

Ref: UN-HABITAT/VA-I/2023/001

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## TERMS OF REFERENCE

Consultancy to provide event design and facilitation support in hybrid mode to Climate Action Week

<b>Job Title</b>	Climate Change Event Coordinator
<b>Duty Station</b>	Home-based with possible travel to Yangon, Myanmar
<b>Duration of Assignment</b>	30 days over 2 months
<b>Starting date</b>	As soon as possible (prefer 1 <sup>st</sup> week of February)
<b>Type of Contract</b>	IICA (international)
<b>No. of Positions</b>	1

### Background

UN-Habitat, the United Nations Human Settlements Programme, has had a presence in Myanmar since the early 1990s. UN-Habitat is dedicated to promoting socially and environmentally sustainable development of human settlements in an urbanizing world, with the goal of providing safer and inclusive human settlements.

Myanmar has been severely affected by the negative impacts of climate change, having a long history of a variety of natural and anthropogenic hazards including cyclones and storm surges, floods, droughts, heat waves, sea level rise and deforestation etc. These intensifying and successive disasters have severely impacted the lives and livelihoods of the people and caused huge economic losses in Myanmar. Even though Myanmar contributes to only 0.28% of global GHG emissions, it has been consistently ranked among the top three countries impacted by extreme weather events in the last two decades. Frequent climate related disasters, along with persistent ethnic armed conflicts, has restricted the country's trajectory towards the achievement of the sustainable development goals (SDGs) and slowed down its capacity to implement local climate action.

Under the European Union (EU)'s Global Climate Change Alliance, the Myanmar Climate Change Alliance (MCCA) Programme is working to address climate change vulnerability and risk. The first phase of MCCA (MCCA1) was implemented from July 2013-October 2018. MCCA1 built awareness and high level advocacy on climate change as well as developing and piloting the climate change vulnerability assessments and adaptation planning tools in three townships located in different geographical areas of Myanmar. In addition, MCCA1 programme has also started supporting mainstreaming of climate change across various sectors.

In order to continue supporting Myanmar in tackling climate change impacts, the 2nd phase of Myanmar Climate Change Alliance (MCCA2) programme funded by the EU, will engage with key stakeholders to build climate resilience at the community level and improve multisector dialogue through knowledge generation and exchange, awareness raising and communication. UN-Habitat will work in eight selected townships in Myanmar to implement local climate adaptation and mitigation actions through gender responsive and inclusive DRR approaches. Under MCCA2

programme, UN-Habitat will also engage with key stakeholders to enhance climate change dialogue and action across sectors. The MCCA2 will also establish the Myanmar Climate Action Network, composed of various climate actors with a common vision to promote knowledge exchange and build synergies for enhanced climate action in Myanmar.

## **Overview of the Assignment:**

Under the EU funded MCCA2 programme, UN-Habitat would like to organize a climate action week (03 days) event in Myanmar in hybrid format for the next 03 years (once per year) starting from 2023. The Climate Action Week event will be the flagship event of MCCA2 to have deliberate discussions on the multisectoral climate change challenges in Myanmar and to channel the coordinated efforts to promote and implement climate action by a wide set of stakeholders. Climate Action Week event will be organized in collaboration with various development partners such as UN agencies, INGOs, LNGOs, financial institutions, professional institutes, media and private sector, etc. The climate action week will entail thematic and multisector technical session, workshop/capacity building events, concrete climate actions on ground, field visits, etc. The consultant is expected to support MCCA2 team in designing, coordinating, facilitating and reporting of the climate action week 2023 in collaboration with other development partners.

## **Objective**

The objective of the consultancy is to prepare and facilitate to organize the 03 days hybrid event “Climate Action Week” in Myanmar. This will be accomplished through the implementation of the activities listed in the work assignment. The Climate Action Week is tentatively scheduled to take place from 28 February to 02 March 2023.

## **Work assignment**

The consultant will be required to:

1. Support in the design of the event “Climate Action Week” by facilitating the discussion with other development partners and bringing new ideas to the MCCA2 team
2. Design the registration form/platform/link at least 2 weeks before the event to open registration for participants and consolidate all the data to provide it to MCCA2 team
3. Support MCCA2 team in finalizing the detailed agenda and welcome package of the climate action week event, and disseminate it to all registered members
4. Coordinate with all the speakers and moderators of the individual sessions to get the required information such as PowerPoint, personal details, brief introduction, etc., well before the scheduled sessions and test the tools to be used for conducting the session
5. Develop ideas and design all the communication materials to announce the climate action week to enhance visibility and outreach to all the targeted stakeholders
6. Work with subject matter experts of the MCCA2 and other development partners to organize the session along with branding to increase the visibility of the events
7. Provide subject matter expertise on facilitation and knowledge management to ensure that virtual participants in the various sessions of the event are engaged to participate effectively with in-person participants
8. Design a feedback system to receive the comments and suggestion from all the participants before, during and after the event

9. Propose inputs for improved content, visualization, structure and other aspects to improve learning objectives
10. Present and discuss with MCCA2 team the proposed tools to be used during the event, to be tested and finalized
11. Finalise guidelines/manual on how to access and utilize the digital tools used for the event
12. Provide support to pre- and post- event survey
13. Provide technical support to facilitation of sessions, including breakout groups
14. Prepare the daily short social media post about the event and provide technical support to MCCA2 communication team in drafting key messages/announcements for the social media pages of MCCA2 before, during and after the event
15. Develop and use various tools to get the feedback of participants about climate action week and provide recommendation to improve the climate action week for next years
16. Prepare the final report of the climate action week event to capture all activities, learnings, way forward etc. including all the statistics (type of agencies, age group, gender etc.) about participants
17. Develop a short video (2-3 minutes) of the climate action week event to disseminate to all the participants and wider climate change community in the region

## **Expected outputs/ Deliverables**

It is expected that the consultant will provide the following outputs:

- Draft detailed agenda and develop the welcome package for the climate action week event, to be submitted for UN-Habitat review and comments
- Guidelines/manual on how to access and utilize the different digital/manual tools (e.g. workshop sessions, breakout groups, virtual registration desk etc.) and pre-post survey forms
- Communication material and guidance for social media (key words, hashtags, key message etc.) including key messages to enhance visibility and outreach
- Short video (02-03 minutes) of the event for dissemination to wider climate change community in country and in the region
- Final report on the aims, proceeding of the event and outcomes of the event. Report should also highlight recommendations to improve the event and analysis of results from pre- and post- workshop survey.

## **Duration of contract**

This consultancy assignment is expected to be conducted for 30 days over a period of 2 months. The climate action week will be conducted tentatively from 28 February – 02 March 2023.

## **Supervisor:**

The consultant will be under the overall supervision of the Country Programme Manager, a.i., UN-Habitat Myanmar, and under the direct supervision of the Programme Specialist, MCCA2.

## Travel

The consultant is expected to work remotely during the consultancy assignment period, with one possible travel to Myanmar for 05 days during the event. In case of travel, expenditure will be covered by UN-Habitat as per UN rates.

## Payment schedule

Following will be the payment schedule for this consultancy:

1. 50 % after signing of the contract and submission of following deliverables:
  - Detailed agenda, welcome package and session plan for the event
  - Guideline and manual for use of different digital/manual tools to be used before, during and after the event
  - Communication material and guidance for social media including key messages to enhance the visibility and outreach
  
2. 50% after completion of the following deliverables:
  - Daily brief of the event;
  - Short video of the event for dissemination to wider climate change community
  - Final workshop report including the proceedings, outcomes, lessons learned and recommendations

## Qualifications Required

**Academic:** The consultant should have a degree in the Information and Communications Technologies (ICTs), Instructional Design or Instructional/Educational Technology, multimedia production, Social Sciences or a relevant educational degree or qualification. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Professional Experience:** The consultant should have at least five years of experience in the field of education, e-learning, ICTs, knowledge management or related fields.

**Special knowledge and skills:** Understanding of how people learn in a hybrid environment; Ability to design e-learning experiences, from learning objectives and needs assessments to evaluation; Ability to coordinate with diverse set of stakeholders, Good visual thinking; Creative skills to combine audio, visuals, videos and quizzes to build complete e-learning experiences; Experience with IT tools and software to develop online learning materials (e.g. design and/or authoring tools such as Articulate Storyline, Articulate Rise, Adobe Captivate, PowerPoint, etc); Strong interpersonal skills (communication, feedback, collaboration); Strong written and oral communication skills; Collaborate effectively with subject matter experts; Ability to take initiative and organize oneself.

## Performance indicators

Performance in the conduct of the consultancy will be appraised on the following:

- Meeting deadlines for deliverables;
- Quality of the deliverables;
- Demonstrated expert knowledge of the subject areas;

- Ability to support the workshop to be delivered in an engaging, informative and organized manner and to foster a constructive learning environment and facilitate peer learning and networking for participants;
- Adherence to the work procedures of UN-Habitat.

**Language:** Fluency in oral and written English is required.

**Competencies:**

**Professionalism:** professional competence and mastery of subject matter.

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

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

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies, time management.

**Client Orientation:** Identifies clients' needs and matches them to appropriate solutions.

## **Submission of Applications**

The application comprises a one-page cover letter explaining the applicant's interest and suitability for the post and a CV with a Passport Photograph, updated United Nations Personal History Form (P 11) and copy of certificates and eventually letters of recommendation.

All applications should be sent to UN-Habitat Myanmar office at [recruitment@unhabitat.org.mm](mailto:recruitment@unhabitat.org.mm) with Subject: "Climate Change Event Coordinator"

Please note that applications received after the closing date **30 January 2023** will not be given consideration for this cycle but will be kept in the roster. Only shortlisted candidate 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.

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