



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
Regional Office for Asia and the Pacific – Fukuoka
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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:	UN-Habitat Viet Nam, Hanoi Office
FUNCTIONAL TITLE:	Junior Project Assistant
CONTRACT TYPE:	UNOPS Local Individual Contractor Agreement (LICA)
LEVEL/SUBLEVEL:	Level 4
DURATION:	12 months, 1 January to 31 December 2024 (full-time) To be extended subject to performance and budget availability
PAYMENT:	Monthly 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

The project "**Promoting youth and community innovation for city sustainable development**" (hereinafter referred as "Botnar project") was developed to support cities in Vietnam, particularly Hoi An and Tam Ky in Quang Nam, improve quality of life for their urban citizens through community and youth-led innovation. Funded by Fondation Botnar, the project is implemented for 3 years, from December 2022 to December 2025, with 3 outcomes:



Outcome 1: Creative Hub model introduced and capacitated to mobilize youth and community participation and innovation for sustainable, inclusive, resilient and safe city development.

Outcome 2: Pilot projects implemented contributing to the introduction of innovative approaches, promoting cross-sectoral strategic coordination and participatory community development.

Outcome 3: Policy and legal guidelines to promote participative and creative urban solutions strengthened and disseminated.

The project “**Institutional Strengthening and Capacity Building Program for Urban Development in Vietnam**” is financed by Swiss State Secretariat for Economic Affairs - SECO for technical assistance and capacity development. The main goal of this project is to strengthen capacities of national and local institutions to promote, plan and implement innovative and participatory solutions for sustainable urban development in Vietnam. The project will be implemented over a period of five years by UN-Habitat in close coordination with the Ministry of Construction and city governments. The project consists of three interlinked components:

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

UN-Habitat’s role in the projects includes overall responsibility for project implementation, as well as for monitoring and reporting, receiving support from UN-Habitat Headquarters and the Asia-Pacific Regional Office.

UN-Habitat is seeking a Junior Project Assistant to facilitate the implementation of project activities at the national and local levels.

OBJECTIVES

Under the direct management of the Habitat Programme Manager (HPM)/Officer in Charge (OIC) in Viet Nam, supervision and guidance of the Project Manager/Programme Associate/Operations Associate, in collaboration with the project team and the country office, the Junior Project Assistant will be responsible to provide day-to-day administrative, financial and technical support for the project implementation and delivery of project outcomes.

RESPONSIBILITIES AND EXPECTED OUTPUTS

The following specific responsibilities are included in this consultancy:



- Work closely with the HPM/OiC, Project Manager and the project team in all aspects of project implementation. This may include supporting the development of the annual work plan, Terms of References (TOR) and concept notes for activities and events, working with relevant staff and stakeholders to implement the Botnar project activities, monitoring and reporting on progress, and preparing post-activity reports;
- Undertake for the Botnar project, coordinate and facilitate the day-to-day activities and financial management of the project at the country level, guided by the project document, work plans and budget; ensure the timeline of project activities is adhering to the overall work plan;
- Support the preparation of narrative and financial report(s), in coordination with UN-Habitat Finance and Admin Team, as requested by the HPM/OiC, ROAP, HQ, and in view of the requirements by Botnar Fondation;
- Support the development of communication and visibility strategy for the project, as well as knowledge products and promotion of the project via social media, and other tools and platforms;
- Track project expenditures through appropriate bookkeeping, capturing the financial procedures of the donors and UN-Habitat's finance and administrative guidelines
- Determine need for procurement and supply of office supplies, equipment and establish and maintain office files, logs, index, control index or other information concerning the work under the supervisor's control, and maintain inventory for repair and maintenance services;
- Assist in preparing requests for advance of funds and/or direct payments and follow-up on timely disbursements, and submit expenditure and program budget status reports;
- Undertake other responsibilities as may be necessary to ensure the success of the project implementation.

REQUIRED SKILLS

- **Professionalism:** Good knowledge and understanding of theories, concepts, and approaches relevant to climate change and urban management. Practical knowledge and working experience with urban development issues. Ability to observe deadlines and achieve set goals. Ability to work and deliver outputs under pressure.
- **Communication:** Good written and oral presentation skills in English. Good presentation skills. Ability to communicate and discuss complex issues in clear language and convincing narratives.
- **Teamwork:** Ability to work collaboratively with team members and 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. Being able to develop clear plans in contexts with limited information and datasets.

- **Management:** Ability to manage smaller project teams, divide the workload, and sustain efficiency.
- **Commitment:** Show a strong commitment and passion to work for sustainable urban development in Vietnam.

QUALIFICATIONS

Education:

- Minimum high school graduation, with study on business, public administration, management, finance, or accounting, or other field relevant to development studies in developing countries would be considered as asset.

Work Experience:

- Minimum 3 years of relevant work experience in providing coordination and operational support. Working experience in development fields, particularly in climate change, urban planning, urban development, with UN-Habitat or UN agencies are preferable.

Technical Knowledge:

- Experiences in providing coordination support for project activities with multi-stakeholders, particularly with local government, community and youth;
- Experiences in facilitating and organizing events;
- Has engaged with international development partners, national and local government authorities;
- Good understanding of the current and emerging youth- and gender-related issues, agreements, and trends in Vietnam
- General knowledge and understanding of sustainable development, the United Nation's sustainable development goals, and progress is a plus.
- Mature approach, good communication skills, interpersonal management, and

Language Skills:

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

REMUNERATION

Payments will be made monthly and based on deliverables over the contractual period. The rate is determined according to the qualifications, skills and relevant experience of the selected candidate based on a fixed salary scale.

DURATION

The contract will be 12 months, from 1 January to 31 December 2024, renewable subject to performance and budget availability.

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: “**Junior Project Assistant**” 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: 14 December 2023