

## Vacancy Announcement

*Issued on: 10 August 2018*

<b>ORGANIZATIONAL LOCATION:</b>	<b>UN-HABITAT</b>
<b>DUTY STATION:</b>	<b>Iligan City</b>
<b>FUNCTIONAL TITLE:</b>	<b>Knowledge Management, Documentation, Reporting and Communications Expert</b>
<b>CONTRACT MODALITY</b>	<b>IICA-1</b>
<b>DURATION</b>	<b>As soon as possible - 31 March 2019 extendable</b>
<b>DEADLINE DATE:</b>	<b>16 August 2018</b>

**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

### 1. ORGANIZATIONAL SETTING

#### UN-HABITAT

The United Nations Human Settlements Programme, UN-Habitat, is the United Nations agency for human settlements. It 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.

By working at all levels and with all relevant stakeholders and partners, UN-Habitat contributes to linking policy development and capacity-building activities with a view to promoting cohesive and mutually reinforcing social, economic and environmental policies in national policies and programmes in urban development and human settlements which conform with international practices and covenants.

UN-Habitat established its country office in the Philippines in 2004 and runs national and city-level programmes. The UN-Habitat Philippines Country Office (CO) positions itself as a strong policy adviser informed by well-grounded operational experience, harnessing its in-depth local knowledge, global expertise and international network of urban specialists, in the areas of urban planning and design, climate change adaptation and mitigation, urban legislation and governance and urban economy (through the Achieving Sustainable Urban Development project, the Building Climate Resiliency through Urban Plans and Designs project and the Vertical Integration and Learning for Low-Emission Development), in post-disaster recovery, reconstruction and resilience building in Eastern Visayas, in community-driven shelter reconstruction in Western Visayas (4 local governments) and Tacloban City and in the climate change, urbanization and sustainable development nexus. The country office partners with national government departments and agencies, local authorities, a wide cross-section of non-governmental organizations (NGOs) and civil society groups, and the private sector. At the policy level, the country office supports the development of the Habitat III country report, the National Urban Development and Housing Framework, guidelines to strengthen the rationalized planning system and the Local Climate Change Action Plans.

## **Rebuilding Marawi, Republic of the Philippines, through Community-Driven Shelter and Livelihood Recovery Support**

Mindanao has been lagging behind compared to other regions in terms of development with most of its provinces among the poorest in the country. Among the factors contributing to this underdevelopment are the armed conflicts between government and various armed entities for decades. Peace negotiations between the government and armed groups including the MILF, MNLF and NPA have been going on and final agreements have yet to be realized.

On 23 May 2017, fighting between the armed forces of the Philippines and local non-state armed actors, including members of the Maute Group, erupted in Marawi City (2015 population: 201,785) in Lanao del Sur province. The conflict forced almost 360,000 people (including those from the nearby municipalities) – primarily Maranaos – to flee. On 23 October, 154 days after the conflict began in Marawi City, Defense Secretary Delfin Lorenzana issued a press statement announcing the end of combat operations.

UN-Habitat contributes to the peace and rehabilitation process by guiding self-recovery and by empowering communities ensuring that safer houses and more resilient communities ensue. Within such communities households most at need are to be prioritized including people living in unsafe premises such as tents, camps, residing with host families; elderly or people with disabilities with no family support; women headed households with low income levels, widows, particularly women living in temporary shelters/camps; poor labourers with low income levels and who do not have any fixed income; poor families who are housing orphans and displaced families.

A support project will be implemented using the “People’s Process” to support recovery. The project will demonstrate a community-driven rebuilding approach which will train and empower those households whose homes have been completely destroyed, by rebuilding their homes and communities. The project will cover an initial 1,500 affected households which will be organized under the Community Mortgage Program (CMP) of the government, through the Social Housing Finance Corporation (SHFC). Transcending this community-focused approach is the development of a city-level recovery and reconstruction plan, including the local shelter plan, that will situate the role of the families and communities in the overall rebuilding of the city.

1. Shelter Support - Through the community-driven approach, the project will provide shelter reconstruction support to households whose houses were destroyed during the Marawi siege – 1,500 households
2. Livelihood Support - The project will provide livelihood support by training households in construction, small scale enterprise development, etc.
3. Community Development support – The project will provide capacity-building activities on project management, business and financial management, gender, peace and development.
4. Infrastructure support – The project will provide small scale infrastructure projects.
5. Cultural and post-conflict support – Due to the sensitive post-conflict nature of the situation, the project will ensure that activities are done in a manner that will support the strengthening of the damaged social fabric and promote peace among

the families and communities in relation to the wider community of Marawi and the region.

## **2. PURPOSE AND BACKGROUND**

### **2.1 Requirements of consultancy**

Within the framework of the “Rebuilding Marawi, Republic of the Philippines, through Community-Driven Shelter and Livelihood Recovery Support”, funded by the Government of Japan, the expert will support the implementation of UN-Habitat’s knowledge management framework (with emphasis on the key stakeholders supporting the recovery, the UN System in the Philippines and UN-Habitat), support project reporting (with a particular emphasis on donor and stakeholder reporting), communications and advocacy (with particular emphasis to local communities as well as Japanese audiences).

### **2.2 Project**

*Rebuilding Marawi, Republic of the Philippines, through Community-Driven Shelter and Livelihood Recovery Support*

### **2.3 Duration**

The timeframe of this consultancy until to 31 March 2019. Contract will first be issued to 31 Dec 2018 then extended to 31 March 2019.

## **3. TRAVEL**

The consultancy is field based (Iligan) with travel to Marawi (as per security situation) and Manila.

## **4. DUTIES AND RESPONSIBILITIES**

### **4.1 Objectives, output expectations and performance indicators**

Under the guidance of the UN-Habitat Philippine National Office KM officer, the Knowledge Management, Documentation, Reporting and Communications Expert for Marawi shall:

- Develop and implement a knowledge management system and communications strategy for the “Project for Rebuilding Marawi through Community-Driven Shelter and Livelihood support” that will take into consideration the reporting and communications needs of the Government of Japan as the main donor of the project;
- Document expert group meetings, forums, consultations and other activities related to the project;
- Assist in developing training materials and approaches in support of the programmes and projects, and communicate outcomes by preparing blog entries, press releases, reports, etc.;
- Maintain and produce original content for online outreach platforms and social media channels, including but not limited to the UN-Habitat Philippines website, blogs, Facebook account/groups and Twitter;
- Support the documentation of demonstration projects and development of knowledge/communication materials for targeted users/audiences particularly the Government of Japan and UN-Habitat’s wider stakeholders in Japan;
- Support the development of knowledge products borne out of the implementation of the project.
- Submit regular reports to UN-Habitat Philippines and (through UN-Habitat) to the Government of Japan.

## 4.2 Specific Deliverables

1. Inception Report (after one month from start of assignment)
2. Knowledge Management, Advocacy, Communications strategy (including but not limited to the outputs above) (after two months)
3. Monthly progress report (against the above outputs / the Knowledge Management, Advocacy, Communications strategy)

### Reporting lines

Under the overall supervision of the responsible Human Settlements Officer (HSO), based at UN-HABITAT Regional Office for Asia and the Pacific (ROAP) in Fukuoka, Japan, the Expert will work under the guidance of the National Knowledge Management Officer and the Marawi Project Manager. The expert will report to the Habitat Programme Manager in the Philippines.

## 5. CORE VALUES AND COMPETENCIES

### Core Values

- **Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision making. Does 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 behaviour.
- **Professionalism:** 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.
- **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 behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.
- **Peace and Development advocate:** Advocates for Peace and Development at all level, respects the culture of our Muslim brothers or well as any other religious denomination.

### Professional Competencies

- **Professionalism:** Ability to identify issues, analyse 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

## QUALIFICATIONS/SPECIAL SKILLS OR KNOWLEDGE

<b>Qualifications</b>	
Education:	Master degree in urban/environmental planning or management, geography, international development, communications, journalism, media studies or related fields
Experience and skills:	<ul style="list-style-type: none"> <li>• Minimum of 3 years relevant experience in capacity development / tools development and toolkit production, learning product design (i.e., manuals, guidebooks, toolkits, brochures, etc.) and other capacity development materials, including design and facilitation of learning events</li> <li>• Relevant experience in communicating development project results through social media and other channels;</li> <li>• Minimum of 3 years' experience in knowledge management and communications and its application in development programs and projects; experience in working in the UN system and experience in the Philippines is an advantage;</li> <li>• Information systems design and implementation;</li> <li>• Strong technical and creative writing skills with a full command of English (spoken and written). Working knowledge of Filipino and/or Japanese is an advantage;</li> <li>• Advance and publishable writing skills for both online and offline dissemination (i.e. press releases, blogs, brochures, news articles, etc.), familiarity with using and posting on social media channels (Facebook, Twitter) and basic understanding of maintaining web content hosted on the UN-Habitat Philippines website;</li> <li>• Basic graphic design, photography, and video editing skills are an asset.</li> </ul>
Language Requirements:	Fluency in oral and written English is essential.

### *Submission of Applications*

Application should include:

1. Cover memo (maximum 1 page) including expectations regarding remunerations based on the final output of the consultancy;
2. A completed UN Personal History Form (P-11)

Please download the form (MS-Word) from UN-Habitat ROAP web site:  
[http://www.fukuoka.unhabitat.org/vacancy/index\\_en.html](http://www.fukuoka.unhabitat.org/vacancy/index_en.html);

All applications should be addressed to: UN-Habitat Regional Office for Asia and the Pacific, ACROS Fukuoka, 8th Floor, Tenjin Chuo-ku, Fukuoka 810-0001 Japan, and sent electronically via e-mail to: [habitat.fukuoka@un.org](mailto:habitat.fukuoka@un.org)

Please indicate the VA Title in your e-mail subject:

**“Knowledge Management, Documentation, Reporting and Communications Expert - Marawi”**

Deadline for Applications: 16 August 2018

Please note that applications received after the closing date stated above will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted. The salary will be determined according to the qualifications, skills and relevant experience of the selected candidate. Details and conditions of the contract will be communicated at the interview.

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

*UN-Habitat does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: [habitat.fukuoka@un.org](mailto:habitat.fukuoka@un.org)*