

Ref: UN-HABITAT/VA-I/2017/006

## TERMS OF REFERENCE

Issued on: 23 August 2017

<b>Job Title</b>	Strategy Writer
<b>Project</b>	100 Resilient Cities
<b>Duty Station</b>	Home-based
<b>Duration</b>	30 working days spread over 2 months (2 Missions of 5 days each to Myanmar & 20 days Home Based work)
<b>Starting Date</b>	As soon as possible
<b>Type of Contract</b>	IICA -2 (Short term consultant)
<b>No. of Position:</b>	1

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

### BACKGROUND

Myanmar is exposed to a plethora of natural hazards - cyclone, flood, drought, earthquake, tsunami and seasonal fire. Whereas its coastal regions are particularly exposed to cyclones, tropical storms/storm surges and Tsunamis, rainfall induced flooding, is a recurring phenomenon across the country. Additionally, the whole country is at risk from earthquakes, droughts and fires while the country's hilly regions are also exposed to landslide risks. The poorer sections of society, their human settlements and their livelihood systems are particularly exposed to these hazards. As a result, they face a high risk of severe damages and losses from natural disasters.

The United Nations Human Settlements Programme, UN-Habitat, is the UN agency at the forefront of promoting socially and environmentally sustainable human settlement development with the overall objective of providing *adequate shelter for all*.

UN-Habitat established its presence in Myanmar in the early 1990's through to 2004, and re-engaged with Myanmar aftermath of Cyclone Nargis in June, 2008 and initiated Myanmar Comprehensive Disaster Risk Reduction Programme addressing vulnerabilities and enhancing resilience of coastal and urban communities through range of development and disaster risk reduction activities in the country. UN-Habitat country programme recognizes and prioritize disaster risk reduction and promoting resilient communities, and initiated wide array of interventions with the opportunity posed by the on-going reform context initiated by the Government such as providing Legal, Policy (MAPDRR, National Urban & Housing policy, Myanmar Climate Change Strategy & Action Plan), Institutional support on DRR /CCA (National Building Code, Land Use Planning etc), capacity development (Disaster Management Course, establishment of National Disaster Management Training Center), disaster management plans, Risk Assessment (flood and earthquake), Mainstreaming DRR, promoting skills related to safer construction, awareness raising through various platforms etc. and it has been thriving to scale up the interventions

UN-Habitat DRR activities aligned with Habitat Country Programme Document (2014-2016) and its new Strategic Framework (2015-2020) and are implemented under the framework agreement Myanmar

Comprehensive Disaster Risk Reduction Programme (MCDRRP) Ministry of Social welfare, Relief and Resettlement, and Myanmar Safer Settlements and Urban Research Programme (MSSURP) with Ministry of Construction and in addition with Ministries such Ministry of Environment Conservation and Forestry, Ministry of Agriculture and Irrigation, Ministry of Transport and number of city development councils / committee including Yangon and Mandalay.

In Myanmar, 100 Resilient Cities programme pioneered by Rockefeller Foundation is being implemented in Mandalay City through Mandalay City Development Committee (MCDC) and UN-Habitat as its strategy delivery partner. The purpose of the City Resilience Strategy and process is to: a) Position the Mandalay City to better understand its resilience challenges, b) Enable the Mandalay City to prioritize its resilience challenges and opportunities, c) Establish the City Resilience Officer (CRO's) prominence, leadership and technical capacity within City, and d) Integrate resilience practices into the overall operations and functioning of the city and its priorities.

Mandalay was selected among the first wave of 33 cities to join the 100RC network and develop a resilience strategy. Mandalay began the strategy development process in September 2014 with the appointment of the Chief Resilience Officer (CRO), Mr. Myo Aung. The CRO is based at the Mandalay City Development Committee (MCDC) and is supported by a core team of MCDC staff.

The strategy process has two main research and development phases, followed by implementation. Phase I of the strategy process is now complete, with the submission and endorsement of a 'Preliminary Resilience Assessment' (PRA). After defining scope of work for phase II, Mandalay is now implementing Phase II of the project and expecting to release Mandalay City Resilient Strategy by 08th November 2017.

Phase II involve further research into four 'Discovery Areas' affecting Mandalay's resilience. These 'Discovery Areas' were selected based on research by the MCDC working team and UN-Habitat during Phase II. Phase II will consist of a number of tasks, starting with the formation of four working group under each Discovery Area. The main tasks for these working teams include scoping and further research of each team's resilience issue and the identification of initiatives (projects, programs or policies), both new and existing, for incorporation into the Resilient Mandalay Strategy. Out of 4 researches, 2 are completed and other 2 are expected to be completed by end of July 2017.

After diagnostic research, initiatives will be selected from the identified long list for inclusion in the final strategy. Drafting of the strategy is expected to take place in parallel with the last leg of research i.e. Field of Opportunity exercise, with an intense period of drafting to take place around mid of August 2017, once the working teams have completed their work. It is anticipated that the Strategy will be launched by the Mayor of Mandalay in November 2017.

## **DUTIES AND RESPONSIBILITIES**

The **Strategy Writer** will work under the supervision and under the guidance of the Disaster Risk Reduction and Management Programme Manager and the Chief Resilience Officer- Mandalay City. In specific, the **Strategy Writer** will be responsible for the following:

- Desk study of 100 RC tools, city resilience Framework, Mandalay PRA, Discovery area research reports and any other documents needed for strategy writing process
- Collect and review relevant information, coordinate and undertake Field of Opportunity (FOO) assessments related to resilience strategy development in Mandalay City in close coordination and support from UN-Habitat Strategy Development Team.
- Facilitate in preparation of initiative/ action list for each discovery area under guidance of working group and in consultation of CRO and UN-Habitat Strategy Partner team
- Facilitate and provide coordination support for UN-Habitat Strategy Development Team with the CRO, Mandalay City, CRO Resilience Team and the 100RC Team.

- Supports organize consultation and workshops for the Resilience Strategy Process and document the outcomes.
- Represent UN-Habitat in various forums and in the City level working groups related to formulation of resilience strategy.
- Any other activities as assigned by UN-Habitat supervisor / CRO.
- Developing and drafting the Mandalay Resilient Strategy, based on inputs from the Discovery Area Working Group Reports, the Preliminary Resilience Assessment and the direction of the CRO, Strategy Partner (UN-Habitat) and 100 RC team, to agreed scope, time and quality.
- Meeting with external stakeholders, where required by the working teams.
- Conducting additional research or sourcing data or graphics where required for the strategy.
- Reporting to the UN-Habitat Project Manager at least weekly, including a 30 minute to 1 hour weekly catch-up with the UN-Habitat Project Manager and, on occasion, a 1 hour weekly call with the UN-Habitat Project Manager, the CRO, and the 100RC Relationship Manager. Submission of written materials to the UN-Habitat Project Manager may also be required, as agreed on appointment.
- If required, coordinating the design and layout of the final strategy with the assigned graphic designer.
- Review the comments on the draft strategy provided by UN-Habitat, CRO and 100 RC and submission of final strategy to UN-Habitat.

## **QUALIFICATION AND EXPERIENCE**

The **Strategy Writer** should have:

- Advanced university degree in Urban and Regional Planning, Engineering, Social Science, Arts and Science, Disaster Management etc.
- At least five years of working experience in development/ disaster risk reduction agencies in Myanmar or any other countries. Preference will be given to applicants having experience of developing similar roles.
- Maturity, Ability to work well within a multicultural and diverse team with respect
- Good communication and interpersonal skills, with proficiency in written and spoken English. Preferable to have reading proficiency in Burmese language.
- Should be proficient with in MS Office
- Excellent stakeholder relationship management skills, including the ability to coordinate diverse teams and identify issues and solutions and proven understanding of complex organisational governance structures.

**Competencies:**

- Professionalism: In-depth understanding of development context; proven ability to manage networks,
- Communication: Excellent interpersonal skills, proven ability to write in a clear and concise manner and to communicate orally effectively in both Myanmar and English.
- Planning and Organizing: Proven ability to plan and organize own work; ability to identify priority activities and assignments.
- Team Work: Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect for diversity.
- Accountability: Should be able to perform his/her duties under pressure and within deadlines.
- Partnerships: Ability to establish and maintain effective relationships with colleagues, partners, stakeholders
- Building Trust: Places confidence in colleagues, staff members and outside collaborators
- Judgement/Decision Making: Ability to identify key issues in complex situations, gathering relevant information before making a decision.

**Expected Deliverables**

1. Finalized table of content of Mandalay Resilient Strategy in consultation with UNH
2. Field of opportunities exercise (tool by RF) to finalize the list of actions to be included in the Resilient Strategy Report
3. Submission of Mandalay Resilient Strategy with final comments of 100 RC, CRO and UNH

**Management Arrangements**

The Consultant will start the work from 01<sup>st</sup> week of September 2017 and will need to submit the deliverables related to this assignment by 31<sup>st</sup> October 2017. Due to unforeseen circumstances in strategy release, Contract may be extended in terms of total duration but number of working days remains to be same (30 days) as mentioned.

The international consultant shall visit Myanmar in two missions, each one for 05 days and 20 days of home based work. The international consultant will work with UNH, 100RC and CRO team and get inputs from all for final deliverables. The international consultant shall be responsible for the final expected deliverables as indicated above in the given time frame.

**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: [www.fukuoka.unhabitat.org](http://www.fukuoka.unhabitat.org)
- ♦ CV with a Passport Photograph
- ♦ A Statement of Interest and suitability (a cover letter) for the position

**All applications should be submitted to:**

UN-Habitat Myanmar Office

**UN-Habitat, UN Compound, No.6, Natmouk Road, Tamwe Township, Yangon**

**To: [recruitment@unhabitat.org.mm](mailto:recruitment@unhabitat.org.mm)**

**Cc: [habitat.fukuoka@unhabitat.org](mailto:habitat.fukuoka@unhabitat.org)**

Please indicate the Post Title: “**MYA- Strategy Writer**” 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 qualifications, skills and relevant experience of the selected candidate. 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: 15 September 2017**

In line with UN-Habitat policy on Gender Equality, and Empowerment of Women, application from female candidates are particularly encouraged.