



## Terms of Reference

Issued on 16 November 2023

ORGANIZATIONAL LOCATION:	UN-Habitat, Regional Office for Asia and the Pacific (ROAP)
DUTY STATION:	Home-based
FUNCTIONAL TITLE:	Senior Technical Advisor - Sustainable Urban Development
CONTRACT TYPE:	UNOPS Local Individual Contractor Agreement (LICA)
LEVEL/SUBLEVEL:	Level 11
DURATION:	From December 2023 to December 2024 (Contract will be issued on a yearly basis)
PAYMENT:	Lumpsum payment, output based

### **BACKGROUND**

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.

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)”, funded by the Government of Switzerland (through Swiss State Secretariat of Economic Affairs – SECO).

The overall goal of this project is to promote sustainable urban growth and resilience in Vietnam through a combination of institutional capacity building, policy development and concrete local implementation. Moreover, it fosters multi-sectoral planning as well as horizontal and vertical cooperation between institutions at different levels of government. Finally, it will promote participatory planning, with a particular focus on private sector participation and gender issues. The project will be implemented over a period of five years (2020-2025) by UN-Habitat and consists of four interlinked components:

- ✓ Component 1: Institutional Strengthening and Capacity Building
  - Support sustainable setup of the Institute for Urban Development Management (IUDM)
  - Improve institutional capacity of national and local government agencies
- ✓ Component 2: Strengthening of national urban legislation
- ✓ Component 3: Support the implementation of the Planning Law
- ✓ Component 4: Piloting

Under this Project, UN-Habitat is responsible for the implementation of the Project in close coordination with all co-implementing partners, overall management of the Project as well as reporting of the progress to SECO. The Ministry of Construction (MOC) is the governing body and the Academy of Managers for Construction and Cities (AMC - under MOC) is the project owner. Other co-implementing partners are Urban Development Agency (UDA - under MOC), the Department of Planning Management (DPM - under the Ministry of Planning and Investment), and three cities selected for the Pilot component. UN-Habitat will have Agreement of Cooperation (AoCs) with AMC to implement activities under Component 1 and Component 2.

### **OBJECTIVES**

The Senior Technical Advisor - Sustainable Urban Development (STA-SUD) will be accountable for



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delivering urban planning and development analysis, guidance, and advice to the strategic and technical monitoring of ISCB project. The candidate will be expected to directly support the Local Project Owner and other government partners, providing technical inputs for the effective implementation of the project and achievement of the planned results with coordination and collaboration with other actors in the sector both at national and international levels.

The incumbent will work closely with Project Manager of ISCB and under the direct supervision of the Human Settlements Officer (HSO) in the Regional Office of Asia and the Pacific.

### **RESPONSABILITIES AND EXPECTED OUTPUTS:**

Specific deliverables will include but are not limited to:

- Advisory regarding institutional strengthening and capacity building in urban sector of Vietnam: Advising on quality assurance and the impact of the project workplan and outputs
- Advisory regarding urban planning policy development and systems' reforms: Advising on quality assurance and the impact of ISCB project on the factors involved in the national legal framework for urban planning and development in Vietnam, but not limited to, government policy at local level, international supports in the sector, considering all social, political and other factors (National and International)
- Advisory regarding SDG and NUA: Advising on the relevance and effectiveness of the policy recommendations on SDG and NUA achievements/contributions with respect to the Government's plan and efforts to reach the global commitments
- Advisory regarding new proposal development: Advising and recommending for new proposal development prepared by the country office in the field of sustainable development, integrated and participatory planning and management, providing technical inputs such as suggestions and adjustments, substantive comments, additions and omissions, reflecting strong sense of the global context and practices

The following specific outputs are included in this consultancy:

- Output 1: Reviews and comments to finalise the draft 2023 Annual Report to the donor
- Output 2: Reviews and comments to the draft 2024 Annual Workplan in consultations with other stakeholders, especially proposing approaches and solutions to ensure the synergies among 4 components
- Output 3: Technical inputs provided for the trainings conducted by IUDM and AMC for leaders and officials of provinces and cities, using the new training materials and for relevant trainings of trainers (presentations, notes, etc.)
- Output 4: First progress report on technical advisory work provided for ISCB project
- Output 5: Recommendations and reflections for IUDM and AMC trainings based on IUDM Business Strategy roadmap developed in 2023
- Output 6: Second progress report on technical advisory work provided for ISCB project
- Output 7: Reviews and comments to finalise the draft 2024 Bi-Annual Report to the donor
- Output 8: Third progress report on technical advisory work provided for ISCB project
- Output 9: Technical inputs to develop the concept note/proposal and organize the event of ISCB project in World Urban Forum 2024



- Output 10: Reviews and comments to the draft 2025 Annual Workplan in consultations with other stakeholders, especially proposing approaches and solutions to ensure the synergies among 4 components
- Output 11: Forth progress report on technical advisory work provided for ISCB project
- Output 12: Technical inputs to and report on Viet Nam Planning System Assessment
- Output 13: Technical input to ISCB Policy Paper with recommendations on SUD mainstreaming in Viet Nam Urban Governance

### **REQUIRED SKILLS:**

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to urban planning and design, urban center of excellence models, urban national policy development. Strong analysis of urban form, urban systems, underlying social, legal and financial mechanisms and the political context. Ability to develop strong graphic materials (concept plans, diagrams, street sections) as well as substantive reports. Knowledge of urban development issues. Ability to observe deadlines and achieve set goals. Ability to work and deliver under pressure.
- **Communication:** Excellent written and oral presentation skills in English. Excellent capacity to produce and manipulate graphic documents and drawings. Good presentation skills. Ability to communicate complex interventions in a clear language and convincing narratives. Sketching capabilities to effectively communicate in workshop settings and teams.
- **Teamwork:** Ability to work collaboratively with colleagues to achieve agreed goals.
- **Planning and Organizing:** Ability to prioritize activities and assignments and to easily switch between different projects.
- **Creativity:** Strong conceptual thinking. Is not bound by current thinking or traditional approaches, takes calculated risks on new and unusual ideas; thinks “outside the box”, and offers new and different options to solve problems or meet client needs. Can easily develop clear plans in contexts with limited information and datasets. Finds ways to extract and combine data and information to create base maps. Is both able to reduce complexity as well as sensitive to specific urban form and the landscape.
- **Management:** Ability to manage smaller project teams, divide workload and sustain efficiency

### **QUALIFICATIONS**

#### Education:

An advanced University Degree (Master’s or equivalent) or higher degree in Urban Planning, Urban Development, Urban Economics or any related field is required. Urban planning and development in developing countries in Asia and the Pacific region is preferred.

#### Work Experience:

- Minimum 7 year of relevant professional experience in urban planning and management policy analysis or strategic planning, preferably in a government or international organization setting;



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- Experience working with government agencies, international organizations, and other urban-related stakeholders is an asset.
- Strong expertise in data analysis, and policy evaluation techniques is desirable.
- In-depth knowledge of urban planning or urban development management, in Vietnam and the broader region is desirable.
- Excellent analytical, problem-solving, and research skills, with the ability to generate evidence-based policy recommendations is an asset.
- Previous successful involvement with, and good knowledge of, donors, government, private sector, and civil society is desired.
- Excellent communication and interpersonal skills, with the ability to work effectively with a range of stakeholders, including government agencies, donor, academia and project developers is an asset.
- Proven experience as Team Leader/ Project Manager from one or more projects of similar nature
- Previous experience with the United Nations System, including UN-Habitat is desirable

### Technical Knowledge:

- Center of urban excellence
- Urban planning and development
- Urban finance
- Research and analytical skills combined with good communication skills, including drafting skills and writing skills, in English and possibly another UN language;
- Able to work independently and as part of team and deliver on time under pressure.

### Language Skills

For this consultancy, fluency in oral and written English is required. Although not a requirement, knowledge of French and Vietnamese will be an advantage.

Expected Outputs and Payment Schedule	Payment	Due Date
1 <sup>st</sup> installment upon submission and clearance of following output: <ul style="list-style-type: none"> <li>• Output 1 &amp; 2 &amp; 3</li> </ul>	30% of contract value	By 20 December 2023
2 <sup>nd</sup> installment upon submission and clearance of following output: <ul style="list-style-type: none"> <li>• Output 4 &amp; 5</li> </ul>	10% of contract value	By 20 March 2024
3 <sup>rd</sup> installment upon submission and clearance of following output: <ul style="list-style-type: none"> <li>• Output 6 &amp; 7</li> </ul>	20% of contract value	By 20 June 2024
4 <sup>th</sup> installment upon submission and clearance of following output: <ul style="list-style-type: none"> <li>• Output 8 &amp; 9</li> </ul>	20% of contract value	By 20 Sep 2024



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5 <sup>th</sup> installment upon submission and clearance of following output: <ul style="list-style-type: none"><li>• Output 10 &amp; 11 &amp; 12 &amp; 13</li></ul>	20% of contract value	By 20 Dec 2024
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**REMUNERATION**

Lumpsum payments will be made as per above payment schedule in **five 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.

**TRAVEL ARRANGEMENT**

Travel to Hanoi, Vietnam, will be expected about 3 times during the contract period. Travel arrangements for the STA SUD to/from Hanoi, Vietnam, shall be arranged by UNOPS or UN-Habitat, based on UN rules and regulations.

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

**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](mailto:unhabitat.vietnam@gmail.com)

Please indicate the Post Title: “**Viet Nam-Senior Technical Advisor**” 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: 29 November 2023**