon to support the implementation of the programme.

DUTIES AND RESPONSIBILITIES

Under the overall supervision of MCCA Team Leader and Programme specialists along with the National Programme Coordinator, the incumbent shall fulfil the following duties and responsibilities.

- Work with MCCA2 team and support the team in coordinating work with key stakeholders such as development partners (international and national), financing institutions, private sector, research and professional institutions, media, etc.
- Undertake the desk review to support the team in developing climate change related tools and guidelines for targeted sectors/beneficiaries
- Coordinate with climate actors in Myanmar to keep the data updated on digital data portal for climate change
- Coordinate with UMFCI and private sectors in Myanmar to map the private sector entities working in the field of environment and climate change
- Support the team in establishing the field offices in selected townships
- Provide technical support and coordinate with PMU, field teams and local CSOs to undertake field missions to support township level climate actions such as awareness raising, vulnerability assessment, local adaptation and mitigation planning, implementation of climate actions etc.
- Provide support to MCCA2 team for participating in World Environment Day (WED), International Day for Disaster Risk Reduction (IDDRR) etc. and other regional and global events by producing necessary communication, visibility materials
- Provide support in developing and launching the climate change campaigns for targeted groups such as women, youth, children etc.
- Assist in preparing required documents (concept notes, agendas, attendance sheets, hand-outs) for events (meetings/workshops/seminars)
- Support in the planning, preparation and documentation of workshops, conference and forums such as national climate week etc. by recording participants’ attendance, preparing meeting minutes and reports, taking photo and videos

- Provide administrative support to national and international consultants in Myanmar to undertake missions and carry out the assigned task
- Contribute in developing a monthly newsletter related to all activities of MCCA 2, national and global event agendas
- Conduct research on news and articles related to climate change in Myanmar to share on social media
- Report and update live from workshops and events to social media channels
- Assist with translation and interpretation, both verbal and written, when required; Provide language quality checks of written materials
- Perform other duties as required and assigned by the supervisor

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Environmental sciences, Engineering, Architecture, Climate and Disaster Risk Management, Urban Planning, Development or other relevant field is required.
- 3 years of professional experience in the areas of environment, environmental management, climate change, disaster risk reduction, urban development, human settlements improvements etc. is required.
- At least 01 year of working experience in climate change/ environment/ disaster risks management, preferably with an INGO/ UN-agency in Myanmar is desirable
- In lieu of 3 years of professional experience, a Master's Degree with 1 year of relevant experience is required.
- Excellent interpersonal, communication skills in both English and Myanmar language (Proficiency in English is required).

COMPETENCIES

Professionalism: Knowledge and understanding of approaches relevant to monitoring and evaluation of programmes. Teamwork: Works collaboratively and collectively with colleagues to achieve organizational goals. Communication: Speaks and writes clearly and effectively, listens to others, clearly interprets messages, openness in sharing information and keep people informed. Planning and Organizing: Develops clear goals that are consistent with agreed strategies, identifies and adjusts priorities, time management, makes contingencies while planning. Technological Awareness: Keeps abreast of available technology, understands applicability and limitations of technology

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 **14th of September 2022** 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:

https://mirror.unhabitat.org/downloads/docs/1428_76091_p-11.pdf