

Ref: UN-HABITAT/VA-I/2023/002

Issued on: 23 January 2023

TERMS OF REFERENCE

Job Title	Transitional Country Programme Document (TCPD) Consultant
Duty Station	Home-based with possible travel to Myanmar
Duration of Assignment	25 working days
Starting date	15 February 2023
Type of Contract	IICA (international)
No. of Position	1

Background

The United Nations Human Settlements Programme, UN-Habitat, is the United Nations agency for human settlements and is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. UN-Habitat's mandate is further derived from other internationally agreed upon development goals, including the Sustainable Development Goals (SDGs) approved by UN Member States in 2015. The New Urban Agenda approved at Quito in 2016 sets the standards for achieving SDG 11 which calls to "make cities and human settlements inclusive, safe, resilient and sustainable."

UN-Habitat has had a presence in Myanmar since the early 1990s and re-established a country office in 2008. UN-Habitat has been supporting Myanmar in Humanitarian, Development and Peace Building through its programme of support in the areas of sustainable urban planning and management, community driven development and recovery, environment, DRR/DRM and climate change, solid waste management, housing and land use, etc.

The UN-Habitat Country Programme Documents are part of UN-Habitat's endeavor to strategically programme its operational activities in a consultative and inclusive process involving UN-Habitat's country team, relevant stakeholders, sister agencies from the UN Country Teams, development partners, and all divisions of the agency. They also allow the opportunity to harmonize UN-Habitat's Country Programme with those of other development partners. The objective of this consultancy is to prepare the UN-Habitat Myanmar Transitional Country Programme Document (TCPD) 2024-25, with potential one-year extension, in line with UN Myanmar's Transitional Sustainable Development Cooperation Framework 2024-25, UN-Habitat's strategic plan, and ongoing Myanmar's Climate Change Alliance Programme.

Duties and Responsibilities

Under the overall supervision of the UN-Habitat Myanmar Country Programme Manager ai, the incumbent will work from home with travel to Myanmar as possible considering travel restrictions and visa requirements, and will be responsible for the following duties:

- Undertake a desk review of key projects implemented by UN-Habitat Myanmar Programme during 2019-2023 to identify UN-Habitat Myanmar Programme's strengths and weaknesses to be considered in future programming. This may include field visits to one or two projects sites.
- Analyse UN-Habitat's programmes and operations during 2019-2023 and identify challenges faced, good practices and lessons learned.
- Prepare an analysis report that consolidates the findings from the above points.
- Conduct meetings with key staff members of UN-Habitat, key stakeholders, and key UN agencies in Myanmar, to consult them on the development of TCPD 2024-25.
- Develop UN-Habitat Myanmar's Transitional Country Programme Document 2024-25, with potential one-year extension.
- Perform other relevant duties as assigned by the UN-Habitat Myanmar Country Programme Manager ai.

Expected Deliverables

By the end of the assignment, the incumbent is expected to submit the following deliverables:

- An analysis report including strengths and weaknesses, challenges faced, good practices and lessons learned in UN-Habitat Myanmar's programmes and operations during the period 2019-2023.
- UN-Habitat Myanmar's Transitional Country Programme Document 2024-25, with potential one year extension.

Qualifications and Experience

Education: An advanced university degree (Master's degree or equivalent) in evaluation, international studies, development, urban planning, or other relevant field of studies is required.

Experience and Skills: A minimum of ten years experience in evaluation or other relevant field is required. Excellent writing skill is required. Knowledge on urban issues and/or UN-Habitat's programmes and operations is desirable. Experience in ASEAN region, especially in Myanmar, will be an asset. Knowledge and understanding of theories, concepts and approaches relevant to urban planning and design or sustainable development particularly to the Urban Climate Change Mitigation and Adaptation, Sustainable Urban development, and Urban Climate Change Action.

Language Requirements: Proficiency in both spoken and written English is required.

Travel Requirements: The incumbent will be home-based, with one possible travel to Myanmar.

Competencies

Professionalism: Shows pride in work and in achievements; is conscientious and efficient in meeting commitments; observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Communication: 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 twoway communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

Planning and Organizing: Identifies priority activities and assignments; 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.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; meets time line for delivery of product or services to client.

Teamwork: Works collaboratively with colleagues to achieve organisational goals; builds consensus for task purpose and direction with team members; supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position.

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 with Subject: “Transitional Country Programme Document (TCPD) Consultant”

Please note that applications received after the closing date **6 February 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.