

Ref: UN-HABITAT/VA-I/2017/008

TERMS OF REFERENCE

Issued on: 7 September 2017

ORGANIZATIONAL LOCATION:	UN-Habitat Myanmar
FUNCTIONAL TITLE:	Consultant (for MCCDDM Project End Report Writing)
PROJECT:	Myanmar Consortium for Capacity Development on Disaster Management (MCCDDM)
DUTY STATION:	Yangon, Myanmar
ASSIGNMENT DURATION	3 weeks
CLOSING DATE:	20 September 2017
LEVEL	IICA-2 (Specialist)

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

BACKGROUND

Myanmar Consortium for Capacity Development on Disaster Management (MCCDDM) aims to develop disaster management capacity of a wide range of stakeholders through sustainable partnerships, to enhance safer and resilient communities in Myanmar. The government of Myanmar identified capacity development in Disaster Risk Reduction as a priority under Myanmar Action Plan for Disaster Risk Reduction and allocated resources for the Disaster Management Training Centre (DMTC). However, the DMTC plan faces limitations in capacity and resources. Based on the recommendations of a consultation workshop involving the government, and stakeholders (including the MCCDDM consortium partners) and needs assessments, the MCCDDM has proposed specific activities in the Risk Management Policy and Practice sector to USAID OFDA and which has been accepted for implementation from 2014 to 2017 (30 months).

To implement these activities, the MCCDDM brings core technical expertise in Disaster Risk Reduction, while demonstrating its capacity to address other cross cutting issues using its diverse competencies. The consortium has engaged extensively with government counterpart agencies to align its strategy with the national DRR policy framework and bring in solid foundations for the training centre’s sustainable future. The consortium member’s wide-ranging engagement at the national level to their active engagement at sub-national and community has also been demonstrated. A substantial network of expertise in Myanmar and from the Region has already been established to support and implement the program.

PURPOSE OF THE ASSIGNMENT:

To prepare the “End of the Project Report”, ready for submission to the donor, making use of the inputs provided by the contributing partners of the project and based on a reporting framework drafted by the (outgoing) programme manager.

The report should include all elements of the project in accordance with the donor's reporting requirements, including financial statement of the project (provided by UN-Habitat).

SUPERVISION, TASKS AND RESPONSIBILITIES

The Consultant shall work under the supervision of the Country Programme Manager, UN-Habitat Myanmar, and with the help and assistance of the MCCDDM project team (for substantive information) and the UN-Habitat Myanmar country operations support team (financial information).

The Consultant is to complete the final report in a presentable form within the given time frame.

This shall capture all works of the project and its partners and shall include Achievements of the project against its activities and workplan along with the indicators of achievement.

Tasks and Responsibilities include:

- **Review**
 - relevant information on the project such as: Project Document, work plan, logframe, indicators framework in the logframe; monthly/quarterly reports and implemented activities (“as-is”), MTR reports, lessons learned reports.
 - other materials as necessary: minutes of the regular and specific events as necessary; such as meetings, workshops, MCCDDM Technical Advisory Group, Steering Committee, Consortium Management Team, Technical Working Group; and the sustainability arrangements laid down by the MCCDDM partners for Disaster Management Training Center of Myanmar
 - Other project reports, such as Training Impacts Assessment Reports prepared by independent third-party consultant
 - end-of-project reports provided by the Consortium partners (total 11 partners in the consortium). All partners provided their final reports which constitute input material for the final report.
- **Consolidate**, with revisions as necessary, for use in the final report
 - the draft Final Report on the skeleton structure (ToC) prepared by the project team
 - the reporting of achievements against the indicators of the log-frame.
 - Best Practice and Success stories reported by each partner
- **Prepare the first draft** of the End of the Project End Report and submit to Country Program Manager, for review and feed-back.
- **Revise the first draft** in accordance with the feedback and inputs of UN-Habitat.
- **Submit the Final Project End Report to UN-Habitat**, Myanmar.

The Consultant shall plan and implement the report preparation and completion effectively:

- Discuss the approach to accomplish the task with effective and time efficient manner with the project team and CPM.
- Coordinate closely with MCCDDM staff members of UN-Habitat for correspondence and data requirements.
- Obtain inputs from programme team or from partners (with the support of the programme Colleagues) as necessary.
- Coordinate with MCCDDM staff for working with finance team to prepare financial report in parallel to the narrative report.

- Pro-actively alert the CPM and MCCDDDM project staff on issues and challenges in the forthcoming report, which requires judgments and decisions of the CPM (e.g. information gaps, wording that may affect the reputation of UN-Habitat, partners, USAID or the government, etc.)

DELIVERABLES:

- Submission of the first draft report, in a sufficiently presentable format
- Submission of final report, ready to submit to the donor; submitted to UN-Habitat in electronic version as well as a printed copy (showing that it is presentable and ready for submission to the donor)

Duration of consultancy and cost for services

Expected Starting date of the Assignment: 1st Oct to 25th October 2017; remuneration is on daily fee basis @ 21 working days, as per UNOPS IICA remuneration standards for assignments in Yangon.

QUALIFICATIONS:

- 1) **Education:** A Master degree in Management, Social Studies, Development Studies, Humanitarian Affairs, relevant Engineering disciplines, international development or related fields;
- 2) **Work Experience:** At least 7 years of progressive, proven experience in DRR Programming; training and Coordination with UN, INGOs, Donors etc. Experience of working in Myanmar will be an advantage
- 3) **Language:** Has an excellent command of English (spoken/written)
- 4) **Other skills:** Experience in training programmes with demonstrated skills in report/proposal writing will be an added advantage. Experience of having worked with multiple partners, agencies would be desirable.

COMPETENCIES

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to Training related to DRR and Climate Change.

Teamwork: Works collaboratively and collectively with colleagues to achieve goals.

Communication: Speaks and writes clearly and effectively, listens to others, clearly interprets messages, openness in sharing information and keep people informed.

Submission of Applications:

The application comprises a one-page cover letter explaining the applicant's interest and suitability for the assignment and a CV with a Passport Photograph and updated United Nations Personal History Form (P 11).

Interested candidates (International only) should submit their application in writing, clearly indicating on the sealed envelope the Post Title, to UN-Habitat, UN Compound, No.6, Natmauk Road, Tamwe Township, Yangon Myanmar.

OR by email with Subject: "Post Title" to:

E-mail: : recruitment@unhabitat-mya.org ,

Cc: recruitment.unhabitat@gmail.com, habitat.fukuoka@unhabitat.org

Please note that applications received after **20 September 2017** will not be given consideration for this cycle, but will be kept in the roster (<http://e-roster.unhabitat.org/>). Only shortlisted candidates 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.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).

UN-Habitat may publish revisions during the posting date. Candidates may check for updated. This version is the original one, published on 7 September 2017.

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