

Ref: UN-HABITAT/VA-I/2023/003

Issued on: 2 March 2023

TERMS OF REFERENCE

Job Title	Junior Expert
Duty Station	Home-based with possible travel to Myanmar
Duration of Assignment	5 months over the period of March 2023-January 2024
Starting date	24 March 2023
Type of Contract	IICA (international)
No. of Position	1

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 sustainable urban planning and management, community driven development and recovery, environment, DRR/DRM and climate change, solid waste management, housing and land use, etc.

Currently, UN-Habitat coordinates, in Myanmar, the implementation of climate adaptation projects, delivering support to poor and vulnerable communities in areas such as clean water, sanitation, waste disposal and energy saving solutions, in particular through the ongoing Myanmar Climate Change Alliance Programme.

DUTIES AND RESPONSIBILITIES

The required duration is 5 months, either continuously or over multiple assignments over 1 year. The focus of the assignment is on Project Management Assistance, providing support to private sector engagement in climate adaptation initiatives (building, water and energy, smart cities), risk-reduction, resilient planning and adequate housing, as well as support environmental mainstreaming in multi-year programming.

Under the overall supervision of the UN-Habitat Myanmar Country Programme Manager ai, the incumbent will work from home with travel to Myanmar as possible considering travel restrictions and visa requirements, and will provide support to the following tasks:

- Developing, implementing and evaluating assigned programmes/projects, etc. as planned; monitoring and analysing programme/project development and implementation as assigned; reviewing relevant documents and reports as requested; identifying problems and issues to be addressed and initiating corrective actions, as required and requested; liaising with relevant parties as directed; undertaking follow-up actions as required;
- Undertaking assignments and field visits, in collaboration with the UN-Habitat team and its partners, and supporting the planning of assignments, supporting meetings and workshops;
- Reviewing and analysing issues and trends, preparation of reports or other research-based activities;
- Providing substantive backstopping to relevant meetings, conferences, etc., by developing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Developing outreach activities; conducting training workshops, seminars, etc.; preparing presentations on assigned topics/activities.
- Participate in activities related to resource mobilization, budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepare related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other related duties as required.

EXPECTED OUTPUTS

The **Jr. Expert** will be responsible for a number of outputs, both directly and as the output of consultancies under his/her supervision. The assignment includes the following deliverables, all of which are developed in collaboration with UN Habitat Headquarters, Regional and Country office and the UN Resident Coordinator's Office:

Specific outputs are:

1. Support to the organization, attendance and reporting for one Stakeholders' focus group discussion with the MCCA2 and RCO. (Report finalised by end of March 2023)
2. Participation in a series of informal urban working groups in Yangon, in order to update mapping of ongoing and relevant climate change vulnerabilities, highlighting critical issues and vulnerabilities. (Rapid township profiles updated and available online by end of April 2023)
3. Support to the organization, attendance and reporting for discussions with existing private sector partners in Myanmar, including the organization of one Development Partners session about the MCCA2 priority areas leading towards draft strategy for engagement and funding of climate change interventions through the private sector for discussions. (Report by end of May 2023)
4. Recommendations for how inputs of the stakeholders and private sector in the workshops and consultations are captured and mainstreamed into the UN national transitional development process through the production of a short Key Findings document, synthesizing the outcomes from consultations and workshops on climate change and sustainable urbanisation issues. (Key Findings document by end of June 2023)
5. Support to research on tools for climate risk assessment of private sector. (Summary draft template by July 2023)

6. Research on four identified areas for investment and identification of good practices on nature-based solutions and green growth opportunities for Myanmar (Draft analysis by August 2023)
7. Review and finalisation of climate risk assessment tools and final report on identified areas for climate investment in support to private sector engagement strategy (by September 2023).
8. Support to mainstreaming of climate resilience into development planning – preparation of a report on integrating climate resilience and disaster risk reduction in development plans, including perspectives on traditional and indigenous practices that include women’s and indigenous knowledge on adaptation (Draft report by December 2023 and Final report incorporating all comments by January 2024).

QUALIFICATIONS AND EXPERIENCE

Education: Advanced university degree (Master's degree or equivalent) in planning, programme management, environment, or a related field is required. A first-level university degree in combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience and Skills: A minimum of two (2) years of progressive experience in project or programme management, in the context of urbanization, housing, land management, water and sanitation, climate change adaptation, in both development and humanitarian settings, both after disasters and in conflict contexts, among other topics is required. Experience in building partnerships for the implementation of joint strategies and programs is desirable. Experience in urban development particularly in Asia-Pacific is desirable. Experience with private sector engagement will be an asset.

Language Requirements: Proficiency in both spoken and written English is required.

Travel Requirements: The incumbent will be home-based, with possible travel to Myanmar.

COMPETENCIES

PROFESSIONALISM: Knowledge and understanding of theories, concepts and approaches relevant to urbanization, housing, land management, displacement, humanitarian settings, sustainable reconstruction and recovery, climate change adaptation, among other topics. Ability to identify issues, analyse and participate in the resolution of issues/problems. Ability to conduct 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.

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.

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.

All applications should be sent to UN-Habitat Myanmar office at recruitment@unhabitat.org.mm with Subject: "Junior Expert"

Please note that applications received after the closing date **16 March 2023** 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.

In line with UN-Habitat policy on gender equity, applications from female candidates are particularly encouraged.