

TERMS OF REFERENCE

Issued on 6 June 2022

ORGANIZATIONAL LOCATION:	UN-Habitat Regional Office for Asia and the Pacific (ROAP)
DUTY STATION:	Sihanoukville and Phnom Penh, Cambodia
FUNCTIONAL TITLE:	Community Associate
CONTRACT MODALITY	UNOPS Local Individual Contractor Agreement (LICA)
DURATION	2 Work Months, 1 July – 31 December 2022
PAYMENT	Lumpsum payment, output-based
CLOSING DATE:	19 June 2022

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

1. ORGANIZATIONAL SETTING

1.1 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.

UN-Habitat started in 1996 to assist and support the Government of Cambodia to develop an inclusive urbanization and human settlement upgrading process. The Cambodia office is under the direct supervision of the Director and the Human Settlement Officers of UN-Habitat Regional Office in Fukuoka. It is responsible to coordinate, cooperate and to implement urban relevant targets of the Habitat Agenda and the Sustainable Development Goals. Therefore, it is necessary to harmonize, interact, and collaborate with other United Nations bodies, funds and programmes and to cooperate with all development partners, including the civil society, the private sector, foundations, academic institutions, research centres and others.

Cambodia UN-Habitat implements projects during the last decades in the areas of urban poverty reduction; water, sanitation and hygiene (WaSH) initiatives; climate change adaptation and disaster risk reduction. Currently, the UN-Habitat Cambodia office has responsibilities to promote the New Urban Agenda (NUA) in governmental and interagency environments in Cambodia. One crucial step to achieve the SDGs and NUA is the timely implementation of existing pro-poor policy documents, such as the Circular 03 and the new National Housing Policy. Both documents promote the right to adequate shelter, especially for the poor and marginalized, but both are not fully implemented as resources and capacities in human, technical and financial aspects are lacking.

1.2 Project for Emergency Support Initiative for Green Building-based Prevention and Control Measures for Vulnerable Communities

UN-Habitat is distinctively placed to support population in vulnerable communities in the target countries with lifesaving humanitarian aid. The agency has its country offices and has been operating more than two decades in target countries. Currently it is implementing number of projects in these countries focusing on building resilience through green building initiatives and improving living standards in vulnerable communities including urban informal settlements. UN-Habitat's humanitarian support has unique features that have resulted in the success and sustainability of interventions. UN-Habitat implements a community-based approach, the People's Process ensures community support and ownership for humanitarian aid which ensures the interventions contribute to durable solutions to crisis and increased human security through integrating such actions to mainstream recovery process. This project approach is fully aligned with the Government of Japan's development approach - humanitarian-development nexus by providing lifesaving humanitarian assistance with the vulnerable people in need to stabilize their quality of life which will result in reintegrating them into the society as continuum sustainable development.

The project is to reduce the urgent risks to health and wellbeing of the people, associated with poor basic facilities and living environment of houses. It contributes to safer and cleaner cities in the Asia and Pacific region during the COVID-19 pandemic through green building initiatives that further contributes to the commitments of the countries to reduce carbon emission.

Overall, project will contribute to increase resilience in the cities through partnerships for Resilience. It also aligns with supporting developing nations to reach UNFCCC commitments and learn from Japan's policy on reaching carbon neutrality and transforming society and the economy with groundbreaking new technologies. In this aspect, transfer of Japan's state of art technologies to developing nations contribution for reinforcing the world's strategy against climate change.

The objective of the project is to reduce the urgent risks associated with poor structures of houses and contribute to safer and cleaner cities in the Asia and Pacific region during the COVID-19 pandemic through green building initiatives. Furthermore, this project is to support the development of Green Building-based cities resilient and adapted to climate changes in developing countries.

The project will aim to undertake the following main activities in selected cities in Cambodia, Nepal, and Sri Lanka.

- 1) Develop community based rapid assessment system to identify urgent green building improvements to promote healthy living conditions in vulnerable communities for efficient use of energy, water, and other resources.
- 2) Provide clean energy options mainly energy efficient cooking stoves to reduce their vulnerability to respiratory infections due to cooking with polluting fuels and technologies worsening air quality inside houses
- 3) Provide alternative energy options for lighting and electricity, directly contributing to reduced operation cost for the urban poor households who will be able to access affordable energy options to support their day-to-day life and livelihood activities.

For ensuring effective and efficient project implementation, UN-Habitat Cambodia Office is seeking for one qualified national expert to the position of Community Associate who will be based in Sihanoukville, Cambodia.

2. REQUIREMENT AND DURATION

2.1 Requirements of the consultancy

Within the framework of the “Emergency Support Initiative for Green Building-based Prevention and Control Measures for Vulnerable Communities”, funded by the Government of Japan, the Community Associate will provide leadership in community assessment, mobilization as well as coordination of field assessment, community agreement and field activities. The Community Associate will also support Habitat Programme Manager (HPM) to organize trainings and workshops, and to monitor and evaluate the project activities.

2.2 Duration

This consultancy will be 2 work months over the 6 months from 1 July to 31 December 2022 in order to complete project activities as mentioned in the project documents.

3. DUTIES AND RESPONSIBILITIES

3.1 Objectives, output expectations and performance indicators

Under the overall guidance of the HPM for Cambodia and Human Settlements Officer (HSO) in the Regional Office for Asia and the Pacific (ROAP), the identified Community Associate will be responsible of the following activities in Sihanoukville:

- Participate in the regional training of the trainers on green building,
- Conduct a national training based on Training of Trainers (ToT),
- Develop and conduct community based rapid assessment system to identify urgent green building improvements to promote healthy living conditions in vulnerable communities for efficient use of energy, water, and other resources,
- Mobilizing communities and stakeholders for clean energy options,
- Provide clean energy options mainly energy efficient cooking stoves to reduce their vulnerability to respiratory infections due to cooking with polluting fuels and technologies worsening air quality inside houses,
- Assist the community in preparing the community agreement,
- Provide alternative energy options for lighting and electricity, directly contributing to reduced operation cost for the urban poor households who will be able to access affordable energy options to support their day-to-day life and livelihood activities,
- Monitoring the construction of alternative energy options for lighting and electricity in the community,
- Conduct a reflection and lesson learned workshop, and prepare a project completion report,
- Assisting other relevant tasks as necessary and required by the HPM and HSO.

3.2 Specific Deliverables and Payment

As per below table, lumpsum payments will be made in **3 installments** upon the submission of expected deliverables and evidence of satisfactory outputs/results upon certification and approval by UN-Habitat ROAP. The rate is determined by functions performed and experience of the consultant. The fee will be paid as per agreement.

The costs for local mission travel will be provided as per UN rules and regulations.

Expected Outputs and Payment Schedule		Payment	Due Date
1	Summary Report on National Training and Community Assessment	30%	By 31 July 2022
2	Summary Report on clean energy options and alternative energy options for lighting and electricity	40%	By 30 September 2022
3	Any IEC materials on green building and Draft Project Completion Report	30%	By 30 December 2022

3.3 Reporting lines

Under the overall supervision of the responsible HSO, based in UN- Habitat ROAP in Fukuoka, Japan, the Community Associate will work under the direct guidance of the HPM in Cambodia.

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. 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 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 level, respects the culture of our Muslim brothers or 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:	University Diploma (University degree will an asset) in civil engineering, architecture, social sciences, development studies, climate change/disaster risk reduction
Experience and skills:	<ul style="list-style-type: none"> • Minimum 6 years of relevant professional experiences in the areas of community organization/mobilization, housing and shelter, risk reduction and climate change, • Good knowledge of community assessment and mobilization in Cambodia • Good interpersonal, communication and teamwork skills • Effective written and oral communications, ability to elaborate complex issues in public occasion • Fluency in written and oral English language • Computer literacy in MS Word, Excel, PowerPoint. Knowledge of architectural design software is an advantage. • Availability to stay in the project sites in Sihanoukville.
Language Requirements:	This is a local position. Fluency in oral and written Khmer is essential. English is also required.

Submission of Application

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](#).

Interested candidates should either:

- (i) Submit their application in writing (CV, P11 form and cover letter) in a sealed envelope and send to: UN-Habitat Office, Phnom Penh Center, Corner of Sothea and Sihanouk Blvd, Phnom Penh;
or
- (ii) Send by e-mail to: sensamras.piseth@un.org

Please indicate the VA Title in your e-mail subject: **“Community Associate- Cambodia”**

Deadline for Applications: **19 June 2022**

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: Sensamras.piseth@un.org