



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
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FOR A BETTER URBAN FUTURE

TERMS OF REFERENCE

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ORGANIZATIONAL LOCATION:	UN-Habitat, Regional Office for Asia and the Pacific (ROAP)
DUTY STATION:	Hanoi, Vietnam
FUNCTIONAL TITLE:	Urban Development Management Consultant
CONTRACT TYPE:	UNOPS Local Individual Contract Agreement (LICA)
LEVEL/SUBLEVEL	Level 9 Sublevel 1
DURATION:	119 working days from 12 June 2023 – 31 December 2023 To be extended subject to performance and budget availability
PAYMENT:	Lumpsum payment

INTRODUCTION TO THE UN-HABITAT

The United Nations Human Settlements Programme, UN-Habitat, is the UN agency for human settlements. It 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. Our vision is cities without slums that are livable places for all, which do not pollute the environment or deplete precious natural resources.

At the dawn of a new urban era, with most of humanity now living in cities, the UN-Habitat is at the frontline of the battle against urban poverty and environmental degradation. The efforts of UN-Habitat in more than 90 countries focus on addressing problems in humanitarian and crises, supporting national governments, local authorities and civil society to strengthen their resilience and capacity to mitigate, manage and recover from human-made and natural disasters.

Being present in Vietnam since 2007, UN-Habitat's activities focus on improving urban planning, providing cities with greater access to financial resources, disaster mitigation and reconstruction programmes, and promoting the development of green cities to tackle climate change. These activities range from technical assistance and collaborative action to policy advice, to leave no one and no place behind.

PROJECT BACKGROUND

UN-Habitat Vietnam office operates several projects with national and sub-national institutions to support Vietnam to achieve Sustainable Development Goals and implement the New Urban Agenda. One of those efforts is the project "Institutional Strengthening and Capacity Building for Sustainable Urban Development in Vietnam (ISCB)" which is financed by Swiss State Secretariat for Economic Affairs (SECO). The project consists of four interlinked components with the main goal of



strengthening capacities of national and local institutions to promote, plan and implement innovative and participatory solutions for sustainable urban development in Vietnam.

In this regard, UN-Habitat in Component 4 will support three pilot projects in three cities of Vietnam, aiming at promoting integrated and participatory urban planning approaches, improving national and local capacity in terms of innovative thinking and integrated planning and management; and strengthening urban management legislation with mechanisms to feedback and institutionalize piloting experiences and approaches at city and national level. The focus of the three pilots might include new approaches on participatory planning and management (e.g., ICT applications for smart urban governance and citizen participation) and urban financing (e.g., land pooling and readjustment; private sector participation).

Under such circumstances, UN-Habitat plans to recruit a qualified consultant on Urban Development Management to support the development of the city profiles for Tam Ky city, Quang Nam province, and Ben Tre city, Ben Tre province, until the end of 2023. The city profiles will provide background for the development of pilot proposals together with strengthening the synergy with multi-sectoral investment strategy and plan of the higher levels and contributing to the localization of UN-Habitat’s toolbox on Our City Plan.

OBJECTIVES

The Urban Development Management Consultant will be responsible for (1) drafting Tam Ky City Profile and Ben Tre City Profile based on technical inputs of consultant team, (2) drafting the proposal for Ben Tre pilot project, and (3) harmonizing outputs of component 4 with the Our City Plan process and toolbox, by the end of 2023. In the meantime, she/he will also be in charge of supporting the ISCB Project Team in developing TORs for consultants and events with SAM/VUF which will engage the pilot cities.

The Consultant will work closely with the ISCB Project Team of UN-Habitat Vietnam Office and report to the Project Manager (PM). The methodology includes data collection, desk research, simulation, interviews, and meetings with relevant stakeholders, third party verifications, consultants, and discussions with other relevant stakeholders.

RESPONSIBILITIES AND EXPECTED OUTPUTS

The contractor will deliver the following responsibilities in 119 working days:

Responsibilities	Man days
Work with ISCB team and develop the first draft of Tam Ky City Profile	12
Work with ISCB team and Ben Tre Local Taskforce to finalise the checklist of data, information and documents of Ben Tre city, Ben Tre province, which will be used for the development of Ben Tre City Profile and pilot project TOR	4
Work with ISCB team and develop the first draft of Ben Tre City Profile	12
Work with ISCB Project Facilitator to get city comments on the first draft of Tam Ky City Profile	5

Work with the City Coordinator to finalize a presentation (in PPT format) and an outline of TOR for pilot project in Ben Tre city	3
Prepare a report on context review of selected area for pilot project and detailed outline for pilot project in Ben Tre city	12
Facilitate the work of Ben Tre Local Task Force to get city comments on the first draft of Ben Tre City Profile	5
Prepare the first draft of the TOR for pilot project in Ben Tre city	16
Facilitate the work of Ben Tre Local Task Force to get city comments on the first draft of TOR	5
Provide coordination between the project team, the pilot cities and the team of Headquarters working on Our City Plan toolbox	30
Support ISCB project team to develop the TORs for national consulting groups and individual consultants to support the project implementation (GESI, SDG experts, GIS analyst, etc.) and for virtual events in cooperation with SAM and VUF	10
Work with ISCB project team to prepare the concept note and schedule for study tour in 2024 (under Component 1 with AMC)	5
	TOTAL: 119

OUTPUTS:

- Output 1: First draft of Tam Ky City Profile
- Output 2: Storage of data, information and documents (availability and sources) of Ben Tre city, Ben Tre province
- Output 3: First draft of Ben Tre City Profile
- Output 4: A summary of all comments from Tam Ky Local Task Force on the first draft of Tam Ky City Profile
- Output 5: Final versions of presentation (in .ppt) and outline of TOR for Ben Tre pilot project
- Output 6: A report on Ben Tre city center's context review and detailed outline of the TOR
- Output 7: A summary of all comments from Ben Tre Local Task Force on the first draft of Ben Tre City Profile
- Output 8: First draft of the TOR for Ben Tre pilot project
- Output 9: A summary of all comments from Ben Tre city on the first draft of the TOR
- Output 10.1: A progress report after 3 months
- Output 10.2: A progress report after 6 months
- Output 11: TORs for national consulting groups and individual consultants to support the project implementation (GESI, SDG experts, GIS analyst, etc.) and TORs for virtual events in cooperation with SAM and VUF (training events, technical workshops, seminars, etc.)
- Output 12: Draft concept note and schedule for study tour in 2023 (under Component 1 with AMC)



All deliverables must be handed over in English, approved by the Project Manager and certified by HPM/OiC.

REQUIRED SKILLS

- Ability to perform analytical and research work;
- Knowledgeable about urban development, local economic development, sustainable urban development, planning and development;
- Deliver outputs in a timely manner;
- Excellent interpersonal communication skills;
- Ability to work effectively individually and as a leader of a group of consultants;
- Demonstrated strong analytical, coordination and facilitation skills; especially when working with sub-national actors and communities

QUALIFICATIONS

Education:

Master's degree related to urban development and management, planning and design or related field.

Work Experience:

Minimum 3 years of relevant professional working experience, preferably in developing plans and strategies for sub-national partners (provinces, cities, neighborhoods) in coordination with the localities, from leaders to officials and communities. Experiences in ODA projects and UN agencies are added plus, but not mandatory.

Language Skills:

For this consultancy, fluency in oral and written English and Vietnamese is required.

EXPECTED DELIVERABLES AND TIMELINE

With reference to the tasks captured in the scope of work in the previous section, the consultant will be required to complete and provide the following deliverables as part of the contract:

Instalment	Expected Outputs and Payment Schedule	Payment	Due Date
1st instalment	Submission and clearance of Output 1, 2, 3, 4	30%	15 July 2023
2nd instalment	Submission and clearance of Output 5, 6, 7, 10.1	30%	1 September 2023
3rd instalment	Submission and clearance of Output 8, 9	20%	1 November 2023
4th/final instalment	Submission and clearance of Output 10.2, 11, 12	20%	31 December 2023

REMUNERATION

Lumpsum payments will be made as per below payment schedule in **four instalments**, upon the consultant's submission of expected deliverables and evidence of satisfactory outputs/results upon



certification and approval by UN-Habitat. The rate is determined by functions performed and experience of the consultant. The fee will be paid as per agreement.

Submission of Applications:

The application should comprise:

- Completed UN [Personal History Form \(P11\)](#). Please download the form (MS-Word) from UN-Habitat/ROAP-vacancy website:
- A Statement of Interest and suitability (a cover letter) for the position

All applications should be submitted to:

UN-Habitat Vietnam Office

To: unhabitat.vietnam@gmail.com

Please indicate the Post Title: “[ISCB] Urban Development Management Consultant” in your e-mail subject.

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. The fee will be determined according to the selected candidate's qualifications, skills, and relevant experience. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome. UN-Habitat regrets its inability to reply individually or attend to telephone queries on the advertised posts.

Deadline for applications: 28 May 2023