



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
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FOR A BETTER URBAN FUTURE

TERMS OF REFERENCE

Ref: UN-HABITAT/VA/2023/001

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ORGANISATIONAL LOCATION:	UN-Habitat
DUTY STATION:	Kalaw, Taunggyi, Nyaung U, Bogale
FUNCTIONAL TITLE:	Township Coordinator
PROJECT:	Myanmar Climate Change Alliance 2 (MCCA 2)
DURATION:	6 months (extendable)
STARTING DATE:	As soon as possible
CONTRACT TYPE:	UNOPS LICA (National)
NO. OF POSITION:	4

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 UN agencies, INGOs/LNGOs, private sector, professional & academic institutions, media and civil society organizations etc.

Under the Global Climate Change Alliance initiative of the 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 UN-Habitat and the United Nations Environment Programme (UNEP).

Under the 2nd phase of Myanmar Climate Change Alliance-2 (MCCA2) programme funded by the EU, UN-Habitat will engage with key stakeholders to build climate resilience at the community level and improve climate sector dialogue in the country through knowledge generation, awareness raising and communication. UN-Habitat will work in eight selected townships in Myanmar to support undertaking

climate change vulnerability assessment and scale up local climate adaptation and mitigation action through a gender responsive and inclusive approach. MCCA2 will also work with youth and school children of eight selected townships, to promote climate change actions in schools. The programme aims to work closely with several Local NGOs, INGOs, and CSOs including Private Sector.

Different climate zones of Myanmar such as Delta/Coastal Area, Dry zone and Hilly region are experiencing frequent adverse impacts of tropical storms, cyclones, floods, land slide, drought and may expect negative impacts from sea level rise. More may be expected as climate changes, including impact on livelihoods, migration patterns, damage, environmental services such as water quality and availability among others. Climate change vulnerability assessment is an important step to do planning for adaptation and mitigation, and initiate undertaking urgent climate actions to protect communities from adverse impacts.

In order to support communities in transition to low carbon pathways and build climate resilience, the MCCA2 programme will:

1. Enhance the awareness on climate change and build capacity of local actors on application of developed tools
2. Assess the climate change vulnerability of the township to facilitate planning for local climate adaptation and mitigation solutions through support of communities and other local actors
3. Implement climate change adaptation and mitigation solutions and build capacity of communities to manage and maintain the facilities created

To coordinate and ensure the smooth and transparent delivery of activities in the targeted township areas, UN-Habitat, recruits four (04) Township Coordinators to be based in Township offices of Kalaw, Taunggyi, Nyaung U and Bogale.

DUTIES AND RESPONSIBILITIES

Under the guidance of the MCCA2 Programme Specialist, and the direct supervision of the National Programme Coordinator, the Township Coordinator will lead the local implementation of the project in the township, as follows:

1. Coordinate all project activities in the field taking the responsibility for smooth implementation and transparent selection of beneficiaries, and in particular:
 - 1.1. Supporting technical experts in collecting data and consulting communities and CBOs for the community-based climate vulnerability assessment (CCVA) and to produce the implementation plan by:
 - Leading in organizing and facilitating the climate change capacity building programme targeted for communities and other local climate actors
 - Preparing and assisting missions of international/national experts to map climate hazards, assess vulnerability (physical, social, economic, environmental etc.) and capacity of townships in close cooperation with local stakeholders

- Ensuring continued dialogue, data sharing and partnership for national and international experts with local actors in activities of CCVA
 - Integrating gender-responsive and socially inclusive participatory methodologies
 - Consider opportunities for adopting an integrated livelihoods and ecosystem approach to understanding climate induced vulnerabilities, including in promoting linkages to multidimensional analysis
- 1.2. Take the lead in facilitating local consultations supported by the community mobilizer, for climate change adaptation and mitigation planning, by ensuring the gender-responsive participation of ward/village tract/village representatives, capturing intergenerational and gendered experiences, perceptions and responses to climate risks
 - 1.3. Ensure that township project personnel, selected beneficiary representatives and members of other organizations associated with the project are familiar with the objectives, strategies and procedures of the project
 - 1.4. Ensure smooth implementation of the climate adaption and mitigation measures selected, in coordination with respective partners, the Local CSOs as well as communities, i.e. by:
 - Coordinate with the main office (Yangon) regarding logistics and procurement arrangements for approved community/group activities such as to ensure effective and timely delivery of project inputs
 - Supporting the township team of the MCCA-2 programme to implement activities on climate change adaptation and mitigation in cooperation with local actors and technical experts as needed
 - Participating in the selection of beneficiaries against the criteria and plans approved by the MCCA-2 team of climate change adaption and mitigation activities in the township
 2. Monitor all the project activities, including management of local allocated budget with the support of the M&E officer and Admin and Finance Officer, i.e. by:
 - Establishing and following monthly work-plans and monitoring field-visit in the implementation sites
 - Reporting monthly achievements and quarterly, mid-year and yearly project progress to the MCCA-2 in Head Office, Yangon
 - Keeping rigorous track of beneficiaries and community-led activities
 - Supporting in ensuring coordination with other local activities and projects by another UN and NGOs to build synergies
 - Overseeing the collection of village, village tract/ward and township level data for planning and monitoring
 - Documenting actions and knowledge management, supporting the international and national team to document the methodology and assessment report Supporting international expert in collecting data and documenting of best practices
 - Preparing and submitting reports as required and traveling to project areas whenever needed

3. Supervise the local team, composed of Community Mobilizers and technical staff to carry out their tasks consistently with the project objectives and strategies
4. Take responsibility for proper management of equipment and office facilities under her/his responsibility and oversee the proper maintenance of project accounts in the project township
5. Assist with translation and interpretation, both verbal and written, when required; Provide language quality checks of written materials
6. Perform any other task required for the smooth implementation of the project

QUALIFICATIONS AND EXPERIENCE

- University degree in relevant field (environmental science, engineering, urban/spatial planning, forestry/agro-forestry, geography, disaster management or risk reduction, development studies etc.); post-graduation education is preferable;
- A minimum of 3 years of progressively responsible experiences in programme/ project management in the fields of Spatial Planning, Community Driven Development, Climate Change or Disaster Risk Reduction
- Working knowledge of Myanmar's Local Culture and experience of working with communities, CSOs, CBOs and respective Partners
- Strong interpersonal and advocacy skills are mandatory for facilitating participation of communities in project activities
- Good team spirit and respect for diversity
- Matured with good communication (both English and Myanmar) and management skills
- Experience in working and dealing with INGOs and UN agencies will be an advantage

COMPETENCIES

Professionalism: Knowledge and understanding of approaches relevant to environment sector/functional area.

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 and show

Submission of Applications:

The application should comprise:

- Completed UN [Personal History Form \(P11\)](#) Please download the form (MS-Word) from UN-Habitat/ROAP-vacancy website:
- A Statement of Interest and suitability (a cover letter) for the position
- A CV with a Passport Photograph
- Copy of certificates

All applications should be submitted to:

UN-Habitat Myanmar Office

To: recruitment@unhabitat.org.mm, **Cc to:** recruitment.unhabitat@gmail.com

Please indicate the Post Title: **“Township Coordinator”** in your e-mail subject.

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. The fee will be determined according to the selected candidate's qualifications, skills, and relevant experience. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome. UN-Habitat regrets its inability to reply individually or attend to telephone queries on the advertised posts.

Deadline for applications: 12 June 2023