



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
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FOR A BETTER URBAN FUTURE

TERMS OF REFERENCE

Ref: UN-HABITAT/VA-I/2024/003

Issued on: 11 October 2024

ORGANISATIONAL LOCATION:	UN-Habitat
DUTY STATION:	Home-based
FUNCTIONAL TITLE:	Communication Expert: Learning Documentation and Final Report Writer/Editor
DURATION:	12 weeks
STARTING DATE:	November 2024
CONTRACT TYPE:	UNOPS IICA Lumpsum (International)
NO. OF POSITION:	1

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

1. BACKGROUND

The United Nations Human Settlements Programme, UN-Habitat, is mandated by the UN General Assembly to promote socially and environmentally sustainable communities, towns and cities with the goal of providing adequate shelter for all. In collaboration with governments, UN-Habitat is charged to promote and consolidate collaboration with all partners, including local authorities and private and non-government organizations in the implementation of the Sustainable Development Goals (SDGs), particularly Goal 11, which seeks to make cities and human settlements inclusive, safe, resilient and sustainable.

The Myanmar Climate Change Alliance 2 (MCCA2) Programme seeks to document and communicate lessons learned from its implementation through a series of case studies on specific climate change adaptation themes. As the project will be concluded in March 2025, UN-Habitat needs to prepare the final report including achievements and lessons learned. The case studies will highlight the programme's innovative approaches, focusing on Nature-based Solutions (NbS) to build resilience against climate impacts in Myanmar. These studies will be compiled into a catalogue that can serve as a reference for policymakers, practitioners, and communities.

2. OBJECTIVES

Within the framework of the MCCA2 Project, funded by the European Union, the consultant will draft/edit the final report and learning documentation, including a set of five (5) case studies that capture the lessons learned from MCCA2's initiatives. The focus will be on Nature-based Solutions, with at least one case study on Mangrove Restoration and another on Community Rainwater Harvesting. The remaining three case studies will address other innovative themes within climate change adaptation and resilience building.

3. DUTIES AND RESPONSIBILITIES

3.1 Key responsibilities

Under the overall guidance of the Country Programme Manager (CPM) a.i. of UN-Habitat Myanmar Office, the identified consultant will be responsible for the following tasks:

1. Research and Content Development (2 weeks)
 - a. Conduct in-depth interviews with project stakeholders, including community members, Myanmar Climate Action Network (M-CAN) representatives, and MCCA2 technical staff, to gather detailed information on project interventions and their impacts.
 - b. Identify and document specific successes, challenges, and innovative practices in the following areas:
 - Mangrove Restoration and Community-based forest conservation
 - Water safety and Security, including Community Rainwater Harvesting
 - Three additional themes, such as:
 - Energy sector, including Community-based renewable energy solutions (e.g., solar-powered energy systems or microgrids)
 - Food security, including Agroforestry and sustainable land management
 - Public Health and DRR, including Ecosystem-based flood management
 - Education and technology, (e.g., School-led climate action)
2. Case Study Production (2 weeks)
 - Develop five comprehensive case studies based on the data collected, with each case study focusing on a different theme of climate resilience and Nature-based Solutions.
 - Ensure each case study provides a clear narrative that highlights the approach, outcomes, challenges, lessons learned, and recommendations for replication in other contexts.
 - Incorporate visual elements, such as maps, photos, and infographics, to enhance the storytelling and make the case studies more engaging and accessible.
3. Cataloguing and Presentation (2 week)
 - Compile the case studies into a single, well-designed catalogue of Nature-based Solutions.
 - Collaborate with UN-Habitat communication officer and other professionals to ensure the catalogue is visually appealing and ready for publication.
4. Drafting, reviewing and editing of final report (3 weeks)
 - Undertake a desktop review of the project document, results indicators, baseline, different reports from the project and other relevant documents to have a clear understanding of the project's objective and outcomes as well as the overarching goal of the project.
 - Based on discussion with UN-Habitat Team and interviews with key stakeholders, extract key lessons from the project
 - Develop Lessons learned chapter
 - Draft the final report, including layout, columns, pagination, and other design elements.
 - Propose chapter, heading, sub-heading, and sub-sub-heading formats.
 - Work with UN-Habitat team to identify appropriate photographs to illustrate the report.
 - Refine existing graphics for publication, if necessary.
 - Review the text, correct grammar, spelling and syntax, and edit as necessary.
 - Check references and bibliographies for omissions and inconsistencies of style.
 - Bring any suspected errors or duplications to UN-Habitat team's attention.
 - Checking for consistency, clarity and style in the text, as well as for any typesetting errors.

5. Final report incorporating all comments (1 week)
6. Policy brief, highlighting key lessons learned and summary findings on community resilience in conflict context. (1 week)
7. Dissemination Strategy (1 week)
 - Propose and develop a communication strategy for disseminating the case studies to relevant stakeholders, including UN agencies, government departments, NGOs, and community-based organizations.
 - Create accompanying communication materials, such as summaries, presentations, and social media content, to facilitate the broad dissemination of the case studies.

3.2 Deliverables and Payment schedule

Under the overall guidance of the Country Programme Manager (CPM) a.i. of UN-Habitat Myanmar Office, the identified consultant will be responsible for the following tasks:

1. **Inception report:** An inception report incorporating findings of desk review, conceptual framework of the assessment, details of applicable tools and methodologies together with details of work plan, checklists, time schedules, the content of themes and topics to be documented as best practices/lessons/case stories as well as a tentative table of content for the final report.
2. **Five (5) case studies** on the following themes:
 - Mangrove Restoration and community-based forest conservation
 - Water safety and Security, including Community Rainwater Harvesting
 - Three additional themes, such as:
 - Energy sector, including Community-based renewable energy solutions (e.g., solar-powered energy systems or microgrids)
 - Food security, including Agroforestry and sustainable land management
 - Public Health and DRR, including Ecosystem-based flood management
 - Education and technology, (e.g., School-led climate action)
3. A finalized **catalogue of Nature-based Solutions** featuring all five case studies.
4. **Draft and final reports:** Detailed draft report meeting the objectives of the ToR and with the methodologies in line with the Table of Content developed and agreed upon in the Inception Report. The report should contain findings on the project learning, impact and lessons learned to be replicated in other climate change projects and recommendations to be improved in the future. The final report along with a draft policy brief will be submitted after the incorporation of all the comments from UN-Habitat.
5. **Policy brief and PowerPoint Presentation:** A summary report (4 pager) highlighting the findings of the report and a PowerPoint presentation for wider sharing and communication of the project.
6. A **communication and dissemination plan**, including promotional materials for each case study.

As per the below table, lumpsum payments will be made in 2 instalments upon the submission of expected deliverables and evidence of satisfactory outputs/results upon certification and approval by UN-Habitat Myanmar Office. The rate is determined by functions performed and the experience of the consultant. The fee will be paid as per agreement.

The costs for international travel to Yangon, Myanmar, will be provided as per UN rules and regulations.

Expected Outputs and Payment Schedule		Payment	Due Date
1	Inception report	10%	one week after contract signature
2	Five case studies (draft) and finalised catalogue of NbS	30%	5 weeks after contract signature
3	Submission of draft and final reports, policy brief, power point presentation, Communication and dissemination plan	60%	12 weeks after contract signature

3.3 Reporting lines

The consultant will report directly to the MCCA2 Team Leader and CPM a.i. of UN-Habitat Myanmar, and in close collaboration with the Programme Specialist and the UN-Habitat Myanmar Communication, Information Management, GIS Officer.

4. CORE VALUES AND COMPETENCIES

4.1 Core Values

- **Integrity:** Demonstrates the values of the United Nations in daily activities and behaviors. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Do not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behavior.
- **Respect for Diversity:** Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviors to avoid stereotypical responses. Does not discriminate against any individual or group.
- **Peace and Development advocate:** Advocates for Peace and Development at all levels, and respects the culture of our Muslim brothers as well as any other religious denomination.

4.2 Professional Competencies

- **Professionalism:** Ability to identify issues, analyze and participate in the resolution of human settlement issues/problems. Ability to conduct data collection using various methods. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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; 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.
- **Communications:** 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; Tailors language, tone, style and format to match the audience;
Demonstrates openness in sharing information and keeping people informed

4.3 Qualifications/ Special Skills or Knowledge

Education:	Masters or Bachelors degree with additional 2 years' experience in lieu of Master degree in English, Social sciences, communications or journalism, environmental science, or sustainable development preferred.
Experience and skills:	<ul style="list-style-type: none"> • Minimum 5 years of relevant experience. • Proven experience in writing case studies, reports, or conducting communications work related to climate change, environment, or sustainable development. • Strong research and interviewing skills with the ability to translate technical content into accessible and engaging narratives. • Knowledge of climate change adaptation and Nature-based Solutions. • Proofreading or editor experience is an asset. • Experience with UN agencies and their mandates is an asset. • Prior experience in Myanmar and/or Southeast Asia is an asset. • Having published (UN) products is an asset. • Proofreading and editing skills. • Excellent proven written and spoken English and presentation skills. • Excellent communication; interpersonal and teamwork skills. • Excellent report writing skills. • Familiarity with graphic design and multimedia content creation is an advantage.

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
- 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: **"Communication Expert"** 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: 25 October 2024