

VACANCY ANNOUCEMENT
TERMS OF REFERENCE

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ORGANIZATION:	United Nations Human Settlements Programme (UN-Habitat) UN Core Values: Integrity, Professionalism, Respect for Diversity
PROJECT:	<i>Mainstreaming “Leaving No One Behind” in national urban policies and programmes (SDG 11 & 6) in South Asia (LNOB)</i>
FUNCTIONAL TITLE:	Researcher cum National Project Coordinator
DUTY STATION:	Dhaka, Bangladesh
DURATION:	10 months
TYPE OF CONTRACT:	UNDP Service Contract -Bangladesh

*** IMPORTANT Note:**

Actual work starting date and duty station may be changed based on the situation of COVID-19 at the time of recruitment.

Background:

The ongoing urbanization in South Asian countries needs steering and guidance to ensure no one is left behind in reaping the benefits of growth. The project, “Mainstreaming Leaving No One Behind in national urban policies and programmes (SDG 11 & 6) in South Asia” caters to the needs of the vulnerable and marginalized, including persons with disability in public policy and programmes. The project will be implemented at national and local government levels to integrate needs of persons with disabilities and other marginalised groups in the urban, water and sanitation sectors to improve the roadmap to achieve SDG 11 – Sustainable Cities and Communities for integrated urban development and SDG 6 – Clean Water and Sanitation.

The national and local governments in the region need capacity support for innovative, integrated, evidence-based urban policy and planning. The project draws on the collective expertise of UN-Habitat, UNESCAP and UN-OICT to use the convening power for addressing the complex, cross-sectoral challenges facing South Asian urban policy makers aiming to mainstream inclusive, safe concepts into urban policy and planning frameworks by engaging national, sub-national and local governments. The project will focus on three areas:

1. Regional and National Partnerships to Achieve Common Goals: Strengthened regional network of governments and local urban institutions to promote and mainstream LNOB in urban development agenda, specifically SDGs 11 & 6.

2. Integration for LNOB in National Policy and Programs: Improved enabling environment within countries to align national policies and instruments to meet LNOB goals with focus on safety, inclusiveness and access for the disabled in SDGs 11 & 6.
3. Capacity Building of Local Governments for Implementation and Monitoring: Self-sustainable local government capacity for stronger vertical integration and reiterative feedback loop to national policies/frameworks through evidence-based monitoring of impact at local level.

Duties and Responsibilities:

Under the overall supervision of the Human Settlements Officer of the Regional Office for Asia and the Pacific, the Researcher cum National Project Coordinator will work under overall guidance of the Regional Advisor/ Project Manager, LNOB and will be responsible to undertake the following activities:

1. Lead the collection, collation and documentation of project database, and ensure availability of latest information for informed decision making by consistently updating and maintaining the existing databases.
2. Support data analysis for evidence-based assessment of project objectives and draft project outputs.
3. Lead and manage repository of geospatial datasets including those prepared internally and those acquired from external sources.
4. Undertake review of relevant national and sub-national policies and programmes, and lead assessment of national and local policies and programmes for mainstreaming LNOB; provide support in drafting an assessment framework.
5. Contribute towards development of approaches and methodologies for integration of evidence-based recommendations towards LNOB in national and local policies and programs.
6. Provide technical support to selected municipality to operationalise measurement, reporting and verification of city level indicators and indices pertinent to the project.
7. Effectively represent information through graphical media, i.e. graphs, charts, presentations etc., using advanced designing programmes, ensuring their attractiveness and effectiveness in communicating key messages.
8. Coordinate with the designated national and sub-national counterparts on:
 - a. Formation of Steering committees and stakeholder committees
 - b. Develop stakeholder engagement strategy and procedure including timelines
 - c. Support for conducting capacity building workshops and training for promoting the use of indicators and policy/program tools
9. Prepare various progress reports on monthly/ quarterly basis for sharing and monitoring purposes, as requested.
10. Perform any other assignments, as requested by the Country Programme Manager.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in urban policy/ planning, urban design, geography, statistics, urban studies, or related technical field.

Work Experience: At minimum of five (5) year's progressively responsible experience in the field of city planning and information systems. Experience of working with UNITED NATIONS system and other international organizations/ projects will be considered as an advantage.

Professionalism: Sound analytical and problem-solving skills, plus ability to handle a range of equipment used in communication. Should have advanced proposal writing, research and analytical skills. Expertise in development of strategic documents, policy documents, local action plans as well as preparing and planning of various trainings/ workshops for different stakeholders. Able to work both independently and as part of a team in a multicultural environment and establish harmonious and effective working relationships both within and outside the organization.

Teamwork: Ability to establish and maintain effective partnerships and working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity. The candidate needs to have experience of working with multiple stakeholders including government, civil society and other partners.

Planning & Organizing: The candidate should be able to develop clear goals that are consistent with the agreed strategy; able to adapt to a new task and work context quickly and finish all duties within the given timeframe.

Client orientation: Experience in working with government institutions at national and local level is an advantage. Capable of working in a team and undertaking initiative to ensure smooth relations and open communication within the team and with partners is required. Professional and courteous attitude and demonstrated ability to work effectively in a stressful environment.

Language: Excellent knowledge (spoken and written) in English and Hindi language is required. Knowledge of any other regional language would be an advantage.

How to Apply:

Interested and qualified candidates are requested to please indicate their immediate availability to undertake the assignment as per terms of reference above. The application must be accompanied with a completed UN Personal History Form (P11). Please download the [form \(MS-Word\)](https://fukuoka.unhabitat.org/wp-content/uploads/2021/12/Personal_History_P11.doc) from UN-Habitat ROAP website https://fukuoka.unhabitat.org/wp-content/uploads/2021/12/Personal_History_P11.doc

The application should comprise of:

- Completed UN Personal History Form (P11)
- Recent Curriculum Vitae (CV)

Please indicate the Post Title: “**Researcher cum National Project Coordinator in Bangladesh**” in your email subject and send it to habitat.fukuoka@un.org

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 for interview. In line with UN-Habitat policy on gender equity, applications from female candidates are particularly encouraged.

Deadline for application: ~~3 May 2022~~, Extended to 17 May 2022

Due to a large number of applications expected, only short-listed candidates will be contacted. 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).